

1 **SCHOOL BOARD ADVISORY COMMITTEE REGULATIONS**

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3 **Appointment Process**

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5 The Alexandria City School Board is responsible for the advisory committees and their
6 membership. Board and staff liaisons will assist the committees to actively recruit new members
7 when necessary. At a minimum, the Clerk of the Board and the Department of School and
8 Community Relations will publicize any committee vacancies on the Alexandria City Public
9 Schools website.

10
11 Applications will be reviewed by the advisory committee Chair or designee, the Board liaison, the
12 staff liaison and the Board Chair. Each applicant will be contacted by the advisory committee
13 Chair to attend at least one meeting or meet with the committee leadership before the application
14 is voted on by the Board. Applicants may be contacted by members of the Board or advisory
15 committee members to learn more about the applicant’s background and interest in the issues of a
16 particular committee.

17
18 After review, the Clerk of the Board will confirm all application criteria have been met and will
19 forward the recommended applicants to the Board for consideration at a scheduled Board meeting.

20
21 Applicants will be contacted no later than one week after the Board vote regarding the results of
22 the vote. Newly selected advisory committee members will be provided contact information for
23 the Advisory Committee Chair.

24
25 Applicants not selected have the option to request their application be kept active for up to six
26 months in the event there is committee opening.

27
28 The Board will act on committee membership applications within a timely manner.

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30 **Meetings**

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32 Advisory committees meet at least four times a year. Committees establish their annual meeting
33 schedule no later than the first meeting of each year. Committees must provide a copy of this
34 schedule to the Clerk of the Board, who publishes the schedule in accordance with the Virginia
35 Freedom of Information Act (FOIA) and provides a copy to the Department of School and
36 Community Relations.

37
38 Advisory committees, and their subcommittees, are considered “public bodies” under FOIA, and
39 as such are subject to FOIA’s “meeting” and notice requirements.

40
41 Any gathering (physical or virtual) of three or more members of the committee or subcommittee,
42 at which “public business” (current or likely future business of that body) is discussed among
43 members, is considered a “meeting” under FOIA. Social events are not meetings if “no part of the
44 purpose of the gathering is a transaction or discussion of matters of public business” and the
45 gathering is not prearranged for that purpose.

46 Meetings of the advisory committees and their workgroups are held in public, consistent with the
47 requirements of Virginia law.

48
49 Committee meetings are scheduled by the Advisory Committee Chair, who informs the Clerk of
50 the Board of such meetings at least five days prior to the meeting, to allow for public notice.

51
52 Written meeting minutes will be made public once approved by a quorum of the committee.

53
54 For all School Board committees, a quorum is required to take action. If a committee cannot secure
55 a quorum for three consecutive meetings, the Board and/or staff liaison shall communicate that to
56 the Clerk of the Board to update the Board Chair and Superintendent.

57
58 **Advisory Committee Charters**

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60 **Special Education Advisory Committee (SEAC)**

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62 SEAC's charter is established in accordance with 8 VAC 20-81-230. In accordance with the
63 Virginia Administrative Code, SEAC advises the Board through the Superintendent.

- 64
65 1. Membership
- 66 a. A majority of the committee shall be parents of children with disabilities or
67 individuals with disabilities;
 - 68 b. The committee shall include one teacher, who will also be a voting member;
69 and
 - 70 c. Additional school division personnel shall serve only as consultants to the
71 committee.
- 72
- 73 2. The functions of the advisory committee shall be as follows:
- 74 a. Advise the school division of needs in the education of children with
75 disabilities;
 - 76 b. Participate in the development of priorities and strategies for meeting the
77 identified needs of children with disabilities;
 - 78 c. Submit periodic reports and recommendations regarding the education of
79 children with disabilities to the Superintendent for transmission to the School
80 Board; and
 - 81 d. Assist the school division in interpreting plans to the community for meeting
82 the special needs of children with disabilities for educational services.
 - 83 e. Review the policies and procedures for the provision of special education and
84 related services prior to submission to the School Board; and
 - 85 f. Participate in the review of the school division's annual Special Education Plan,
86 prior to its approval by the School Board and submission to the Virginia
87 Department of Education.
- 88
- 89 3. Public notice shall be published annually listing the names of committee members and

90 include a description of ways in which interested parties may express their views
91 to the committee.

- 92
93 4. Committee meetings shall be held at least four times in a school year and shall be open
94 to the public.

95
96 **Career and Technical Education (CTE) Advisory Committee**

97
98 CTE Advisory Committee’s charter is established in accordance with 8 VAC 20-120-50
99

100 The school division shall establish a general career and technical advisory committee to
101 provide advice to the School Board on current job needs and the relevancy of career and
102 technical programs offered and to assist in the development, implementation, and evaluation
103 of the local plan and application.

- 104
105 1. The committee shall be composed of members of the public, including students,
106 teachers, parents, and representatives from business, industry, and labor, with
107 appropriate representation of both sexes and the racial and ethnic groups found in the
108 school, community, or region served by the committee.
109
110 2. The committee shall meet at least four times in a school year to assist in the planning,
111 implementing, and assessing of career and technical education programs. All
112 committee meetings shall be open to the public.
113

114 **Advanced Academic Services Advisory Committee (AASAC)**

115
116 AACAC’s charter is established in accordance with 8 VAC 20-40-60.
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118 The school division has established an Advanced Academic Services advisory committee
119 composed of parents, school personnel, and other community members. This committee
120 should reflect the ethnic and geographical composition of the school division. The purpose of
121 this committee is to advise the School Board through the Division Superintendent of the
122 educational needs of all gifted/advanced students in the Division. As a part of this goal, the
123 committee annually reviews the Local Plan for the Gifted , including revisions, and determines
124 the extent to which the plan for the previous year was implemented. The recommendations of
125 the advisory committee are submitted in writing through the Division Superintendent to the
126 School Board.

127
128 Committee meetings shall be held at least four times in a school year and shall be open to the
129 public.
130

131 **School Health Advisory Board (SHAB)**

132
133 SHAB’s charter is established in accordance with § 22.1-275.1.
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135 The School Board has established a School Health Advisory Board of no more than 20 total

136 members, including no more than 17 voting members. It consists of broad-based community
137 representation including, but not limited to, parents, students, health professionals, educators,
138 and others. SHAB assists with the development of health policy in the school division and the
139 evaluation of the status of school health, health education, mental health, substance abuse,
140 violence prevention, the school environment, and health services. The committee provides
141 input to staff regarding new instructional and resource materials and changes in family life
142 curriculum.

143
144 The School Health Advisory Board holds meetings at least - four times during the school year
145 and annually reports on the status and needs of student health in the school division to any
146 relevant school, the School Board, the Virginia Department of Health, and the Virginia
147 Department of Education. All Committee meetings shall be open to the public.

148
149 **Budget Advisory Committee (BAC)**

150
151 The Budget Advisory Committee:

- 152
- 153 1. Makes recommendations on policies and practices related to the presentation,
154 preparation and execution of the operating budget and the financial management of
155 the school system;
 - 156 2. Makes recommendations to the School Board on budget priorities before the Board
157 gives its annual budget direction to the Superintendent and at other times as
158 appropriate;
 - 159 3. Advises on the degree to which the Superintendent’s Proposed Budget supports
160 best fiscal practices and the School Board’s priorities;
 - 161 4. Assists in educating the community about the budgeting process and the contents
162 of each year’s operating and capital improvement budgets;
 - 163 5. Provides, upon the Board’s request, studies and recommendations on special topics
164 or issues;
 - 165 6. Presents an annual written report of the committee's work as part of the School
166 Board’s annual budget process. The report may raise issues and concerns that the
167 Committee has related to the budget;
 - 168 7. Collaborates as appropriate with other advisory committees; and
 - 169 8. Creates a Scope of Work and an Annual Report for the BAC.

170
171 Committee meetings shall be held at least four times in a school year and are open to the
172 public.

173
174 **Athletic Hall Of Fame (AHOF) Advisory Committee**

175
176 AHOF is established to assist the Board in honoring excellence in athletic achievement by
177 former ACPS students, memorializing their achievements, and inspiring the current students
178 of ACPS to strive for excellence by inducting a select number of former students into its
179 Athletic Hall of Fame.

180
181 The AHOF Advisory Committee begins reviewing nomination forms in February of each year.

182 The deadline to submit a nomination for consideration is January 31. Nominations received
183 after the deadline are held for consideration for the following year. The committee will submit
184 recommendations to the School Board for approval.

185
186 The committee consists of no more than 17 voting members and must include three ACPS
187 alumni, one current ACPS student, and three at-large community members.

188
189 Except for the alumni seats on the committee, members of the advisory committee will be
190 residents of Alexandria City, which may include an ACPS employee and a current ACPS
191 student.

192
193 The advisory committee will recommend selection criteria to be approved by the Board.

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195 Any future changes to the selection criteria must be approved by the Board.

196
197 Committee meetings should be held at least four times in a school year and will be open to the
198 public.

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200
201 Established: June 18, 2009
202 Revised: June 23, 2016
203 Revised: February 4, 2021
204 Amended: June 6, 2024

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206
207 Legal Refs.: 20 U.S.C. §§ 5964, 6318.

208
209 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-214,
210 22.1-227, 22.1-275.1.

211
212 8 VAC 20-40-60.
213 8 VAC 20-81-230.
214 8 VAC 20-120-50.

215
216 Cross Refs.: BCE School Board Committees
217 BCF Advisory Committees to the School Board
218 BCFB Bylaws for School Board Advisory Committees
219 BCFC Roles of the Staff and Board Liaisons to Advisory
220 Committees
221 EB School Crisis, Emergency Management, and Medical
222 Emergency Response Plan
223 EBB Threat Assessment Teams
224 IC/ID School Year/School Day
225 IGBB Programs for Gifted Students
226 KC Community Involvement in Decision Making