

## **PERSONNEL SECTION**

Regulation: 8.42.3 R

### **ADMINISTRATIVE EMPLOYEE ADVISORY COMMITTEE (AEAC)**

1. This committee shall serve as an advisory committee to the Superintendent and School board on personnel policies, salaries, calendar, benefits, and related items which affect administrators.
2. The composition of the committee shall be:
  - A. Three voting members appointed by the Board for a two-year term. So that there is continuity in membership, one new administrator will be appointed each year. These members will be submitted to the Board for approval as follows:
    - (1) One school administrator
    - (2) One central office administrator
    - (3) One at-large administrator
  - B. Non-voting liaison members who have the right to speak and be heard and whose views will be reflected in the minutes. These members include:
    - (1) School Board member serving as liaison
    - (2) Director of Human Resources
3. Any administrator may attend any AEAC meeting and have the right to speak, be heard, and have his/her views reflected in the minutes.
4. The chairman of the committee will be elected from among the voting members.
5. The committee shall meet on a regular basis throughout the year.
6. Elections will be held in May, with School Board appointments acted on at the first meeting in June. A vacancy occurring after elections will be filled by a special election to serve the remainder of the term. The election will be held under the direction of the Director of Human Resources.

Adopted: 11/11/98                      Revised: 3/1/04

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Falls Church City Public Schools