

ORGANIZATION, PHILOSOPHY, AND GOALS
Advisory Committees and School Community Groups
Citizen Advisory Committees to the School Board

This policy supersedes Policy 1710.10

I. PURPOSE

To identify and establish the responsibilities of standing and ad hoc citizen advisory committees to the School Board and the staff's role in working with advisory committees.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section IV.A. changes Gifted and Talented Advisory Committee to Advanced Academic Programs Advisory Committee.
- B. Section VI.B. adds a requirement that each advisory committee have a web page that is maintained by the department, post minutes of each meeting to the web page, and twice a year provide attendance on School Board Member appointees only.
- C. Section VI.C. adds that the clerk of the School Board shall schedule a date for each committee to present its annual report to the School Board.
- D. Adds reference to the School Board's Strategic Governance Manual.

III. BACKGROUND

Citizen involvement is the backbone of our school system. In order to provide a mechanism by which the community is involved in the decision-making process, the School Board has created citizen advisory committees that will provide recommendations on issues in certain standing areas of responsibility and on an ad hoc basis for issues outside those standing areas. These advisory committees are to provide the various perspectives of the community. Advisory committee members are encouraged to solicit input from community members and organizations. These advisory committees may be requested to provide recommendations on specific areas as directed by the School Board and may inform the School Board of issues that are brought to the attention of the committee by members of the community. The advisory committees are strictly advisory in nature and will provide policy recommendations that the School Board will take into consideration along with other inputs and recommendations in making its final decisions.

IV. STANDING CITIZEN ADVISORY COMMITTEES TO THE SCHOOL BOARD

- A. The School Board shall appoint and confirm membership on the following standing advisory committees in June:

<u>Committee</u>	<u>Length of Term</u>
Adult Education	2 years
Students With Disabilities	2 years
Human Relations	2 years
Advanced Academic Programs	2 years
Career and Technical Studies	2 years
School Health	2 years
Minority Student Achievement Oversight	2 years

An advisory committee member shall serve at the request of the School Board member who nominated him or her for appointment. Except as required by law, appointments shall expire no later than six months after the appointing School Board member has left the School Board. Committee members nominated by the student representative shall be appointed for one-year terms, which shall expire on June 30 of the appointment year.

- B. The School Board shall confirm the elected members of these mandatory advisory committees in November of each year:

Compensatory Education, Title I (District Advisory Council)	1 year
Family and Early Childhood Education Program (Head Start)	1 year

- C. Federal and/or state regulations define the composition, appointment process, and length of term for some standing committees.

V. AD HOC CITIZEN ADVISORY COMMITTEES TO THE SCHOOL BOARD

Ad hoc advisory committees may be established by action of the School Board as deemed necessary or as mandated by law. The composition and duration of ad hoc committees shall be determined by the School Board and any applicable state or federal regulations. At the time such committees are established, the School Board shall address the following considerations:

- A. The purpose and responsibility of the committee.
- B. The scope and duration of the committee's operation.
- C. The committee membership, in terms of appropriate community representation, total number of members, method of selection, and length of terms.
- D. The time and means of reporting the committee's findings and recommendations to the School Board.

Ad hoc committees shall be discharged when their assigned work is finished or earlier than the specified completion date by a majority vote of the entire School Board.

Nothing in this policy shall preclude individual School Board members from establishing committees at the local level to advise them.

VI. AUTHORITY AND RESPONSIBILITY OF CITIZEN ADVISORY COMMITTEES

A. Powers

Advisory committees appointed by the School Board shall not have any of the powers and duties invested by law in the School Board but shall act in an advisory capacity only. Unless otherwise provided by law, such committees shall have no role or authority except to advise the School Board.

B. Duties and Relationship With School Board

Each advisory committee shall maintain a set of by-laws that specify the purpose, membership, officers, general organization, opportunities for public participation, and meeting schedule consistent with any applicable government rules and regulations and as approved by the advisory committee and the School Board. Each July, the School Board in consultation with the Superintendent, shall approve and provide a clear charge as to the issues or outcomes it expects the advisory committee to address that year. The School Board shall provide an opportunity for the officers of the advisory committee to meet with the School Board periodically, as needed, and after consultation with the committee's School Board liaison.

Each advisory committee shall have a web page that is maintained by the department. Minutes shall be taken at all advisory committee meetings and posted to the web page as soon as approved. Minutes should include a.) the date, time, and location of meeting; b.) attendance; c.) a record of any corrections to the minutes of the previous meeting; and d.) a summary of discussions on matters proposed, deliberated, or decided and a record of any votes taken.

The attendance record for School Board appointees only must be provided to the School Board Office twice a year—in January (for September through December

meetings), and in July (for January through June meetings). The attendance reporting form can be obtained from the School Board Office.

C. Majority Reports

Among other functions of review and advice, each citizen advisory committee shall participate in development of an annual report in writing to the School Board. The report shall begin with an executive summary of all recommendations, then very briefly summarize the activities of the committee, list the committee's meeting dates and attendees at each meeting, and make specific, actionable recommendations, along with their pros and cons, to the School Board. The draft report shall be circulated to all committee members with enough advance notice that members may comment before the draft is presented to the committee for voting, or, in the absence of a voting meeting, before finalization of the report. In most cases, members should have at least five days to comment. Once the report has been approved and finalized, every committee member who has attended at least 50 percent of the meetings he or she was eligible to attend shall sign the report as supporting, opposing, or abstaining from its conclusions and recommendations.

The clerk of the School Board shall schedule a work session by June 30 for each committee to present its annual report to the School Board.

D. Minority Report

A single minority report, approved and signed by two or more voting members of the committee who have attended at least 50 percent of those meetings that they were eligible to attend, may be prepared and appended to the annual report of the advisory committee at the time of submission to the School Board. Interested members will select, by majority vote, a minority report coordinator for facilitating the development and timely submission of the report. The draft minority report shall be circulated to all committee members prior to the committee's voting on or finalizing the majority report and prior to the submission of any minority report to the School Board. Individual dissenting committee members retain the right to address the School Board during the public comment period of School Board meetings or to submit written comments for distribution to School Board members.

VII. SELECTION AND REPRESENTATION

The School Board shall establish a method for selecting advisory committee members representative of appropriate groups of citizens. Representation shall be determined by the School Board, in accordance with the committee's purpose and any applicable state or federal regulation. Each School Board member shall be asked to nominate a committee member from his or her district, and each at-large School Board member shall nominate one representative regardless of the district to each citizen advisory committee unless otherwise provided by law or policy. It is the intention of the School Board that such selected committee members shall be residents of Fairfax County or employees of Fairfax

County Public Schools and that reports of citizen advisory committees to the School Board should emphasize the views of citizen and community appointees. To the maximum extent possible, appointments made by School Board members should reflect the religious, cultural, and ethnic diversity of the areas they represent.

VIII. STAFF LIAISON TO CITIZEN ADVISORY COMMITTEES

Each citizen advisory committee appointed by the School Board shall have a staff liaison assigned by the Division Superintendent, or his or her designee, to coordinate the committee. The staff liaison shall be responsible for convening committee meetings until such time as the committee chairman assumes this duty. The staff person shall help the committee obtain information necessary to evaluate programs or issues under consideration, support activities required to fulfill the committee's assigned responsibilities, and prepare a report during each year of the committee's operation.

The committee chairman, with support from the staff liaison, shall be responsible for coordinating submission of the committee's report and recommendations to the School Board. Each staff member shall provide an advisory and support role to the advisory committee as a nonvoting member, unless otherwise mandated by law or as an appointee of a School Board member or community organization. A school staff member shall not be the chairman or vice chairman of an advisory committee unless otherwise mandated by law or as an appointee of a School Board member or community organization.

IX. STAFF RESPONSE TO ANNUAL REPORT

The Division Superintendent shall provide the School Board with a staff response to each committee's report and shall take under consideration committee recommendations.

X. CONFLICTS OF INTEREST

Committee members shall recuse themselves from participating in, or voting on, any committee report, recommendation, proposal, or position that, if adopted by the School Board, would result in a financial benefit to the committee member or a member of his or her immediate family and such benefit does not accrue to the public generally. If the financial benefit would accrue to the committee member by virtue of the committee member's employment or membership in a business, profession, occupation, or other group, such member may participate and vote if such employment or membership in the affected business, profession, occupation, or other group is disclosed to the other members of the committee and in any report or recommendation to the School Board. No member of an advisory committee shall solicit or receive, directly or indirectly, any compensation in exchange for bringing a matter to the committee.

XI. SCHOOL BOARD LIAISON TO CITIZEN ADVISORY COMMITTEES

The School Board chairman shall appoint at least one School Board member to serve as

a liaison to each citizen advisory committee appointed by the School Board. The School Board chairman may appoint School Board members to serve as liaisons to committees, councils, and organizations that request a School Board representative. In instances in which no School Board member is available to serve as liaison, the chairman may request that a staff member serve as liaison. Positions taken as representative of the School Board must be approved by the School Board. Each liaison shall report to the School Board at least quarterly on the activities of his or her appointed organization.

See also the current version of: [School Board Strategic Governance Manual](#)

Policy

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