

**BOARD MEMO**

Date: March 21, 2024  
For ACTION  X   
For INFORMATION      

**FROM:** Matt Smith, Policy Services Consultant  
**THROUGH:** Melanie Kay-Wyatt, Ed.D., Superintendent of Schools  
**TO:** The Honorable Michelle Rief, Chair, and  
Members of the Alexandria City School Board  
**TOPIC:** Proposed Policy Revisions

**ACPS 2025 STRATEGIC PLAN GOAL:**

- Goal 1: Systemic Alignment
- Goal 2: Instructional Excellence
- Goal 3: Student Accessibility and Support
- Goal 4: Strategic Resource Allocation
- Goal 5: Family and Community Engagement

**SY 2023-2024 FOCUS AREA:** N/A

**FY 2024 BUDGET PRIORITY:**

- Full Implementation of Students with Disabilities Action Plan
- Reduce Class Sizes
- K-4 Literacy
- Target Chronic Absenteeism
- Restorative Practices Supports
- Increase Support for Social and Emotional Learning

**SUMMARY:**

Staff are proposing the revision of several policies and regulations. Summaries of the revision, including links to code changes where appropriate, are presented in the Details section. Red-line changes and comments are included in the draft policies. These policies have been reviewed for code alignment and VSBA model policy alignment, audited for equity, edited by a team of staff members, and reviewed by the SLT and the Board Policy Subcommittee.

These revisions are proposed for adoption at the March 21, 2024, School Board Meeting.

Policy IGE and regulation IGE-R have been updated based on feedback from the Board, these changes are reflected in red in the track changes versions of the documents.

**DETAILS:**

The following summarizes the proposed revisions, details are in the track-changes of the draft policies.

## BOARD MEMO

### **BDDE – Rules of Order**

- Requested Review
- Standard Changes
- List of Board agenda items adjusted to reflect current practice
- Added standing agenda items for recognitions and committee reports
- Transitioned from the Board needing to approve items that weren't received 3 days ahead to the Board needing to opt out of those items.
- Bylaws revised to remove actions:
  - which are part of the agenda order listed under Rules of Order
  - that are not required under the Code of Virginia
- Clarified what can be addressed during Closed Meetings
- Clarified that comments at Board Meetings are from the Board Members and not the public
- Added Board Chair to try and have all Board Member questions on a topic addressed before moving to a new question
- Added that Chair will moderate Work Sessions so Board Member comments are kept to specific topics
- Added breadcrumbs to other policies

### **BF- Board Policy Manual**

- Standard Changes
- 5-year review
- VSBA model policy alignment
- Confirms Regulations are available on website
- Confirms Superintendent is responsible for revisions to Regulations

### **BFC - Policy Adoption**

- 5-year review
- Standard Changes
- VSBA model policy alignment
- Clarified Board responsibility for Policy and Superintendent responsibility for Regulations

### **CHD/BFE - Administration in Policy Absence**

- 5-year review
- Standard Changes

### **CH - Policy Implementation**

- 5-year review
- Standard Changes
- Removed references to the Board Policy Manual
- Inclusion breadcrumbs to other policies

## BOARD MEMO

### DJB - Petty Cash Funds

#### DJB-R - Petty Cash Fund Regulations

- 5-year review
- VSBA model policy alignment
- Clarified travel advance requests for transportation staff
- Added the annual petty cash reconciliation process

### IGE - Adult Education

#### IGE-R - Individual Student Alternative Education Plan (ISAEP)

- 5-year review
- Standard changes
- Alignment with the VSBA model policy
- Reorganization to improve readability
- Updated Legal and Cross Refs.
- Policy amended to reflect 2018 amendment and enactment of Va. Code §§ 22.1-223 through 22.1-225 by HB 803
  - **Department of Education and Board of Education; special education.** Extends eligibility to participate in programs of preparation and instruction to take a high school equivalency examination approved by the Board of Education to individuals who are at least 16 years of age. Under current law, such programs are available only to adults who did not complete high school, students who have been granted permission by their division superintendent, and those who have been ordered by a court to participate in the program.
- Struck the provision for required TB testing. Adult students who are enrolled in ACPS are subject to the same health requirements as other students. Surrounding jurisdictions do not require TB testing for Adult Ed students not enrolled in the division (such as those working on a GED).
- Created new Regulation for Individual Student Alternative Education Plan (ISAEP) to provide governance over ISAEP

### BACKGROUND:

The proposed revisions are part of the Board's ongoing work to provide ACPS with high-quality governance. ACPS has over 400 policies and regulations and has established the target of reviewing at least 100 policies and regulations each school year. Candidate policies for revision are drawn from code changes, changes in the VSBA model policies, the code requirement that policies are reviewed every 5 years, and policies and regulations that have been identified by the Board and/or staff for review.

Drafts of proposed revisions are available for public review as part of the Policy Subcommittee, Board Information, and Board Action processes.

Policies were presented for information on March 7<sup>th</sup>, 2024.

## BOARD MEMO

### RECOMMENDATION:

The Superintendent recommends that the School Board review the information about the proposed policy revisions.

### IMPACT:

By auditing policies for equity, code compliance, and appropriate guidance the School Board ensures that ACPS has high-quality governance.

### ATTACHMENTS:

1. 240321\_BDDE - Rules of Order and By-Laws
2. 240321\_BF - Board Policy Manual
3. 240321\_BFC - Policy Adoption
4. 240321\_BFE\_CHD - Administration in Policy Absence
5. 240321\_CH - Policy Implementation
6. 240321\_DJB - Petty Cash Funds
7. 240321\_DJB-R - Petty Cash Fund Regulations
8. 240321\_GAE – Adult Education
9. 240321\_GAE-R - 240321\_IGE-R - Individual Student Alternative Education Plan (ISAEP)

### REFERENCES:

1. October 12, 2023 SB Policy Subcommittee Meeting
2. December 7, 2023 SB Policy Subcommittee Meeting
3. January 25, 2024 SB Policy Subcommittee Meeting
4. February 15, 2024 SB Policy Subcommittee Meeting
5. March 7, 2024, Board Information

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