

SCHOOL BOARD COMMITTEES

The 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

The standing committees of the Alexandria City School Board are:

- Operational Excellence Committee - Provides support and guidance to the full Board in the areas of:
 - Stakeholder engagement;
 - Advisory committees to the Board;
 - liaisons to other organizations committees;
 - Agenda setting for 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;
 - Regulations;
 - Board processes and procedures; and
 - Division 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; 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 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 may be appointed by Board action to address a specific subject

47 or issue that cannot be assigned to a standing committee.

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

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

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60 **Meetings and Notice**

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

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

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72 **Quorum**

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

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83 Adopted: October 24, 1996

84 Amended: July 10, 1997

85 Amended: August 27, 1998

86 Amended: May 20, 2004

87 Amended: September 7, 2006

88 Amended: June 18, 2009

89 Amended: January 2, 2013

90 Amended: March 21, 2013

91 Amended: September 18, 2014

92 Amended: June 23, 2016

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94		
95	Legal Refs.:	20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
96		Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-
97		86, 22.1-275.1
98		8 VAC 20-40-60(B)
99		8 VAC 20-81-230(D)
100		8 VAC 20-120-50
101		
102	Cross Refs.:	BCF Advisory Committees to the School Board
103		BCF-R Regulations of Advisory Committees to the School Board
104		BCFB Bylaws for School Board Advisory Committees
105		BCFC Roles of the Staff and Board Liaisons to Advisory
106		Committees
107		BDA Regular School Board Meetings
108		BDB Special School Board Meetings
109		BDC Closed Meetings
110		BDD Electronic Participation in Meetings from Remote
111		Locations
112		GB Equal Employment Opportunity/Nondiscrimination

SCHOOL BOARD COMMITTEES

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 ~~except~~:

- Operational Excellence Committee - Provides support and guidance to the full Board in the areas of:
 - Stakeholder engagement;
 - Advisory committees to the Board;
 - liaisons to other organizations committees;
 - 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
 - Division ~~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 and the City of Alexandria are established through resolution. The following joint committees have been established:

- City Council/School Board Subcommittee

Commented [1]: The scope of this policy is committees of Board members. Advisory committees are in BCF.

Commented [2]: Moved down into the Meetings and Notice section

Commented [3]: From the VSBA model policy

- School Law Enforcement Partnership (SLEP) Subcommittee

Commented [4]: I thought this was ad-hoc.

Commented [5]: We just voted to establish this at the last meeting: <https://alexandria.ic-board.com/attachments/9a762355-d8bd-400a-b500-ff8a7b6be9cb.pdf> and <https://alexandria.ic-board.com/attachments/c93d8521-fb6f-415e-931f-c05a39872cc0.pdf>

Ad Hoc Committees

Special, or ad hoc, committees may be appointed 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 School 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

School 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 a Board meeting. Committees must follow Board meeting and notice requirements established in ACPS Policy including Policy BDA-R Regular School Board Meetings.

Commented [6]: Do we want to include anything about meetings being recorded? Recording meetings does increase public access.

Commented [7]: That's not required under the code and would be hard to do for many in-person only subcommittee and advisory committee meetings.

A. — 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. ~~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.~~

~~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.~~

Commented [8]: Are we also required to make them available to the public three days in advance?

Commented [9]: Under the code only notification, not the or agenda materials, are required in advance. However, the Board and Public are supposed to receive the materials at the same time.

~~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.~~

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

Commented [10]: Moved to the BCF and revised

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 shall not be 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.

Ad Hoc Committees

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

- 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
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Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)
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 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
	<u>BDD</u>	<u>Electronic Participation in Meetings from Remote Locations</u>
	GB	Equal Employment Opportunity/Nondiscrimination

Commented [11]: I'm not sure this relevant to board committees. It seems more focused on advisory committees, etc.

Relocated to BCF

Commented [12]: This doesn't seem to fit here.

Commented [13]: Moved to the Wiki, we can put it somewhere else if we want.

Commented [14]: I'm not sure this is happening. Perhaps we should have a section on the website listing this information?