

BOARD MEMO

Date: June 20, 2024

For ACTION

For INFORMATION

FROM: Susan Neilson, Clerk of the Board

THROUGH: Melanie Kay-Wyatt, Ed.D., Superintendent of Schools

TO: The Honorable Michelle Rief, Chair, and
Members of the Alexandria City School Board

TOPIC: School Board Meeting Calendars

ACPS 2025 STRATEGIC PLAN GOAL:

Goal 5: Family and Community Engagement

SY 2023-2024 PRIORITY AREA:

N/A

SUMMARY:

The School Board adopts a School Board Meeting Calendar at the organizational meeting held each year in July. This year at the organizational meeting, the School Board Office is asking the Board to adopt the School Board Meeting Calendars for the 2024-2025 and 2025-2026 school years, and are presenting the 2026-2027 calendar for information only.

Each year the Board will affirm the upcoming year’s calendar, adopt the following year’s calendar, and review and give feedback on a third year. This process will increase transparency and allow for other departmental planning to be in alignment with School Board Meetings and vice versa. This process is also aligned with the development of the academic calendars.

As part of this new process, board calendar conventions were created to be used when developing each year’s meeting calendar. Conventions include:

- when meetings will begin and end in each school year
- what months board development sessions will be held
- when organizational and induction meetings will be held
- dates to avoid due to holidays, conferences, or outside organization events that Board Members may wish to attend
- work sessions are added on any unused Thursday for use as budget work sessions or on special topics

BACKGROUND:

On January 5, 2023, the Board amended policy *BCA – School Board Organizational Meeting* which moved the organizational meeting from January to July in order to allow changes to board member leadership and assignments to change with each new school year rather than

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midway through. It also created a structure for newly elected board members to serve under existing, experienced leadership. The change to July created a very small window between the adoption of the upcoming year's School Board Meeting Calendar and the beginning of that school year which created this need for a change.

RECOMMENDATION:

The Superintendent recommends that the School Board review the 2024-2025 and 2025-2026 School Board Meeting Calendars for adoption at the Organizational Meeting, and review the 2026-2027 School Board Meeting Calendar for information only.

IMPACT:

Meeting calendars prepared in advance by using the developed calendar conventions will lead to better alignment across departments and schools.

ATTACHMENTS:

1. Board Calendar Conventions
2. 2024-2025 School Board Meetings Calendar
3. 2025-2026 School Board Meeting Calendar
4. 2026-2027 School Board Meeting Calendar

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