ADVISORY COMMITTEES TO THE SCHOOL BOARD 1 2 The Alexandria City School Board (Board) has a strong commitment to stakeholder participation. 3 4 The Board appoints advisory committees to assist the Board in completing its work. Advisory 5 committees: make recommendations to the Board on improving the division's services to students, 6 • families, staff, and the community with a focus on priorities identified in the strategic plan; 7 help the Board understand community perspectives on identified topics; and serve as 8 • 9 subject matter experts, including assisting the Board with research. 10 Membership 11 12 13 The Board strives to ensure that all advisory committees reflect the diversity of the Alexandria City Public Schools (ACPS) student population, with an inclusive membership that represents a 14 15 cross section of the public schools as well as representatives from the community at large. Composition of the School Board's advisory committees will be consistent with the Code of 16 Virginia, Board of Education regulations, and any guidelines established by the State of Virginia. 17 18 Advisory committee members must be ACPS students, residents of the City of Alexandria, 19 employees of ACPS, or employees of the City of Alexandria. The Board may waive the residency 20 21 requirement on an individual basis. ACPS and City of Alexandria employees serving on advisory committees are not subject to residency requirements. 22 23 No advisory committee may have more than 17 voting members. Such membership limits do not 24 25 apply to ad hoc committees and school or division wide parent advisory committees created under 26 Title I, Title III or School Improvement Plans (SIPs) 27 28 Membership requirements must be defined in each advisory committee's bylaws. 29 30 Attendance 31 Members must attend at least 75 percent of all meetings each year unless additional absences are 32 excused by the Committee Chair. 33 34 Compensation 35 36 37 Members of advisory committees serve without compensation. 38 39 Voting 40 Students serving on advisory committees are voting members, while Board and staff liaisons are 41 non-voting members. 42 43 44 **Appointments** 45

- 46 Openings for advisory committee positions are posted on the ACPS website. The Board will
- publicly advertise committee membership openings through the Clerk of the Board and the ACPSDepartment of School and Community Relations.
- 48 49
- 19 50 Applications received through December will be considered for appointment for the c
- Applications received through December will be considered for appointment for the current school
 year, applications received after December will be considered for the next school year. The Board
 may make exceptions to this schedule as warranted.
- 53
- 54 The School Board appoints advisory committee members at regularly scheduled Board Meetings.
- 55 The Clerk of the Board maintains a list of all advisory committee appointments.
- 56
- 57 Committee members are limited to three consecutive, two-year terms and may reapply for 58 appointment to a specific committee after not having served on that committee for two years.
- 59
- 60 The Board may waive term limits on an individual basis as part of the renewal process
- 61

62 **Onboarding**

63

All committee members go through an onboarding process coordinated by the Clerk of the Board.

- The content of the onboarding is collaboratively developed between advisory committees and the Clerk of the Board.
- 66 Cleri 67

68 **Officers**

69

Committees hold an annual organizational meeting for elections. At that meeting, each committee elects, at a minimum, a Chair and a Vice Chair, and establishes a meeting schedule. Committee Chairs may only serve two consecutive, one-year terms and may be nominated for the Chair position again after two years of not having served in that role. The Clerk of the Board supports the advisory committee Chair in their advisition tracks and in performantees are advected.

- the advisory committee Chairs in their administrative tasks and in parliamentary procedure.
- 75
- 76 Meetings77
- Advisory committees meet at least four times during the school year, or more often as necessary.
- 79 Meetings are subject to the Virginia Freedom of Information Act (FOIA) as outlined in regulation
- 80 BCF-R.
- 81

82 Scope of Work

83

84 Because the work of the Board is strategic, recommendations of Board advisory committees are 85 also typically strategic and frequently require multiple years for the Board to fully act on the 86 recommendation.

87

All committees are charged with reviewing and refining prior recommendations each year. This refinement may include continuing to support prior recommendations, adjusting prior recommendations, discontinuing prior recommendations, or adding new recommendations.

91

92 Additional details around each committee's unique Scope of Work are documented in Regulation

- BCF-R in the Committee Charters section. Committees may request adjustments to their chartersthrough their Board liaison.
- 95

96 Committees may choose, but are not required to, select an annual area of focus that is consistent 97 with their charter. In addition, the Board may request that the committee include certain topics of 98 interest to the Board. These refinements occur collaboratively between the committee Chair and 99 the Board liaison, are reported to the Board by the Board liaison, and are filed with the Clerk of 100 the Board.

101

102 **Reports and Recommendations**

103

104 Committees provide an Annual Report at the end of the school year. Committees may also provide 105 interim recommendations to support Board decisions. The Annual Report will be submitted with 106 a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of 107 meeting attendance.

108

110

111

112

- 109 As part of the Annual Report committees should include:
 - A list of prior recommendations and, for each prior recommendation, the committee's desire to a) continue to recommend the prior recommendation, b) refine the prior recommendation, or c) discontinue the prior recommendation.
 - New recommendations
- 113 114

Each committee may request time on the Board's agenda to report on its work, submit proposals
for self-initiated work, describe the rationale for recommendations, and such other matters as the
committee deems necessary.

118

All reports to the Board must go through the Board Chair, via the Superintendent or the designatedBoard Member Liaison to the advisory committee.

121

122 The Board will review all recommendations. The Board will then make a decision on how it will 123 act on each recommendation. Possible actions include but are not limited to inclusion in the budget 124 direction, inclusion in the Board annual priorities, inclusion in recommendations for Strategic Plan

- revision, and deferring action. The Board decision will be provided back to the committee.
- 126

Recommendations of the committees are advisory only. All final decisions rest solely with theBoard

- 129
- 130 Bylaws
- 131

Advisory committees must establish bylaws. The committee bylaws should be reviewed or
affirmed by each committee annually, and must be approved by the School Board every three
years. Any changes to committee bylaws must be approved by the Board.

- 135
- 136 Continuity of Committee Knowledge
- 137

ALEXANDRIA CITY PUBLIC SCHOOLS

knowledge. Due to the inherent nature of committees, it is essential this information is documented 139 by the committee so it can be made available to new committee members. The Clerk of the Board 140 works with each committee to establish a location where documentation can be maintained in a 141 manner consistent with FOIA. 142 143 144 Removal 145 For good cause shown, any advisory committee member may be removed from any advisory 146 committee by a majority vote of the Board. The Board Chair, or another member of the School 147 Board designated by the Chair, will contact the member to discuss the situation before any action 148 is taken. The committee member will, if requested, be provided the opportunity to address the 149 Board. 150 151 **School Board Advisory Committees** 152 153 Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the Board has 154 established the following standing advisory committees. 155 The School Board has established the following standing Advisory Committees: 156 Special Education Advisory Committee 157 • • Career and Technical Education Advisory Committee 158 • School Health Advisory Board 159 • Advanced Academic Services Advisory Committee 160 • Budget Advisory Committee 161 • Athletic Hall of Fame Advisory Committee. 162 163 164 165 Adopted: November 13, 2006 Amended: June 18, 2009 166 167 Amended: June 9, 2011 April 24, 2014 Amended: 168 169 Amended: June 23, 2016 Affirmed: February 4, 2021 170 June 6, 2024 Amended: 171 172 173 Legal Refs.: 174 175 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-227, 176 177 8 VAC 20-81-230. 178 8 VAC 20-120-50. 179 180

As part of their annual Scope of Work advisory committees gain significant information and

138

181Cross Refs.:BCESchool Board Committees182BCF-RSchool Board Advisory Committee Regulations

ALEXANDRIA CITY PUBLIC SCHOOLS

183	BCFB	Bylaws for School Board Advisory Committees
184	BCFC	Roles of the Staff and Board Liaisons to Advisory
185		Committees
186	EB	School Crisis, Emergency Management, and Medical
187		Emergency Response Plan
188	EBB	Threat Assessment Teams
189	IC/ID	School Year/School Day
190	IGBB	Programs for Gifted Students
191	KC	Community Involvement in Decision Making