School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 23 2026

Standard Operating Procedure
School Board Member Invitations and Events Checker

PURPOSE:

To establish a process for managing invitations to School Board Members and the Events Checker.

SCOPE:

Per *Virginia Code § 2.2-3707*, when three or more School Board Members may attend an event, the School Board Office is responsible for noticing the event publicly. This is done through a physical notice board outside the Clerk's Office, a physical notice board in the foyer of Gatehouse Administrative Center, and through the FCPS website.

School Board staff and the School Board Office maintain the School Board Members Event Checker to confirm invitations to events. Once three members have been invited (or in the case of all School Board Members being invited), the School Board Office adds the event to the above notices.

ROLES:

Administrative Assistant: The Administrative Assistant is responsible for monitoring the Event Checker for new events and adding them to the notice boards and website. The Administrative Assistant also should monitor the SBInvitations inbox for events to put on the Events Checker for events all School Board Members were invited to attend.

School Board District Directors/Staff Assistants: The staff of each School Board Member is responsible for putting invitations to School Board Members on the Events Checker.

TIMELINE:

All events must be noticed at least three business days in advance to comply with *Virginia Code*.

GUIDELINES:

- Events should be added to the School Board Members Event Checker in chronological order, to prevent missed attendance and timelines.
- New events added to the checker should be highlighted in yellow.
- Staffers may use the Event Checker to monitor proposed School Board Member attendance, but it is only required to add invitations to the School Board Member.
- Penalties for not complying with the *Code of Virginia* Freedom of Information Act are at the *individual* level. <u>If a staffer "knowingly and willfully" does not put an event on the tracker, they could be liable for monetary penalties for each violation.</u>