

SCHOOL BOARD COMMITTEES

The Alexandria City School Board (Board) establishes standing and ad hoc committees to achieve its goals and objectives, and to promote efficiency.

Standing School Board Committees and Scopes of Work

There are no standing committees of the Alexandria City School Board except:

- **Operational Excellence Committee** - Provides support and guidance to the full Board in the areas of:
 - stakeholder engagement;
 - advisory committees to the Board;
 - agenda setting for meetings of the Board including Board meetings, retreats, and work sessions;
 - Board / City Council relations;
 - Board development including onboarding of new Board members;
 - Board self evaluation; and
 - Evaluation of the Superintendent.

- **Governance Committee** - Provides support and guidance to the full Board in the areas of:
 - Policy updates;
 - Review of the Superintendent's regulations;
 - Board processes and procedures; and
 - Board legislative priorities.

- **Strategy and Accountability Committee** - Provides support and guidance to the full Board in the areas of:
 - Strategic Plan development, revision, and monitoring;
 - Annual Board Areas of Focus;
 - Budget development; and
 - monitoring the overall effectiveness and efficiency of the division.

Joint Committees of the Alexandria City Public Schools and the City of Alexandria

The Board participates in joint committees and commissions with the City of Alexandria to support collaboration. Any joint committees or commissions of the Alexandria City Public Schools (ACPS) and the City of Alexandria are established through resolution. The following joint committees have been established:

- City Council/School Board Subcommittee
- School Law Enforcement Partnership (SLEP) Subcommittee

Ad Hoc Committees

Special, or ad hoc, committees are created by Board action to address a specific subject or

issue that cannot be assigned to a standing committee.

Ad Hoc Committees may consist of Board members only or may include Board members and other members, including staff and stakeholders.

Whenever an ad hoc committee is established, the composition, the purpose of the committee and its Scope of Work will be clearly defined. Generally, the scope will be defined in terms of the outcome or product requested from the committee and set forth a time frame for the completion of its assignment. These committees expire upon completion of the assigned task unless Board action authorizes temporary continuance of such committees. Ad hoc committees will be established and members appointed to such committees only by approval of the Board.

Meetings and Notice

Board committees, including standing committees and ad hoc committees, regardless of the number of Board members who serve on the committee, are subject to the same meeting and notice requirements as Board Meeting. Committees must follow Board meeting and notice requirements established in ACPS Policy including Policy BDA-R Regular School Board Meetings.

Any gathering (physical or virtual) of three or more members of the Board, its committees, ad hoc committees, and their subcommittees are held in public, consistent with the requirements of Virginia law.

Quorum

For all Board committees, a quorum is required for a valid vote to adopt a motion. For this purpose, a quorum shall equal a simple majority of all serving committee members. Any vacancies on the committee are not included in the calculation of a quorum. In the absence of a quorum, committee members who are physically present in the room may continue to discuss public business provided the room remains open to the public and minutes are taken in accordance with the Virginia Freedom of Information Act (FOIA), but the committee members may not hold any votes other than to adjourn, recess, fix a time at which to adjourn, or take measures to obtain a quorum.

Adopted: October 24, 1996
Amended: July 10, 1997
Amended: August 27, 1998
Amended: May 20, 2004
Amended: September 7, 2006
Amended: June 18, 2009
Amended: January 2, 2013
Amended: March 21, 2013
Amended: September 18, 2014

Amended: June 23, 2016

Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78,
22.1-86, 22.1-275.1
8 VAC 20-40-60(B)
8 VAC 20-81-230(D)
8 VAC 20-120-50

Cross Refs.:	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BCFC	Roles of the Staff and Board Liaisons to Advisory Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	BDD	Electronic Participation in Meetings from Remote Locations
	GB	Equal Employment Opportunity/Nondiscrimination

SCHOOL BOARD COMMITTEES

General

~~To achieve its goals and objectives and to promote efficiency, the The Alexandria City School Board establishes standing and ad hoc committees to achieve its goals and objectives, and to promote efficiency.~~

~~will have the committee structure set forth in this policy.~~

Committee of the Whole

~~The Alexandria City School Board shall operate as a committee of the whole on matters relating to the governance of the Alexandria City Public Schools. ¶~~

- ~~● Board Meetings are will be organized to focus on the goals and objectives of the ACPS Strategic Plan. ¶~~
- ~~● Work Sessions may be scheduled for presentations and discussion regarding the policies, operating budget, capital improvement projects, long-term planning, and other subjects or issues, as may be deemed appropriate by the Board.~~

~~The School Board and its advisory, joint, and ad hoc committees, subcommittees and appointed advisory groups, are governed by School Board policies and regulations. They are considered “public bodies” and as such, will conform to Virginia Freedom of Information Act (VFOIA) meeting and notice requirements.~~

~~The Board establishes standing and ad hoc committees to achieve its goals and objectives, and to promote efficiency.~~

~~Any gathering (physical or virtual) of three or more members of the School Board or any of its committees, subcommittees or advisory groups at which “public business” (current or likely future business of that body) is discussed among members, is considered a “meeting” under VFOIA. Social events are not meetings if “no part of the purpose of the gathering is a transaction or discussion of matters of public business” and the gathering is not prearranged for that purpose.~~

Standing School Board ~~Advisory~~ Committees and Scopes of Work

~~There are no standing committees of the Alexandria City School Board ~~are~~except:~~

- ~~● **Operational Excellence Committee** - Provides support and guidance to the full Board in the areas of:
 - ~~○ Stakeholder engagement;~~
 - ~~○ Advisory committees to the Board;~~
 - ~~○ Agenda setting for ~~meetings of the Board including~~ Board meetings, retreats, and work sessions;~~
 - ~~○ Board / City Council relations;~~~~

- 48 ○ Board development including onboarding of new Board members;
- 49 ○ Board self-evaluation; and
- 50 ○ Evaluation of the Superintendent.
- 51
- 52 ● **Governance Committee** - Provides support and guidance to the full Board in the areas
- 53 of:
- 54 ○ Policy updates;
- 55 ○ Review of the Superintendent's Regulations;
- 56 ○ Board processes and procedures; and
- 57 ○ Division Board legislative priorities.
- 58
- 59 ● **Strategy and Accountability Committee** - Provides support and guidance to the full
- 60 Board in the areas of:
- 61 ○ Strategic Plan development, revision, and monitoring;
- 62 ○ Annual Board Areas of Focus;
- 63 ○ Budget development; and
- 64 ○ Monitoring the overall effectiveness and efficiency of the division.
- 65
- 66

67 **Joint Committees of the Alexandria City Public Schools and the City of Alexandria**

68

69 The Board participates in joint committees and commissions with the City of Alexandria to
70 support collaboration. Any joint committees or commissions of the Alexandria City Public
71 Schools and the City of Alexandria are established through resolution. The following joint
72 committees have been established:

73

- 74 ● **City Council/School Board Subcommittee**
- 75 ● **School Law Enforcement Partnership (SLEP) Subcommittee**

76

77 **Ad Hoc Committees**

78

79 Special, or ad hoc, committees may be appointed by Board action to address a specific subject
80 or issue that cannot be assigned to a standing committee.

81

82 Ad Hoc Committees may consist of Board members only or may include Board members and
83 other members, including staff and stakeholders.

84

85 Whenever an ad hoc committee is established, the composition, the purpose of the committee
86 and its Scope of Work will be clearly defined. Generally, the scope will be defined in terms of
87 the outcome or product requested from the committee and set forth a time frame for the
88 completion of its assignment. These committees expire upon completion of the assigned task
89 unless School Board action authorizes temporary continuance of such committees. Ad hoc
90 committees will be established and members appointed to such committees only by approval
91 of the Board.

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96 **Meetings and Notice**

97

98 School Board committees, including standing committees and ad hoc committees, regardless of
99 the number of Board members who serve on the committee, are subject to the same meeting and
100 notice requirements as a Board meeting. Committees must follow Board meeting and notice
101 requirements established in ACPS Policy including Policy BDA-R Regular School Board
102 Meetings.

103

104 Any gathering (physical or virtual) of three or more members of the Board, its committees, ad
105 hoc committees, and their subcommittees are held in public, consistent with the requirements of
106 Virginia law.

107

~~Committee meetings are scheduled by the Committee Chair, who informs the Clerk of the
Board of such meetings at least three days prior to the meeting, to allow for public notice.~~

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110 ¶

~~A. Agendas, presentations, and any documents for distribution at the meeting are made
available to Board Members and the Clerk of the Board at least three days prior to
committee meetings.~~

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114 ¶

~~B. School Board advisory committees meet at least quarterly during the school year. A
calendar of meetings is established no later than the first meeting of each year. A copy of
this calendar is provided to the Clerk of the Board and the Department of
Communications.~~

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119 ¶

~~C. Written meeting minutes will be made public once approved by a quorum of the
committee.~~

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123 **Quorum**

124 For all Board committees, a quorum is required for a valid vote to adopt a motion. For this
125 purpose, a quorum shall equal a simple majority of all serving committee members. Any
126 vacancies on the committee are ~~shall not be~~ included in the calculation of a quorum. In the
127 absence of a quorum, committee members who are physically present in the room may continue
128 to discuss public business provided the room remains open to the public and minutes are taken in
129 accordance with the Virginia Freedom of Information Act (FOIA), but the committee members
130 may not hold any votes other than to adjourn, recess, fix a time at which to adjourn, or take
131 measures to obtain a quorum.

132 **Ad Hoc Committees** ¶

133 ¶

~~Special, or ad hoc, committees may be appointed by the Board Chair or created by School
Board action to address a specific subject or issue. Such committees may consist of School
Board Members only or may include School Board Members and other members, including~~

137 ~~staff and stakeholders. Whenever an ad hoc committee is established, the composition, the~~
138 ~~purpose of the committee and its Scope of Work shall will be clearly defined. Generally, the~~
139 ~~scope will be defined in terms of the outcome or product requested from the committee and set~~
140 ~~forth a time frame for the completion of its assignment. These committees shall expire upon~~
141 ~~completion of the assigned task unless School Board action authorizes temporary continuance~~
142 ~~of such committees. Ad hoc committees will be established and members appointed to such~~
143 ~~committees only by approval of the Board.~~

144

145 ~~Each committee may request time on the Board's agenda following committee meetings to report~~
146 ~~on its work, submit proposals for self-initiated work, and such other matters as the committee~~
147 ~~deems necessary. All reports to the Board must go through the Board Chair, via the~~
148 ~~Superintendent or the designated Board Member Liaison to the ad hoc committee. Minutes of~~
149 ~~the meeting shall must be approved by the committee, kept on file with the Clerk of the Board,~~
150 ~~and posted on the ACPS website.~~

151

152 ~~**Joint Committees of the Alexandria City Public Schools and the City of Alexandria**~~¶

153 ¶

154 ~~Any joint committees or commissions of the Alexandria City Public Schools and the City of~~
155 ~~Alexandria will be formalized through a resolution.~~

156

157 ~~**School Board Advisory Committees**~~¶

158 ¶

159 ~~The School Board shall appoints members of a Special Education Advisory Committee, and a~~
160 ~~Career and Technical Education Advisory Committee, as required by State law (see Policy~~
161 ~~BCF and Regulation BCF-R). The Board may also appoint other advisory committees as it~~
162 ~~deems necessary, including, but not limited to, a School Health Advisory Board, a Talented~~
163 ~~and Gifted Advisory Committee, a Budget Advisory Committee, and an Athletic Hall of~~
164 ~~Fame Advisory Committee. The Board shall approves a Scope of Work annually for each~~
165 ~~advisory committee based on the goals of the Strategic Plan, including any requirements of~~
166 ~~law or regulation. Annual reports will be presented to the School Board through the~~
167 ~~Superintendent.~~

168

169 ~~**Superintendent Advisory Committees**~~¶

170 ¶

171 ~~The Alexandria City School Board believes strong communication and community outreach is~~
172 ~~essential to student achievement and public support of our schools. Accordingly, the~~
173 ~~Superintendent may establish advisory committees for the purpose of receiving input from~~
174 ~~parents, students, staff and the community on specific topics to support the goals and objectives~~
175 ~~in the Strategic Plan. Superintendent Advisory Committees are not considered “public bodies”~~
176 ~~and are not subject to the same meeting and notice requirements as School Board Advisory~~
177 ~~Committees. However, community engagement will be sought with all committees.~~¶

178 ¶

179 ~~**School and Districtwide Parent Advisory Committees**~~¶

180 ¶

~~181 The Superintendent or designee will establish Parent Advisory Committees as necessary in
182 accordance with Title I, Title III, and School Improvement Plans.~~

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184 **Liaisons to the Community**

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~~186 The Chair will appoint individual Board members as liaisons to the community to serve on
187 committees, task forces or other official organizations for the benefit of children. Parents and
188 community members may also be appointed by the School Board to serve on City committees or
189 commissions, consistent with City policies. The Clerk of the Board will maintain a current list
190 of appointments and publicize vacancies.~~

191

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193 Amended: July 10, 1997

194 Amended: August 27, 1998

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