

1                                   **ADVISORY COMMITTEES TO THE SCHOOL BOARD**  
2

3   The Alexandria City School Board (Board) has a strong commitment to stakeholder participation.  
4   The Board appoints advisory committees to assist the Board in completing its work. Advisory  
5   committees:

- 6       • make recommendations to the Board on improving the division’s services to students,  
7       families, staff, and the community with a focus on priorities identified in the strategic plan;
- 8       • help the Board understand community perspectives on identified topics; and serve as  
9       subject matter experts, including assisting the Board with research.

10  
11   **Membership**  
12

13   The Board strives to ensure that all advisory committees reflect the diversity of the Alexandria  
14   City Public Schools (ACPS) student population, with an inclusive membership that represents a  
15   cross section of the public schools as well as representatives from the community at large.  
16   Composition of the School Board’s advisory committees will be consistent with the Code of  
17   Virginia, Board of Education regulations, and any guidelines established by the State of Virginia.  
18

19   Advisory committee members must be ACPS students, residents of the City of Alexandria,  
20   employees of ACPS, or employees of the City of Alexandria. The Board may waive the residency  
21   requirement on an individual basis. ACPS and City of Alexandria employees serving on advisory  
22   committees are not subject to residency requirements.  
23

24   No advisory committee may have more than 17 voting members. Such membership limits do not  
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

32   Members must attend at least 75 percent of all meetings each year unless additional absences are  
33   excused by the Committee Chair.  
34

35   **Compensation**  
36

37   Members of advisory committees serve without compensation.  
38

39   **Voting**  
40

41   Students serving on advisory committees are voting members, while Board and staff liaisons are  
42   non-voting members.  
43

44   **Appointments**  
45

46 Openings for advisory committee positions are posted on the ACPS website. The Board will  
47 publicly advertise committee membership openings through the Clerk of the Board and the ACPS  
48 Department of School and Community Relations.

49  
50 Applications received through December will be considered for appointment for the current school  
51 year, applications received after December will be considered for the next school year. The Board  
52 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  
64 All committee members go through an onboarding process coordinated by the Clerk of the Board.  
65 The content of the onboarding is collaboratively developed between advisory committees and the  
66 Clerk of the Board.

67  
68 **Officers**

69  
70 Committees hold an annual organizational meeting for elections. At that meeting, each committee  
71 elects, at a minimum, a Chair and a Vice Chair, and establishes a meeting schedule. Committee  
72 Chairs may only serve two consecutive, one-year terms and may be nominated for the Chair  
73 position again after two years of not having served in that role. The Clerk of the Board supports  
74 the advisory committee Chairs in their administrative tasks and in parliamentary procedure.

75  
76 **Meetings**

77  
78 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  
88 All committees are charged with reviewing and refining prior recommendations each year. This  
89 refinement may include continuing to support prior recommendations, adjusting prior  
90 recommendations, discontinuing prior recommendations, or adding new recommendations.

91

92 Additional details around each committee’s unique Scope of Work are documented in Regulation  
93 BCF-R in the Committee Charters section. Committees may request adjustments to their charters  
94 through 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  
109 As part of the Annual Report committees should include:
- 110 ● A list of prior recommendations and, for each prior recommendation, the committee's  
111 desire to a) continue to recommend the prior recommendation, b) refine the prior  
112 recommendation, or c) discontinue the prior recommendation.
  - 113 ● New recommendations

114  
115 Each committee may request time on the Board's agenda to report on its work, submit proposals  
116 for self-initiated work, describe the rationale for recommendations, and such other matters as the  
117 committee deems necessary.

118  
119 All reports to the Board must go through the Board Chair, via the Superintendent or the designated  
120 Board 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  
125 revision, and deferring action. The Board decision will be provided back to the committee.

126  
127 Recommendations of the committees are advisory only. All final decisions rest solely with the  
128 Board

129  
130 **Bylaws**

131  
132 Advisory committees must establish bylaws. The committee bylaws should be reviewed or  
133 affirmed by each committee annually, and must be approved by the School Board every three  
134 years. Any changes to committee bylaws must be approved by the Board.

135  
136 **Continuity of Committee Knowledge**

137

138 As part of their annual Scope of Work advisory committees gain significant information and  
139 knowledge. Due to the inherent nature of committees, it is essential this information is documented  
140 by the committee so it can be made available to new committee members. The Clerk of the Board  
141 works with each committee to establish a location where documentation can be maintained in a  
142 manner consistent with FOIA.

143

144 **Removal**

145

146 For good cause shown, any advisory committee member may be removed from any advisory  
147 committee by a majority vote of the Board. The Board Chair, or another member of the School  
148 Board designated by the Chair, will contact the member to discuss the situation before any action  
149 is taken. The committee member will, if requested, be provided the opportunity to address the  
150 Board.

151

152 **School Board Advisory Committees**

153

154 Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the Board has  
155 established the following standing advisory committees.

156 The School Board has established the following standing Advisory Committees:

- 157 ● Special Education Advisory Committee
- 158 ● Career and Technical Education Advisory Committee
- 159 ● School Health Advisory Board
- 160 ● Advanced Academic Services Advisory Committee
- 161 ● Budget Advisory Committee
- 162 ● Athletic Hall of Fame Advisory Committee.

163

164

- 165 Adopted: November 13, 2006
- 166 Amended: June 18, 2009
- 167 Amended: June 9, 2011
- 168 Amended: April 24, 2014
- 169 Amended: June 23, 2016
- 170 Affirmed: February 4, 2021

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 Cross Refs.: BCE School Board Committees
- 181 BCF-R School Board Advisory Committee Regulations
- 182 BCFB Bylaws for School Board Advisory Committees

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

DRAFT

## ADVISORY COMMITTEES TO THE SCHOOL BOARD

The Alexandria City School Board (Board) has a strong commitment to stakeholder/citizen participation. The Board appoints advisory committees to assist the Board in completing its work.  
Advisory committees:

**Commented [1]:** "Citizen" implies a legal status and may limit who can participate.

- make recommendations to the Board on improving the division's services to students, families, staff, and the community with a focus on priorities identified in the strategic plan;
- help the Board understand the community perspectives on identified topics; and serve as subject matter experts, including assisting the Board with research.

~~Generally, The School Board has a strong commitment to citizen participation. The Board appoints advisory committees to provide opportunities for citizens to advise the School Board on major issues pertaining to Alexandria City Public Schools.~~

**Commented [2]:** Moved to other locations in the document.

~~The School Board shall appoints advisory committee members at regularly scheduled Board Meetings throughout the school. The Board shall also approve a Scope of Work for each advisory committee.~~

**Commented [3]:** Moved down to the appointment and scope of work sections

~~Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the School Board has established advisory committees for special education, and career and technical education. Other advisory committees may be established as the School Board chooses.~~

**Commented [4]:** Moved down and revised.

### Membership

The Board strives to ensure that all advisory committees reflect the diversity of the Alexandria City Public Schools (ACPS) student population, with an inclusive

~~The Board will endeavor to make certain that each committee's membership that~~ represents a 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 Virginia, Board of Education regulations, and any guidelines established by the State of Virginia.

**Commented [5]:** I wonder if there is a cap we can place on how many members can come from a specific school/area? Meaning, that if there committee has seven members, having four from the same school does not offer a district-wide perspective.

Advisory committee members ~~shall must~~ be ACPS students, residents of the City of Alexandria, or employees of ACPS/the Alexandria City Public Schools, or employees of the City of Alexandria employees serving on advisory committees are not subject to residency requirements.

**Commented [6]:** The board has the ability to accept or deny appointments based on the membership criteria.

~~Openings for advisory committee positions are will be posted on the ACPS website, during the months of September, January and June. The School Board will publicly advertise committee membership openings through the Clerk of the Board and the ACPS Office of Communications.~~

**Commented [7]:** Moved to Appointments and revised

**Commented [8]:** How can recruitment be altered to ensure that committees reflect the student body.

~~Members of advisory these committees will serve without compensation. Members must shall attend at least 75 percent of all meetings each year unless additional absences are excused by the Committee Chair. No advisory committee may shall have more than 17 voting members. (Such membership limits do not apply to ad hoc committees and school or division wide parent advisory committees created under Title I, Title III or School Improvement Plans (SIPs) as outlined in Policy BCE.)~~

**Commented [9]:** Content moved down to improve readability

**Commented [10]:** We recommended taking this language out of BCE

Membership requirements must be defined in each advisory committee's bylaws.

47 **Attendance**

48  
49 Members must attend at least 75 percent of all meetings each year unless additional absences are  
50 excused by the Committee Chair.

Commented [11]: Is this enforced?

51  
52 **Compensation**

53  
54 Members of advisory committees serve without compensation.

55  
56 **Voting**

57  
58 Students serving on advisory committees are voting members, while Board and staff liaisons are  
59 non-voting members. ~~Membership requirements will be defined in each advisory committee's~~  
60 ~~bylaws. Committee members are limited to three consecutive, two-year terms and may reapply for~~  
61 ~~appointment to a specific committee after not having served on that committee for two years. The~~  
62 ~~Board may waive term limits on an individual basis.~~

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64 **Appointments**

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66 Openings for advisory committee positions are posted on the ACPS website. The Board will  
67 publicly advertise committee membership openings through the Clerk of the Board and the ACPS  
68 Department of School and Community Relations.

Commented [12]: Moved to Appointments and revised

Commented [13]: How can recruitment be altered to ensure that committees reflect the student body.

Commented [14]: I think keeping a publicly-available updated list of openings would be valuable.

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70 Applications received through December will be considered for appointment for the current school  
71 year, applications received after December will be considered for the next school year. The Board  
72 may make exceptions to this schedule as warranted.

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74 The School Board appoints advisory committee members at regularly scheduled Board Meetings.  
75 The Clerk of the Board maintains a list of all advisory committee appointments.

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78 appointment to a specific committee after not having served on that committee for two years.

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85 The content of the onboarding is collaboratively developed between advisory committees and the  
86 Clerk of the Board.

87  
88  
89 **Officers**

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91 ~~The CeC~~committees shall hold an annual organizational meeting for elections. At that meeting,  
92 each committee shall elects, at a minimum, a Chair and a Vice Chair, and establishes a meeting

93 schedule. Committee Chairs may only serve two consecutive, one-year terms and may be  
94 nominated for the Chair position again after two years of not having served in that role. The Clerk  
95 of the Board ~~School Board Chair~~ supports the Advisory ~~c~~Committee Chairs in their administrative  
96 tasks and in parliamentary procedure. ~~[The Board Chair will organize a meeting of the Committee~~  
97 ~~Chairs and Board liaisons at least twice during the school year.]~~

Commented [15]: I believe this only happens once a year?

Commented [16]: Struck

## 99 Meetings

100 Advisory committees meet at least four times during the school year, or more often as necessary.  
101 Meetings are subject to the Virginia Freedom of Information Act (FOIA) as outlined in regulation  
102 BCF-R.

### 104 Staff Support

105 ~~The Superintendent shall provide~~ ~~assigns~~ a staff liaison to each advisory committee. The  
106 ~~Committee Chair or a designee will meet with the staff liaison periodically to establish or review~~  
107 ~~the meeting agendas for the school year. However, any topics of substance must be brought to the~~  
108 ~~committee at large. The Superintendent will help committees achieve their goals by providing~~  
109 ~~them with reasonable support and material resources. "Reasonable support" includes data reports~~  
110 ~~and staff resources, including providing the any data necessary for the committee to develop its~~  
111 ~~Scope of Work, and Annual Report, and to make additional make comprehensive~~  
112 ~~recommendations as requested by the Board regarding the Division's (relevant) programmatic~~  
113 ~~annual plan, if applicable.~~

114 ~~The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the~~  
115 ~~right to reassign the staff liaison. The Advisory Committee Chair may submit a formal request for~~  
116 ~~the removal of a Board or staff liaison through a formal memo to the School Board Chair. The~~  
117 ~~advisory committee membership must be notified of the request by the Committee Chair. Staff~~  
118 ~~liaisons and Board liaisons must attend 75 percent of advisory committee meetings, unless the~~  
119 ~~liaison has a work-related conflict or Board meeting. In the instances where the staff or Board~~  
120 ~~liaison cannot attend the meeting, they he/she shall endeavor to secure a replacement.~~

121 ~~The Board Chair reserves the right to reassign the Board liaison, and the Superintendent has the~~  
122 ~~right to reassign the staff liaison. The Advisory Committee Chair may submit a formal request for~~  
123 ~~the removal of a Board or staff liaison through a formal memo to the School Board Chair. The~~  
124 ~~advisory committee membership must be notified of the request by the Committee Chair.~~

Commented [17]: Relocated to the regulation and revised

### 128 Scope of Work

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

132 All committees are charged with reviewing and refining prior recommendations each year. This  
133 refinement may include continuing to support prior recommendations, adjusting prior  
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143 with their charter. In addition, the Board may request that the committee include certain topics of  
144 interest to the Board. These refinements occur collaboratively between the committee Chair and  
145 the Board liaison, are reported to the Board by the Board liaison, and are filed with the Clerk of  
146 the Board.

#### 147 148 **Reports and Recommendations**

149  
150 Committees provide an Annual Report at the end of the school year. Committees may also provide  
151 interim recommendations to support Board decisions. The Annual Report will be submitted with  
152 a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of  
153 meeting attendance.

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155 As part of the Annual Report committees should include:

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157 desire to a) continue to recommend the prior recommendation, b) refine the prior  
158 recommendation, or c) discontinue the prior recommendation.
- 159 ● New recommendations

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

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

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168 The Board will review all recommendations. The Board will then make a decision on how it will  
169 act on each recommendation. Possible actions include but are not limited to inclusion in the budget  
170 direction, inclusion in the Board annual priorities, inclusion in recommendations for Strategic Plan  
171 revision, and deferring action. The Board decision will be provided back to the committee.

172  
173 Recommendations of the committees are advisory only. All final decisions rest solely with the  
174 Board

175 ~~Each committee may request time on the Board's agenda following committee meetings to~~  
176 ~~report on its work, submit proposals for self-initiated work, and such other matters as the~~  
177 ~~committee deems necessary. All reports to the Board must go through the Board Chair, via~~  
178 ~~the Superintendent or the designated Board Member Liaison to the advisory ad hoc~~  
179 ~~committee.~~

180  
181 ~~Recommendations of the committees are advisory only. All final decisions rest solely with the~~  
182 ~~School Board. The cCommittees shall submit to the School Board a Scope of Work at the~~

Commented [18]: school board needs to approve the SOW? Shall we clarify?

Commented [19]: Should we consider adding language around including the recommendations in annual board priorities as in the APS recommendation strategy.

~~beginning of the school year, and the Board may request that the committee include certain topics of interest to the Board as part of its Scope of Work. Committees provide and an Annual Report at the end of the school year through the Superintendent. Committees may also provide interim recommendations to support Board decisions. The Annual Report will be submitted with a staff response, an analysis of the effectiveness of pursuing the Scope of Work, and a record of meeting attendance. The staff response will be for information only, and should be provided to the committee in sufficient time for the committee to submit a rebuttal, if desired, concurrently. The Scope of Work, interim recommendations, and Annual Report are all submitted to the Board through the Superintendent.~~

~~The Board will review all recommendations. The Board will then make a decision on how it will act on each recommendation. Possible actions include but are not limited to inclusion in the budget 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. Recommendations of the committees are advisory only.~~

~~All final decisions rest solely with the School Board.~~

**Bylaws**

~~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, or at least once during each School Board term. Any changes to committee bylaws must be approved by the Board.~~

**Continuity of Committee Knowledge**

~~As part of their annual Scope of Work advisory committees gain significant information and knowledge. Due to the inherent nature of committees, it is essential this information is documented by the committee so it can be made available to new committee members. The Clerk of the Board works with each committee to establish a location where documentation can be maintained in a manner consistent with FOIA.~~

**Removal**

For good cause shown, any advisory committee member may be removed from any advisory committee by a majority vote of the ~~School~~ Board. The Board Chair, or another member of the School Board designated by the Chair, will contact ~~or notify~~ the member to discuss the situation before any action is taken. ~~The~~ committee member will, if requested, be provided the opportunity to address the Board.

**School Board Advisory Committees**

~~Pursuant to the Code of Virginia, Board of Education regulations, and federal law, the Board has established the following standing advisory committees.~~

The School Board has established the following standing Advisory Committees:

- Special Education Advisory Committee

**Commented [20]:** Should or must?

**Commented [21]:** I don't recall the board approving any committee's bylaws in the past 4 years. I do think the committees should review their bylaws periodically.

**Commented [22]:** A charge is designed to be long term. If the Scope of Work is long term (rather than the annual focus) then use the term Scope of Work here.

**Commented [23]:** <https://www.acps.k12.va.us/school-board/school-board-committees/information-about-specific-school-board-advisory-committees>

**Commented [24]:** Do we want to add any Language Advisory Committees

- 229 ● Career and Technical Education Advisory Committee
- 230 ● School Health Advisory Board
- 231 ● ~~Advanced Academic Services Talented and Gifted~~ Advisory Committee
- 232 ● Budget Advisory Committee
- 233 ● Athletic Hall of Fame Advisory Committee.

234  
235  
236 ~~The Board appoints members to advisory committees for [x year terms; add any other~~  
237 ~~appointment governance]Each advisory committee recommends an annual Scope of Work~~  
238 ~~based on the goals of the Strategic Plan, including any requirements of law or regulation. The~~  
239 ~~Board may approve or revise the recommended Scope of Each advisory committee provides an~~  
240 ~~annual report to the School Board, and may be asked to provide additional interim updates. The~~  
241 ~~format and schedule of the reports are established by the Board Chair through the Board Clerk,~~  
242 ~~with input from the advisory committee Chair, Superintendent, and staff liaison. Report formats~~  
243 ~~include but are not limited to Board Briefs, presentations and Board meetings, and comments~~  
244 ~~during the public comment period.~~

245  
246 ~~Additional details about committees are in Regulation BCE R—Regulations of School Board~~  
247 ~~Advisory Commit~~Adopted: November 13, 2006

- 248 Amended: June 18, 2009
- 249 Amended: June 9, 2011
- 250 Amended: April 24, 2014
- 251 Amended: June 23, 2016
- 252 Affirmed: February 4, 2021

253  
254  
255 Legal Refs.: ~~20 U.S.C. §§ 5964, 6318.~~

256  
257 Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-18.1, 22.1-86, ~~22.1-214,~~  
258 22.1-227, ~~22.1-275.1.~~

259  
260 ~~8 VAC 20-40-60.~~  
261 8 VAC 20-81-230.  
262 8 VAC 20-120-50.

263  
264 Cross Refs.: BCE School Board Committees  
265 BCF-R School Board Advisory Committee Regulations  
266 BCFB Bylaws for School Board Advisory Committees  
267 BCFC Roles of the Staff and Board Liaisons to Advisory  
268 Committees  
269 EB School Crisis, Emergency Management, and Medical  
270 Emergency Response Plan  
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273 IGBB Programs for Gifted Students

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