

ROLES OF THE STAFF AND BOARD LIAISONS TO ADVISORY COMMITTEES

Assigned staff and Board liaisons to advisory committees act as resources during committee discussions and in attaining the goals of the committees. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of Alexandria City Public Schools (ACPS) policies. Staff and Board liaisons observe the authority of the advisory committee Chair, the bylaws, and the rules of order established by the committee.

The Board Chair reserves the right to reassign the Board liaison, and the Superintendent reserves the right to reassign the staff liaison. The advisory committee Chair may submit a formal request for the removal of a Board or staff liaison through a memo to the Board Chair. The advisory committee membership must be notified of the request by the advisory committee Chair.

Staff liaisons must attend 75 percent of advisory committee meetings. In the instances where the staff liaison cannot attend the meeting, they must endeavor to secure a replacement.

Board liaisons attend advisory committee meetings at the request of the advisory committee Chair.

The staff liaison:

- Acts as an advisor to both the committee and the Board through the Superintendent;
- Works with the advisory committee to refine the Scope of Work so that is aligned with the Board's goals or statutory requirements;
- Assists the advisory committee in pursuing its Scope of Work by
 - providing reasonable support and resources,
 - advocating for budgetary goals to advance the committee's work;
 - helping to set monthly agendas, and
 - supporting the committee Chair in presenting the committee's work to the Board.

“Reasonable support” includes data reports and staff resources, including requesting/coordinating/providing any data necessary for the committee to develop its Scope of Work and Annual Report, and to make comprehensive recommendations regarding the Division's (relevant) annual plan, in accordance with Policy BCF.

The Board liaison:

- Acts as an advisor to both the committee and the Board regarding the committee's Scope of Work;
- Works with the advisory committee to refine the Scope of Work so that is aligned with the Board's goals or statutory requirements;
- Upon request, assists the advisory committee in pursuing its Scope of Work through providing advice on budgetary needs and any policy development or adjustments to advance the committee's work;
- Notifies the Board Chair or Vice Chair if the staff liaison requires assistance in requesting the necessary data for the committee to refine its Scope of Work and develop its Annual

Report, or to make comprehensive recommendations regarding the Division's (relevant) annual plan.

- Reports on the committee's work to the Board, when appropriate.

Adopted: June 23, 2016

Legal Ref.: 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.:	BCE	School Board Committees
	BCF	Advisory Committees to the School Board
	BCF-R	Regulations of Advisory Committees to the School Board
	BCFB	Bylaws for School Board Advisory Committees
	BDA	Regular School Board Meetings
	BDB	Special School Board Meetings
	BDC	Closed Meetings
	GB	Equal Employment Opportunity/Nondiscrimination

1 ROLES OF THE STAFF AND BOARD LIAISONS TO ADVISORY COMMITTEES

2 Assigned sStaff and Board liaisons to advisory committees ~~are designed to act as resources~~
 3 during committee discussions and in attaining the goals of the committees. Liaisons are
 4 non-voting members and should not participate in debates unless asked, or unless they observe a
 5 potential violation of Alexandria City School Board (Board) ~~School Board~~ policies. Liaisons
 6 ~~should request a place on the School Board agenda to report staff or School Board items that~~
 7 ~~directly relate to the mission of the advisory committee. ¶~~

8 Staff and Board liaisons ~~need to observe the authority of the a~~Advisory ~~c~~Committee Chair, the
 9 bylaws and the rules of order established by the committee. ~~Chairs represent the advisory~~
 10 ~~committee's goals and set the agenda with the ACPS staff and Board liaisons. Any topics of~~
 11 ~~substance must be brought to the committee at large. If a committee cannot secure a quorum for~~
 12 ~~three consecutive meetings, the Board and/or staff liaison shall communicate that to the Clerk of~~
 13 ~~the Board to update the Board Chair and Superintendent. A quorum shall equal a simple~~
 14 ~~majority of all serving committee members. Any vacancies on the committee shall not be~~
 15 ~~included in the calculation of a quorum. ¶~~

16 ~~The Board is responsible for the advisory committee and its membership. The Board and staff~~
 17 ~~liaison will assist the committee to actively recruit new members when necessary. At a~~
 18 ~~minimum, the Clerk of the Board and the Office of Communications will publicize committee~~
 19 ~~vacancies each January, June and September. ¶~~

20 The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the
 21 right to reassign the staff liaison. The ~~a~~Advisory ~~c~~Committee Chair may submit a formal request
 22 for the removal of a Board or staff liaison through a ~~formal~~ memo to the ~~School~~ Board Chair.
 23 The advisory committee membership must be notified of the request by the ~~advisory c~~Committee
 24 Chair.

25 Staff liaisons ~~and Board liaisons~~ must attend 75 percent of advisory committee meetings, ~~unless~~
 26 ~~the liaison has a work-related conflict or Board meeting. In the instances where the staff or~~
 27 ~~Board liaison cannot attend the meeting, they must~~~~the/she shall~~ endeavor to secure a replacement.

28 Board liaison's attend advisory committee meetings ~~at~~ the request of the advisory committee
 29 Chair.

30 The staff liaison must:

- 31 ● ~~Be assigned to the committee by the Superintendent;~~
- 32 ● Acts as an advisor to both the committee and the ~~School~~ Board through the
33 Superintendent;
- 34 ● ~~Attend at least 75 percent of the meetings, unless participating in a work-related event; ¶~~
- 35 ● ~~Ensure a response to the annual report, through the Superintendent, to the School Board;~~
- 36 ● Works with the advisory committee to ~~refine develop a~~ the Scope of Work so that is
37 aligned with the ~~School~~ Board's goals or statutory requirements;
- 38 ● Assists the advisory committee in pursuing its Scope of Work by
39 ○ providing reasonable support and resources,
40 ○ advocating for budgetary goals to advance the committee's work, and

- 41 o helping to set monthly agendas, and
- 42 o Supporting the committee Chair in presenting the committee’s work to the
- 43 School Board, when appropriate.

44 “Reasonable support” includes data reports and staff resources, including
 45 requesting/coordinating/providing any data necessary for the committee to develop its Scope of
 46 Work and Annual Report, and to make comprehensive recommendations regarding the
 47 Division’s (relevant) annual plan, in accordance with Policy BCF.
 48

49 **The Board liaison must:**

- 50 ● ~~Be assigned to the committee by the Board Chair;~~
- 51 ● Acts as an advisor to both the committee and the School Board regarding the committee’s
- 52 Scope of Work;
- 53 ● ~~Attend at least 75 percent of the meetings, unless participating in a School Board meeting~~
- 54 ~~or work session;~~
- 55 ● ~~Reviews the annual report, presented through the Superintendent, to the School Board to~~
- 56 ~~advise on any budgetary or policy needs;~~
- 57 ● Works with the advisory committee to refine its develop a Scope of Work so that is
- 58 aligned with the School Board’s goals or statutory requirements;
- 59 ● Upon request, assists the advisory committee in pursuing its Scope of Work through
- 60 providing advice on budgetary needs and any policy development or adjustments to
- 61 advance the committee’s work;
- 62 ● Notifies the Board Chair or Vice Chair if the staff liaison requires assistance in
- 63 requesting the necessary data for the committee to refine develop its Scope of Work and
- 64 develop its Annual Report, or to make comprehensive recommendations regarding the
- 65 Division’s (relevant) annual plan.
- 66 ● Reports on the committee’s work to the School Board, when appropriate.

67 Adopted: June 23, 2016

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