School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 27, 2026

# Standard Operating Procedure
# School Board Meeting Schedule, Annual Work Plan, and Calendar Invitations

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## PURPOSE:

To determine a process for creating the School Board Meeting Schedule, the School Board Annual Work Plan, and how the Clerk's Office sends out calendar invites for all School Board meetings for the year.

## SCOPE:

The School Board Meeting Schedule is developed in coordination with the Clerk team, the current Chair and Vice Chair of the Board, and the Superintendent's office. The calendar is voted on yearly by the full Board.

Once the School Board Meeting Schedule has been approved, the Clerk's Office develops and shares the Annual Work Plan for the school year. This Annual Work Plan has all meetings of the School Board, including any regular meetings, work sessions, public hearings, and standing committees. This document is vital to communications with the rest of Fairfax County Public Schools and the public.

The Clerk's Office will create and maintain calendar invites to all meetings based on the approved annual calendar and the work plan. Calendar invites should be sent to the necessary parties within the School Board Office and within Fairfax County Public Schools.

## ROLES:

Clerk's Office: The Clerk will work with the Deputy Clerks to develop the initial draft of the School Board Meeting Schedule. They will then share this initial draft with the Chair and Vice Chair of the Board. Once they have reviewed it, a draft is shared with the Superintendent in consultation with the Chair and Vice Chair as noted below. The Clerk's Office will be

responsible for any changes to the drafts and maintaining the item from new business through the vote for the School Board Meeting Schedule.

The Clerk's Office is responsible for creating and maintaining the School Board Annual Work Plan, including placeholders, changes, etc.. This document will be the communication tool for meetings to departments in Fairfax County Public Schools and the general public (via BoardDocs).

School Board Chair and Vice Chair: The School Board Chair and Vice Chair will work with the Clerk's Office to craft the initial drafts of the School Board Meeting Schedule. The Chair and Vice Chair will also communicate with the Superintendent's office in order to determine the feasibility of dates and schedule for the Annual Work Plan.

## TIMELINE:

The following timeline is approximate and may change depending on a multitude of factors:

January/February: The Clerk's Office will begin the process for developing the School Board Meeting Schedule.

March: The Clerk's Office will present the initial draft to the Chair and Vice Chair. The Chair and Vice Chair will distribute the draft to the Superintendent's office.

April: The draft will be distributed to the School Board Members in preparation for the annual organizational meeting of the School Board.

July: The School Board will vote on the Annual School Board Organizational Arrangements, typically at the first meeting in July, which includes the School Board Meeting Schedule. Once the School Board Meeting Schedule is approved, the Clerk's Office will begin distributing the calendar invites for known regular meetings, work sessions, special meetings and public hearings.

August: During recess, the Clerk's Office will coordinate with Committee Chairs to develop the yearly schedule for Standing Committee meetings. Calendar invites for these meetings will be sent out once the schedule has been established.

## GUIDELINES:

- The Clerk's Office will consider the Fairfax County Public Schools calendar, conference schedules, and holidays in order to determine days to avoid for the School Board Meeting Schedule and the Standing Committee schedules.

- Any meeting and public hearing additions to the annual calendar shall be in compliance with the Code of Virginia (see Code of VA §§ 2.2-3707, 22.1-79, and 22.1-92).
- As much as possible, there should be no Standing Committee meetings on the same week as a work session or regular meeting.
- In the event of a cancellation, the Annual Work Plan and calendar invites should be updated as soon as possible.