

SCHOOL BOARD ADVISORY COMMITTEE REGULATIONS

I. Membership

The School Board is responsible for the advisory committees and their membership. Board and staff liaisons will assist the committees to actively recruit new members when necessary. At a minimum, the Clerk of the Board and the Office of Communications will publicize any committee vacancies each January, June and September.

Advisory committees may include no more than 17 voting members. (Such membership limits do not apply to ad hoc committees and school or divisionwide parent advisory committees created under Title I, Title III or School Improvement Plans (SIPs) as outlined in Policy BCE.) Members are appointed by the Board and will be audited against the membership composition defined in each advisory committee’s bylaws. Members of these committees will serve without compensation, and shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair. Committee members are limited to three consecutive, two-year terms and may reapply for appointment to a specific committee after not having served on that committee for two years. The Board may waive term limits on an individual basis.

Students serving on advisory committee are voting members. Non-voting advisory committee members are the Board liaisons assigned by the Board Chair and the ACPS staff liaisons assigned by the Superintendent.

Each advisory committee shall consider the broad range of knowledge, skills, interests and perspectives needed to accomplish the work of the committee. When reviewing applications or recruiting new members to fill a vacancy, the committee shall consider:

- A. The different age groups served by the schools (e.g., preschool, elementary, middle, high school);
- B. A membership that reflects the schools and community in terms of diversity, ability and geography, including traditionally under-represented groups needed to bring perspective and/or inform the work of the committee; and
- C. A sufficient range of backgrounds and viewpoints, including students, parents, educators and other professionals or business representatives who can inform the work.

Advisory committee members shall be residents of the City of Alexandria or employees of the Alexandria City Public Schools or the City of Alexandria. The Board may waive the residency requirement on an individual basis. ACPS employees serving on advisory committees are not subject to residency requirements.

42 II. Application Process

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44 Applicants must apply for open positions using the advisory committee membership
45 application. To apply, individuals must fill out the application and submit it to the Clerk
46 of the School Board. It is essential that applicants provide complete and legible answers
47 to all questions. The School Board will not accept an application if complete answers are
48 not provided. Individual applicants are encouraged to attach a résumé to the application
49 to highlight their relevant experience.

50
51 Applications will be reviewed by the Advisory Committee Chair or designee, the Board
52 liaison, the staff liaison and the Board Chair. Each applicant will be contacted by the
53 Advisory Committee Chair to attend at least one meeting or meet with the committee
54 leadership before the application is voted on by the Board. Applicants may be contacted
55 by members of the School Board or advisory committee members to learn more about the
56 applicant's background and interest in the issues of a particular committee.

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58 The Board will then vote on application(s) at a scheduled Board meeting. Applicants will
59 be placed on the consent calendar for approval. Board members may pull applicants
60 from consent for discussion.

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62 Applicants will be contacted no later than one week after the Board vote regarding the
63 results of the vote. Newly selected advisory committee members will be emailed contact
64 information for the Advisory Committee Chair. Applicants not selected have the option
65 to apply for a future opening or the option to keep their application active until there is an
66 opening.

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

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70 Application Questions for Advisory Committees:

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- 73 1. Date of application.
 - 74 2. Name of advisory committee on which you are seeking membership;
 - 75 3. Your name;
 - 76 4. Your home address, phone numbers, and email address;
 - 77 5. Members of your family, including students at home and the schools they are
78 attending;
 - 79 6. Summary of work and practical experience;
 - 80 7. Reasons for requesting membership on the committee;
 - 81 8. Potential contributions to the committee;
 - 82 9. Past community involvement;
 - 83 10. Have you applied for another Board committee within the past six months? If so,
84 to which committee did you apply?
 - 85 11. Have you served in the past on Board advisory committees? If so, when, and for
86 how long?
 - 87 12. Are you currently a member of any other Board advisory committees?
 13. Three references with telephone numbers.

- 88 14. Have you attended at least one advisory committee meeting or met with the
- 89 advisory Chair of the committee?
- 90 15. Have you read the advisory committee’s Scope of Work?
- 91 16. Have you read the advisory committee’s most recent Annual Report?
- 92

93 **III. Meetings**

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95 Advisory committees, and their subcommittees, are considered “public bodies” under the
96 Virginia Freedom of Information Act (VFOIA), and as such are subject to VFOIA’s
97 “meeting” and notice requirements.
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99 Any gathering (physical or virtual) of three or more members of the committee or
100 subcommittee, at which “public business” (current or likely future business of that body)
101 is discussed among members, is considered a “meeting” under VFOIA. Social events are
102 not meetings if “no part of the purpose of the gathering is a transaction or discussion of
103 matters of public business” and the gathering is not prearranged for that purpose.
104

- 105 A. Meetings of the advisory committees and their workgroups are held in public,
106 consistent with the requirements of Virginia law.
- 107 B. Committee meetings are scheduled by the Advisory Committee Chair, who informs
108 the Clerk of the Board of such meetings at least three days prior to the meeting, to
109 allow for public notice.
- 110 C. Agendas, presentations, and any documents for distribution at the meeting are made
111 available to Board members and the Clerk of the Board at least three days prior to
112 committee meetings.
- 113 D. The advisory committees meet at least quarterly during the school year. A calendar of
114 meetings is established no later than the first meeting of each year. A copy of this
115 calendar is provided to the Clerk of the Board and the Department of
116 Communications.
- 117 E. Written meeting minutes will be made public once approved by a quorum of the
118 committee.
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120 **IV. Quorum**

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122 If a committee cannot secure a quorum for three consecutive meetings, the Board and/or
123 staff liaison shall communicate that to the Clerk of the Board to update the Board Chair
124 and Superintendent. A quorum shall equal a simple majority of all serving committee
125 members. Any vacancies on the committee shall not be included in the calculation of a
126 quorum.
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128 **V. Required Advisory Committees**

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130 The committees outlined below are prescribed by the Commonwealth of Virginia.

131 **A. Special Education Advisory Committee (SEAC)**

132 There shall be an advisory committee for special education appointed by the School

133 Board to advise the Board through the Superintendent.

134 1. Membership

135 a. A majority of the committee shall be parents of children with disabilities or
136 individuals with disabilities;

137 b. The committee shall include one teacher, who will also be a voting member;
138 and

139 c. Additional school division personnel shall serve only as consultants to the
140 committee.

141 2. The functions of the advisory committee shall be as follows:

142 a. Advise the school division of needs in the education of children with
143 disabilities;

144 b. Participate in the development of priorities and strategies for meeting the
145 identified needs of children with disabilities;

146 c. Submit periodic reports and recommendations regarding the education of
147 children with disabilities to the Superintendent for transmission to the School
148 Board; and

149 d. Assist the school division in interpreting plans to the community for meeting
150 the special needs of children with disabilities for educational services.

151 e. Review the policies and procedures for the provision of special education and
152 related services prior to submission to the School Board; and

153 f. Participate in the review of the school division's annual Special Education
154 Plan, prior to its approval by the School Board and submission to the Virginia
155 Department of Education.

156
157 3. Public notice shall be published annually listing the names of committee members
158 and include a description of ways in which interested parties may express their
159 views to the committee.

160
161 4. Committee meetings shall be held at least four times in a school year and shall be
162 open to the public.

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164 **B. Career and Technical Education (CTE) Advisory Committee**

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

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171 1. The committee shall be composed of members of the public, including students,
172 teachers, parents, and representatives from business, industry, and labor, with
173 appropriate representation of both sexes and the racial and ethnic groups found in
174 the school, community, or region served by the committee.

175 2. The committee shall meet at least four times in a school year to assist in the
176 planning, implementing, and assessing of career and technical education

177 programs. All committee meetings shall be open to the public.

178 **VI. Optional Advisory Committees**

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180 In addition to the above committees required by law, the Alexandria City School Board
 181 may establish additional advisory committees. At the Board’s discretion, it may also
 182 dissolve such committees as circumstances warrant. Currently, the Board’s additional
 183 advisory committees include:

184 **A. Talented and Gifted Advisory Committee (TAGAC)**

185 The school division has established a talented and gifted advisory committee
 186 composed of parents, school personnel and other community members. This
 187 committee should reflect the ethnic and geographical composition of the school
 188 division. The purpose of this committee is to advise the School Board through the
 189 Division Superintendent of the educational needs of all gifted students in the
 190 Division. As a part of this goal, the committee annually reviews the plan for the
 191 education of gifted students, including revisions, and determines the extent to which
 192 the plan for the previous year was implemented. The recommendations of the
 193 advisory committee are submitted in writing through the Division Superintendent to
 194 the School Board.

195 Committee meetings shall be held at least four times in a school year and shall be
 196 open to the public.

197 **B. School Health Advisory Board (SHAB)**

198 The School Board has established a School Health Advisory Board of no more than
 199 20 total members, including no more than 17 voting members. It consists of broad-
 200 based community representation including, but not limited to, parents, students,
 201 health professionals, educators, and others. SHAB assists with the development of
 202 health policy in the school division and the evaluation of the status of school health,
 203 health education, mental health, substance abuse, violence prevention, the school
 204 environment, and health services. The committee provides input to staff regarding
 205 new instructional and resource materials and changes in family life curriculum.

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

211 **C. Budget Advisory Committee (BAC)**

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213 The Budget Advisory Committee:

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- 215 1. Makes recommendations on policies and practices related to the presentation,
216 preparation and execution of the operating budget and the financial management
217 of the school system;
- 218 2. Makes recommendations to the School Board on budget priorities before the
219 Board gives its annual budget direction to the Superintendent and at other times as
220 appropriate;
- 221 3. Advises on the degree to which the Superintendent's Proposed Budget supports
222 best fiscal practices and the School Board's priorities;
- 223 4. Assists in educating the community about the budgeting process and the contents
224 of each year's operating and capital improvement budgets;
- 225 5. Provides, upon the Board's request, studies and recommendations on special
226 topics or issues;
- 227 6. Presents an annual written report of the committee's work as part of the School
228 Board's annual budget process. The report may raise issues and concerns that the
229 Committee has related to the budget;
- 230 7. Collaborates as appropriate with other advisory committees;
- 231 8. Creates a Scope of Work and an Annual Report for the BAC; and
- 232 9. Holds committee meetings that are open to the public at least four times in a
233 school year.

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235 **D. Athletic Hall Of Fame (AHOF) Advisory Committee**
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237 Each year, the Alexandria City School Board honors excellence in athletic
238 achievement by former Alexandria City Public Schools students, memorializes their
239 achievements, and inspires the current students of ACPS to strive for excellence by
240 inducting a select number of former students into its Athletic Hall of Fame. Inductees
241 will be honored with a Hall of Fame plaque on the campus of T.C. Williams High
242 School.

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244 Nominations will be submitted May through September of year by the public and
245 reviewed by the Athletic Hall of Fame advisory committee. The committee will
246 submit recommendations to the School Board for approval.

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248 The committee shall consist of no more than 17 voting members and will include
249 three ACPS alumni, one current ACPS student, and three at-large community
250 members.

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252 Except for the alumni seats on the committee, members of the advisory committee
253 will be residents of Alexandria City, which may include an ACPS employee and a
254 current ACPS student.

255
256 The advisory committee will recommend selection criteria to be approved and
257 institutionalized by the School Board. Any future changes to the selection criteria
258 must be approved by the School Board.
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260 Committee meetings shall be held at least four times in a school year and shall be
261 open to the public.

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263 Established: June 18, 2009

264 Revised: June 23, 2016

265 Revised: February 4, 2021

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

268

269 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, 22.1-214,
270 22.1-227, 22.1-275.1.

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272 8 VAC 20-40-60.

273 8 VAC 20-81-230.

274 8 VAC 20-120-50.

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276	Cross Refs.:	BCE	School Board Committees
277		BCF	Advisory Committees to the School Board
278		BCFB	Bylaws for School Board Advisory Committees
279		BCFC	Roles of the Staff and Board Liaisons to Advisory
280			Committees
281		EB	School Crisis, Emergency Management, and Medical
282			Emergency Response Plan
283		EBB	Threat Assessment Teams
284		IC/ID	School Year/School Day
285		IGBB	Programs for Gifted Students
286		KC	Community Involvement in Decision Making

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