

## **SCHOOL BOARD COMMITTEES**

### **General**

To achieve its goals and objectives and to promote efficiency, the Alexandria City School Board will have the committee structure set forth in this policy.

### **Committee of the Whole**

The Alexandria City School Board shall operate as a committee of the whole on matters relating to the governance of the Alexandria City Public Schools. Board Meetings will be organized to focus on the goals and objectives of the ACPS Strategic Plan. Work Sessions may be scheduled for presentations and discussion regarding the policies, operating budget, capital improvement projects, long-term planning, and other subjects or issues, as may be deemed appropriate by the Board.

The School Board and its advisory, joint, and ad hoc committees, subcommittees and appointed advisory groups, are governed by School Board policies and regulations. They are considered “public bodies” and as such, will conform to Virginia Freedom of Information Act (VFOIA) meeting and notice requirements.

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.

### **Meetings and Notice**

- A. Meetings of the School Board, its advisory committees, ad hoc committees, and their subcommittees are held in public, consistent with the requirements of Virginia law.
- B. 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.
- C. 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.
- D. 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.
- E. Written meeting minutes will be made public once approved by a quorum of the committee.

### **Quorum**

For all School 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 shall not be included in the calculation of a quorum.

### **Ad Hoc Committees**

Special, or ad hoc, committees may be appointed by the Board Chair or created by School Board action to address a specific subject or issue. Such committees may consist of School Board Members only or may include School 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 shall 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 shall 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.

Each committee may request time on the Board's agenda following committee meetings to report on its work, submit proposals for self-initiated work, and such other matters as the committee deems necessary. All reports to the Board must go through the Board Chair, via the Superintendent or the designated Board Member Liaison to the ad hoc committee. Minutes of the meeting shall be approved by the committee, kept on file with the Clerk of the Board, and posted on the ACPS website.

### **Joint Committees of the Alexandria City Public Schools and the City of Alexandria**

Any joint committees or commissions of the Alexandria City Public Schools and the City of Alexandria will be formalized through a resolution.

### **School Board Advisory Committees**

The School Board shall appoint members of a Special Education Advisory Committee, and a Career and Technical Education Advisory Committee, as required by State law (see Policy BCF and Regulation BCF-R). The Board may also appoint other advisory committees as it deems necessary, including, but not limited to, a School Health Advisory Board, a Talented and Gifted Advisory Committee, a Budget Advisory Committee, and an Athletic Hall of Fame Advisory Committee. The Board shall approve a Scope of Work annually for each advisory committee based on the goals of the Strategic Plan, including any requirements of law or regulation. Annual reports will be presented to the School Board through the Superintendent.

### **Superintendent Advisory Committees**

The Alexandria City School Board believes strong communication and community outreach is essential to student achievement and public support of our schools. Accordingly, the

Superintendent may establish advisory committees for the purpose of receiving input from parents, students, staff and the community on specific topics to support the goals and objectives in the Strategic Plan. Superintendent Advisory Committees are not subject to the same meeting and notice requirements as School Board Advisory Committees. However, community engagement will be sought with all committees.

**School and Districtwide Parent Advisory Committees**

The Superintendent or designee will establish Parent Advisory Committees as necessary in accordance with Title I, Title III, and School Improvement Plans.

**Liaisons to the Community**

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
- Amended: September 18, 2014
- Amended: June 23, 2016

- Legal Refs.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12)  
Code of Virginia, 1950, as amended, §§ 2.2-3700-3714, 22.1-18.1, 22.1-78, 22.1-86, 22.1-275.1  
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
- GB Equal Employment Opportunity/Nondiscrimination