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Fairfax County School Board

Strategic Governance Manual

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Board Liaisons

With the advice and consent of the Board, the chair in July will designate one or more members to serve as a liaison to School Board advisory committees and other county and state entities as detailed below.

A. School Board Advisory Committees:

- Advisory Committee for Students with Disabilities (ACSD)
- Career and Technical Education Advisory Committee (CTEAC)
- Title 1 Parent Advisory Committee (TPAC)
- Advanced Academic Programs Advisory Committee (AAPAC)
- School Health Advisory Committee (SHAC)
- Adult and Community Education (ACE)
- Minority Student Achievement Oversight Committee (MSAOC)

B. Other government entities, including:

- City of Fairfax School Board
- Community Criminal Justice Board
- Fairfax County Affordable Housing Advisory Council
- Fairfax County Athletic Council
- Fairfax County Park Authority
- Fairfax County Planning Commission and Planning Commission Schools Committee (two liaisons)
- Educate Fairfax
- Successful Child and Youth Policy Team (two liaisons)

~~**C. State and Federal Government:**~~

~~**Two liaisons (one state and one federal)** will guide the development of the Board's legislative program, provide input to the VSBA legislative program in coordination with the Office of Government Relations, advocate with the appropriate legislative and governmental bodies, and report to the Board on current issues.~~

~~Each liaison will serve as a link between the Board and the other entity. The liaison will communicate with the Board about relevant developments and seek Board input as needed.~~

~~Board liaisons will be approved by the Board annually at a July regular Board meeting.~~

~~In the event of a vacancy during the fiscal year, the Board will appoint a new liaison.~~

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Board Committees

The Board may create one or more committees of the Board to perform delegated functions or to advise the Board. Among other tasks which may be assigned, Board committees may assist the Board by preparing alternatives, implications, or recommendations for consideration by the full Board.

1. These provisions apply to groups that are formed by Board action, whether or not they are called committees and whether or not they include Board members.

2. Board committees will not be created to direct or oversee school system staff, which is the function of the Superintendent. Any direction to the Superintendent related to a committee recommendation will come from the full Board.

3. No Board committee may speak or act for the Board.

4. Board committee expectations and authority will be stated clearly by the Board to assure that committee authority will not usurp or conflict with the Board's own authority or conflict with the authority delegated to the Superintendent.

5. These rules do not apply to committees formed by the Superintendent to support the their work.

6. Terms are for one year, unless otherwise specified.

Standing Committees:

1. For all standing committees, the Board will annually designate one member as the chair.

2. Each standing committee chair will update to the Board about actions taken at its most recent meeting during the next regular meeting of the Board or as needed.

3. Ad hoc committees may be designated as needed.

Community Advisory Committees:

1. With approval of the Board, the Chair will appoint a Board member liaison for each Community Advisory Committee.

2. Board members will appoint or reappoint their representatives for each Community Advisory Committee in July or when a vacancy occurs.

3. Board members may remove any of their Community Advisory Committee representatives at any time, for any reason.

4. Upon taking office, new Board members may change any of their Community Advisory Committee representatives appointed by their predecessor.

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5. When selecting their representatives for Community Advisory Committees, Board members are encouraged to follow the best practices detailed in the Community Advisory Committee Operating Manual.

6. Board members must submit their representative nominations more than two business days (48-hours) in advance of a regular meeting; nominations submitted less than two business days (48-hours) in advance will not be considered for approval until the following regular meeting as detailed in the Community Advisory Committee Operating Manual. Nominated appointees may attend and participate in Committee meetings but they may not vote until they are approved by a majority vote of the Board.

7. The Student Representative to the School Board should appoint student members to Community Advisory Committees as detailed in the Community Advisory Committee Operating Manual.

8. The Board may approve additional Community Advisory Committee members from stakeholder organizations or other members of the community that are committee-nominated as detailed in the Community Advisory Committee Operating Manual.

9. The School Board, in consultation with the Division Superintendent and the Community Advisory Committees, shall annually approve a charge as to the issues or outcomes it expects from each community advisory committee (each July) as detailed in the Community Advisory Committee Operating Manual.

10. Additional operating guidelines for Community Advisory Committees are outlined in the Community Advisory Committee Operating Manual.

11. Each advisory committee shall maintain a webpage on the division's website that includes all components outlined in the Community Advisory Committee Operating Manual. The advisory committee's webpage shall be maintained through a coordination of the advisory committee chair, staff liaison, and the Clerk of the Board.

12. Each community advisory committee shall maintain 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. By-laws shall be reviewed and resubmitted for approval by a vote of the Board at a regular meeting every five (5) years or as appropriate. Changes to by-laws shall be approved by a Board vote at a regular meeting. Approved by-laws shall be made available on the advisory committee's webpage.

13. Committee meeting attendance for all appointed advisory committee members shall be presented to the Board along with the yearly annual report.

Board Committees

The following are Board Committees:

STANDING COMMITTEES:

A. Administration Committee

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B. Audit Committee
C. Budget Committee
D. Comprehensive Planning Development Committee
E. ~~Committee~~ Governance Committee
F. Legislative Committee
~~F.~~G. Public Engagement Committee

COMMUNITY ADVISORY COMMITTEES:

Legally Required:
- Advisory Committee for Students with Disabilities (ACSD)
- Career and Technical Education Advisory Committee (CTEAC)
- Title 1 Parent Advisory Committee (TPAC)

State Authorized:
- Advanced Academic Programs Advisory Committee (AAPAC)
- School Health Advisory Committee (SHAC)

School Board Authorized:
- Adult and Community Education (ACE)
- Minority Student Achievement Oversight Committee (MSAOC)

Standing Committees Supporting the Board's Work:

A. Administration Committee

I. **Charge:** To ensure the effective administration of School Board Office and School Board Member staff, including the following tasks with majority support from the board:
   1)Developing and maintaining an employee handbook for School Board Office and School Board Member staffers and a managers handbook for School Board Members.
   2)Creating an annual review calendar and appropriate forms to ensure the proper evaluation of staff reporting directly to the School Board and School Board Members, including the Auditor General, Clerk of the School Board, School Board Staff Aides, Senior Executive Administrative Assistants, and School Board Staff Assistants.
   3)Creating an annual review calendar and appropriate forms to be used by School Board staff including the Clerk of the School Board and Auditor General to ensure the proper evaluation of their direct reports.

II. Members: Five School Board members, one of whom shall be designated the Chair.

III. Staff Liaison: Superintendent and Chief Human Resources Officer or an appropriate designee.

IV. Length of Term: One year (July to July).

B. Audit Committee

I. **Charge**: To provide direct oversight of the Office of Auditor General (OAG), the committee will:
   1) Review the annual audit plan and the annual audit work plan prepared by Office

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of Auditor General and submit its recommendation to the School Board for approval.

2) Review audit reports and management responses, and make recommendations to the full Board.

3) Follow up on the implementation of internal audit recommendations.

4) Monitor progress against the approved annual audit plan.

5) Act as a conduit for School Board member requests for ad hoc reviews.

6) Review audit-related policies for approval by the Board.

7) Assist the Board with the evaluation of the Auditor General in accordance with Human Resources guidelines, policies, and regulations. The School Board shall have final approval regarding the audit plan, the work plan, the audit budget, and the implementation of any significant recommendations.

II. **Members**: Four School Board members, one of whom shall be appointed the Chair and two community members. The community members shall be selected by the School Board in accordance with an approved selection process (see Appendix). Community members on the Audit Committee shall not attend any closed meetings of the full School Board. They may attend closed sessions of the Audit Committee if the purpose is for legal advice and the discussion does not involve personnel matters. Each will sign a confidentiality agreement in order to attend. Each closed meeting will be reported to the School Board.

III. **Staff Liaison**: School Board Auditor General, the Superintendent, Deputy Superintendent; and the Chief Operating Officer.

IV. **Length of Term**: One year (July to July), School Board members; Two Years, community members.

C. Budget Committee

I. **Charge:** To work with the Superintendent and the Assistant Superintendent of Financial Services to gather and consolidate the School Board members' budget priorities and to develop the school system's annual budget.

II. **Members:** The Budget Committee is a committee of the whole. One Board member shall be designated Chair and one member shall be designated the Vice Chair annually in July.

III. **Staff Liaison:** Chief Financial Officer

D. Comprehensive Planning Development Committee (CPDC)

I. **Charge:** To oversee comprehensive planning for facilities and suggest

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improvements to the Board. To review and recommend appointments to CPDC.

II. **Members:** Four FCPS School Board members, one of whom shall be designated Chair, one member of the Fairfax City School Board, and and five community members. The community members shall be selected by the School Board in accordance with an approved selection process (see Appendix M). Community members on the Comprehensive Planning Development Committee shall not attend any closed meetings of the full School Board. They may attend closed sessions of the Comprehensive Planning Development Committee if the purpose is for legal advice and the discussion does not involve personnel matters. Each will sign a confidentiality agreement in order to attend. Each closed meeting will be reported to the School Board.

III. **Staff Liaison:** Chief Facilities Services and Capital Programs Officer.

IV. **Length of Term**: One year (July to July).

E. Governance Committee

I. **Charge**: To ensure the effective governance of the school Board which includes:

1) Develop and review policies and practices.

2) Review governing principles and procedures.

3) Support Board self-assessments.

4) Monitor the Board's annual work.

5) Review and recommend proposed modifications to the Strategic Governance manual.

6) Organize annual retreats to support the Board's work.

7) Review and recommend improvements to any committee that reports to the Board.

II. **Members**: Five School Board members, one of whom shall be designated the Chair.

III. **Staff Liaison**: Superintendent and the Clerk of the School Board.

IV. **Length of Term**: One year (July to July).

F. Legislative Committee

I. **Charge**: To work with the Superintendent and the Office of Government Relations to develop the school system's annual legislative program and to continuously advance the School Board's legislative priorities.

II. **Members**: The Legislative Committee is a committee of the whole. One Board member shall be designated as Chair, and one member shall be designated as Vice Chair annually in July.

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III. **Staff:** Division Superintendent, or their designee, including the Director of the Office of Government Relations.
IV. **Length of Term**: One year (July to July)

~~F.~~**G. Public Engagement Committee**

I. **Charge**: To plan strategies, topics, timelines, and other matters related to Board/community dialogue and public engagement with stakeholders.

II. **Members**: Five School Board members, one of whom shall be designated Chair.

III. **Staff Liaison:** Chief Experience and Engagement Officer and the Clerk of the School Board.

IV. **Length of Term**: One year (July to July)

Community Advisory Committees

a) Legally Required Committees:

I. Advisory Committee for Students with Disabilities (ACSD)

1) **Purpose**: 8 VAC 20-81-230(D)—A local advisory committee for special education, appointed by each local school board, shall advise the school board through the division superintendent.

2) **Voting Members**: The School Board shall appoint members of the committee as detailed in the Community Advisory Committee Operating Manual, a majority of whom shall be parents of students with disabilities or persons with disabilities. Committee voting memberships shall include the following:

a) One (1) representative nominated by each magisterial School Board member from their district; one (1) representative, regardless of district, by each at-large School Board member.

b) Up to two (2) student members nominated by the Student Representative to the School Board.

c) One (1) member residing in the City of Fairfax nominated by the City of Fairfax School Board.

d) One (1) parent of a student with disabilities representing each of the six (6) FCPS regions.

e) Up to ten (10) representatives from stakeholder organizations or other members of the community that are committee-nominated and Board-approved as detailed in the Community Advisory Committee Operating Manual.

f) Staff representatives on the committee shall be appointed by the