

COMMUNITY RELATIONS SECTION

Policy 5.12

CITIZENS' ADVISORY COMMITTEES

A. Generally

The School Board will appoint citizens' advisory committees mandated by Virginia law and regulations of the State Board of Education and when the School Board determines such groups may usefully provide advice for the school division. The School Board may establish additional committees, on a permanent or an ad hoc basis, as needed. The School Board will maintain a liaison with each advisory committee.

B. Purpose of School Board Citizens' Advisory Committees & Coordination with the School Board Strategic Plan

These committees are established to study in detail issues of importance to the School Board. On an annual basis, the School Board will give direction for tasks to be accomplished each school year so that the advisory committee's work will be coordinated with the School Board's strategic plan. Their advisory role includes the presentation of an annual report to the Board, with updates as deemed necessary, to inform School Board members on the relevant issues. The committees will also fulfill any state requirement for advisory committees such as for Special Education, Gifted Education, Family Life Education, School Health and Career and Technology Education. Advisory committees may publish their meeting minutes on the schools' Web site, make recommendations about other information to place on the site and otherwise assist in disseminating information about their work to the public, consistent with rules governing confidentiality.

The advisory committees' work and recommendations are important to the School Board's strategic mission, but findings and recommendations are advisory. The committees cannot exercise functions legally within the jurisdiction of the Board or the administration, including decisions to implement recommendations.

The committees cannot exercise supervision over any employee of the Board and may not place significant demands on staff (or staff members of committees) to perform work. Such requests for work to be done by staff members must be brought to the School Board by the committee liaison and must be reviewed by the Superintendent. Work which does not place a significant demand for additional time, such as distributing information already available, is not included in this restriction. If an advisory committee receives a complaint about personnel, the committee will refer individuals raising such personnel matters to Policies 8.12, Complaints about Employees, and 5.4 Complaints from the Public.

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C. Membership of School Board Advisory Committees

Criteria for selection:

Committee members should be interested in the welfare of the schools generally, should have particular knowledge or expertise or be particularly interested in the committee's area of concentration, and be willing to give the time and effort required by committee membership. When selecting among candidates for committee membership, the School Board will look to create a committee membership as a whole that is as representative as possible of the community served by the Board. In addition, the Board will look to create a strong base of expertise in the area of focus for each committee. Committee members are expected to focus on their areas of interest by looking at how the programs affect the student population as a whole, not by focusing on the particular impact of such programs on individual children.

Residency:

There will be a preference to appoint City of Falls Church residents to positions on advisory committees. However, the School Board may consider filling a position with a non-resident if: (1) there are no applicants who are City of Falls Church residents, or (2) there are applicants who have particular abilities/expertise or connections to the Falls Church community which would be valuable to the committee's work or needed to ensure membership qualifications required for the committee, even though they are not Falls Church City residents.

D. Duties of the School Board Liaison

The liaison to School Board advisory committees will serve as a link between the committees and the Board. The liaison is not a voting member of the advisory committee, and can make no commitment for the School Board as a whole. The liaison will keep abreast of issues facing the advisory committee.

The liaison will make good faith efforts to attend the regularly scheduled meeting of the advisory committee. If the liaison is unable to attend, the Board member should notify the Committee Chair or staff liaison prior to the meeting and should follow-up after the meeting concerning the business transacted.

By the end of August of each year an annual election of the advisory committee chairman will be held. The liaison will preside over the election of the advisory committee chairman. The chairman will serve until his or her successor is elected.

During the year if the chairman resigns or his/her term has expired, the School Board liaison will serve as the chairman until the successor is elected. The election

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of the successor will be held at the next meeting of the committee.

E. Applications, Appointments, and Resignations

Applications:

For new members: interested persons may contact the Deputy Clerk of the School Board to obtain an application, information about advisory committees and vacancies. Completed applications should be returned to the Deputy Clerk of the Board. The School Board encourages staff to suggest individuals whose expertise would contribute to the membership of committees.

For current members whose terms are expiring: The Vice- Chair of the School Board will conduct and coordinate the centralized recruitment effort for advisory committee members with the administrative support of the Deputy Clerk of the School Board. The Deputy Clerk will regularly notify the Board of committee terms which are expiring in the spring. No later than early April, the School Board liaison for the committee will consult with the committee chair and then will contact those members whose terms are expiring to determine their interest in continuing to serve on the committee. The Board liaison will report the results of the contacts to the Vice-Chair.

Appointments:

All applicants for non-staff positions on advisory committees will be interviewed by a team of two School Board members including the Vice-Chairman of the Board and the current School Board liaison to the committee. Interviews will be conducted using a standard protocol in order to determine comparable information for all applicants.

The team of School Board members will provide the applications and interview information for all applicants, along with their appointment recommendations to the Superintendent for inclusion in the School Board packet for the meeting at which appointments are scheduled to be made.

The School Board will review all the information and will vote on the appointment.

After the School Board action, all applicants, appointed and not appointed, will be notified by letter from the School Board Chairman. Copies of the letters will be sent to the liaison and the Committee Chair.

Newly appointed and reappointed members will be invited to participate in taking an oath of office at a regular school board meeting.

Applications will be kept on file for a year. Candidates who have previously applied may

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reactivate their applications for consideration for new vacancies by contacting the Deputy Clerk.

The Superintendent will ensure that newly appointed advisory committee members are provided an orientation and given the descriptions of the duties of the committee, the names of members, and copies of any applicable School Board or State policies and regulations.

Vacancies & Resignations:

Vacancies in the regular order (as when a member indicates no interest in continuing to serve as a committee member) will be filled in the late spring for terms beginning July 1. Vacancies on committees will be advertised in April for June appointments and in September for November appointments. Deadlines and procedures for applications will be publicized.

Resignations by committee members should be made in writing to the School Board. After the Board has received the resignations, the vacancy will be advertised.

Committee members will notify the committee chairman if they move out of the City of Falls Church. If a Falls Church City resident advisory committee member moves from the City, his or her committee membership automatically terminates, and the School Board will act to fill the unexpired term, unless the School Board acts under its authority to appoint non-residents.

F. Duties of the Committee Chair

The chair will be selected from among the non-staff members of the committee.

The chairs will prepare agendas for regular committee meetings in consultation with staff liaisons and School Board liaisons.

The chairs of the advisory committees will notify the School Board liaisons of the scheduled meetings, keep them informed of the status of the committee's work, and consult with them concerning any questions or concerns about the functioning of the committee.

The chair of each advisory committee shall present an annual written report of one or two pages and an oral report of approximately five minutes to the School Board according to a schedule established by the Superintendent. This schedule will be distributed annually to committee chairs and School Board liaisons.

G. Operations, Quorum, Attendance and Alternate Members

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Advisory committees will operate as public bodies.

Each advisory committee must have a quorum, a simple majority of the members who are currently appointed, present to take official action on business. Committees can meet and discuss matters in the absence of a quorum. Annual reports should be prepared by the non-staff members of a committee and approved by official action of the committee.

All committee members are expected to attend the meetings of their committee. If a member misses two consecutive meetings without advance explanation, the chairman may determine how to manage the impact of absences on the committee's work. It is within the chairman's discretion whether to report the absences to the School Board and request the School Board to declare the seat vacant and appoint a replacement, giving priority consideration to the alternate. The chair may also consider absences as a factor in considering a recommendation for reappointment of a member.

To ensure that committees have sufficient members to conduct their business, the School Board may appoint an individual to serve as an alternate member to a particular committee. The appointment of an alternate member will be in addition to any required numbers of members, and will not increase the quorum requirements for the committee. The appointment shall be for the same length of service as a regular member. The alternate member may take the place of any regular member who is absent or disqualified, in hearing and determining any matter before the committee.

H. Administrative support for advisory committees:

The School Board, in the annual budget, will provide administrative support for advisory committees in the form of an individual responsible for taking and maintaining minutes of the committee actions, for compliance with the public meeting notice requirements, and for posting of approved information for the advisory committee on the school division website. Administrative support will be equitably allocated among the advisory committees.

The school division website will be available for posting of information about the advisory committees including their agendas, minutes and reports. Control and responsibility for posting content remain with the school division.

I. Specific Committees

1. Business In Education Partnership Council (BIE) (Includes Career And Technology Education Subcommittee)

a. Responsibilities:

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- To promote the active participation of businesses and their personnel in support of school activities;
- To provide recommendations to the School Board on current job needs and the relevancy of career and technical education programs offered;
- To participate in the planning and analysis of occupational surveys; and
- To assist and advise in the development, implementation, evaluation and approval of the Annual Career and Technical Education Plan (CTE).

b. Appointment Months: May and June

c. Term: July 1 – June 30 for two years, alternating terms

d. Composition: Membership shall have appropriate representation of both sexes and racial and ethnic minorities found in the school, community or region served by the council. The committee shall have at least twelve members including

- representatives from local and area businesses in a variety of career areas who are interested in the business, informational technology, family and consumer sciences, and technical programs ;
- members of the public;
- the CIRT for Career and Technical Education;
- a representative from the GMHS Guidance Department;
- a GMHS administrator;
- the BIE Coordinator; and
- a student representative from grades 10-12 who participates in the career and technical education program.

2. Title I Parent Advisory Committee

a. Responsibilities:

- To represent the parents in planning, monitoring and evaluating the Title I instructional program which is an elementary supplemental reading/mathematics program, funded by the federal government.

b. Appointment Month: November

c. Term: One Year

d. Composition: Three parents of Title I students

3. English for Speakers of Other Languages (ESOL) Advisory Committee

a. Responsibilities:

- To aid the School Board in matters pertaining to the education of non-

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native English speakers in the school system from kindergarten through adult education programs.

- b. Appointment Month: May and June
- c. Term: July 1 through June 30 for two years, alternating terms
- d. Composition: Ten parents/community members including:
 - four at-large community members;
 - four parents each one representing a building location;
 - one chairman ; and
 - one student representative.

4. Extended Day Care Advisory Board

- a. Responsibilities:
 - To monitor all aspects of the Extended Day Care - Elementary and After School Activities - Middle School Programs including staffing levels, finances including adoption of a business plan, program fees including subsidies and subsidy levels, calendar including center openings and closings, center activities, and eligibility requirements for participating parents.
- b. Appointment Month: May and June
- c. Term: July 1 through June 30 for two years, alternating terms
- d. Composition: Seven members, the majority of whom shall have children participating in the program. Applicants for membership who do not have children participating in the program may be selected on the basis of interest in the program and particular abilities/ expertise or connection to the Falls Church Extended Day Care Program which would be valuable to the committee's work.

5. Family Life Education Advisory Committee

- a. Responsibilities:
 - To provide advice to the Superintendent and School Board on issues related to the Family Life Education Program including:
 - i. recommendations for changes in the grade level objectives;
 - ii. new instructional units based on Board-approved objectives;

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- iii. new opt-out units; and
 - iv. recommendations to the School Board of audio-visual materials for use in the program dealing with the topics of human reproduction and contraception, child sexual abuse, adolescent sexual development, sexually transmitted diseases, rape, adolescent pregnancy and sexual orientation;
- b. Appointment Month: May and June
- c. Term: July 1 through June 30 for two years
- d. Composition: Between 18 and 22 members, including:
- The Assistant Superintendent for Curriculum, Instruction and Assessment or designee;
 - two staff members each from elementary and secondary levels to include the FLE CIRT (Curriculum Instructional Resource Teacher);
 - 12 to 16 parents/community members including representatives of the clergy and the medical profession; and
 - a student in grades 10-12 with parental permission.

6. Gifted and Talented Advisory Committee

- a. Responsibilities:
- To aid the Superintendent and School Board in matters pertaining to the education and identification of gifted and talented students in the school system; and
 - To review annually the adopted Plan for Instruction for Gifted and Talented Students, and review the extent to which the plan for the previous year was implemented, and make recommendations for amendment to the plan.
- b. Appointment Month: May and June
- c. Term: July 1 through June 30 for three years
- d. Composition: Eight members reflecting the ethnic and geographical composition of the school division, including:
- Seven community members; and
 - One student

7. School Health Advisory Board

- a. Responsibilities:
- To assist with the development of health policies in the school division;

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- To assist with the evaluation of the status of school health, health education, the school environment, and health services; and
 - To annually report on the status and needs of student health in the school division to any relevant school, the School Board, the Virginia Department of Health and the Virginia Department of Education.
- b. Appointment Month: May and June
- c. Term: July 1 through June 30 for two years, alternating terms
- d. Meetings: at least semi-annually
- e. Composition: No more than twenty members, of broad-based community representation, including but not limited to:
- One parent from each school;
 - One student;
 - Director of Special Education and Student Services;
 - School division social worker/visiting teacher;
 - Fairfax County Health Department nurse assigned to the FCCPS;
 - One clinic aide; and
 - One representative from the Falls Church City Division of Housing and Human Services.

8. Special Education Advisory Committee

- a. Responsibilities:
- To advise the School Board of unmet needs in the education of students with disabilities;
 - To assist in the formulation and development of long-range plans which will provide services needed for students with disabilities in the Falls Church community;
 - To participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
 - To submit periodic reports and recommendations regarding the education of students with disabilities through the Superintendent to the School Board;
 - To assist the School Board in interpreting to the community the plans for meeting the needs of students with disabilities for educational services; and
 - To review annually the Falls Church special education plan and the application for federal funding thirty (30) calendar days prior to the presentation to the School Board for approval for submission to the

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Department of Education.

- b. Appointment Month: May and June
- c. Term: July 1 through June 30 for three years
- d. Meetings shall be held at least quarterly.
- e. Composition: Nine parents/community members

Legal References: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12), 7115(a)(1)(E). Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-86, 22.1-275.1, 22.1-279.8, 8 VAC 20-40-60, 8 VAC 20-81-230.D, and 8 VAC 20-120-50.

Cross References: IGBB, Programs for Gifted Students

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