

## ADVISORY COMMITTEES TO THE SCHOOL BOARD

The School Board may appoint advisory councils or committees of citizens of the school division for consultation regarding specific matters pertaining to local schools. Pursuant to Board of Education regulations, the School Board establishes advisory committees for the following programs: special education and career and technical education. In addition, the School Board establishes the following committees: School Health Advisory Board, Long Range Planning Advisory Committee, Gifted Education Advisory Committee, CTE Advisory Committee, Special Education Advisory Committee, and Charter Schools Review Committee, and the Advisory Committee for Environmental Sustainability. These committees/boards shall serve without compensation.

The terms of office for these committees/boards shall be two years, coinciding, when possible, with the beginning or middle of the School Board member four-year terms of office if the appointment is made based on magisterial district. At the completion of the first two-year term, a Board member may, at their discretion and with the concurrence of the whole Board, automatically reappoint a citizen to a second two-year term without advertising the appointment. No appointee may serve for more than four (4) consecutive years without the appointment being advertised to the general public.

Adopted: July 1, 1993  
 Amended: February 7, 2001; August 8, 2002; September 26, 2002; April 20, 2006;  
 January 27, 2011; July 12, 2012; November 13, 2014; May 14, 2015;  
 June 11, 2020; February 10, 2022; February 8, 2024  
 Equity Review: February 10, 2022

Legal Ref: 20 U.S.C. §§ 5964(a)(6), 6318(e) (12), 7115(a)(1)(E)  
 Code of Virginia, 1950, as amended, §§ 22.1-16.1, 22.1-18, 22.1-86, 22.1-214,  
 22.1-275.1, 22.1-227  
 8 VAC 20-40-60  
 8 VAC 20-81-230. D  
 8 VAC 20-120-50  
 8VAC 20-131-270

Cross Ref: BCC, *School Board Clerk and Deputy Clerk*  
 BDD, *Electronic Participation in Meetings from Remote Locations*  
 BDDL, *Electronic Participation in School Board Meetings from Remote Locations*

*EB, School Crisis, Emergency Management, and Medical Emergency Response Plan*

*EBB, Threat Assessment Teams*

*FB, Facilities Planning*

*IGBB, Programs for Gifted Students*

*KC, Community Involvement in Decision Making*

*LC, Charter Schools*

## ADVISORY COMMITTEES TO THE SCHOOL BOARD

### I. Major Advisory Committees

Following are descriptions of the major existing advisory committees to the School Board:

#### A. School Health Advisory Board

A School Health Advisory Board (“SHAB”) will be established. The SHAB will be comprised of no more than twenty (20) members. The members will include broad-based community representation, including parents, students, health professional, educators, and others. The SHAB will assist with the development of health policy in the School Division and the evaluation of the status of school health, health education, the school environment, and health services. The SHAB will hold meetings at least semi-annually and will annually report on the status and needs of student health in the School Division to any relevant school, the School Board, the Virginia Department of Health, and the Virginia Department of Education.

The School Board may request that the SHAB recommend to the School Board procedures relating to children with acute or chronic illnesses or conditions, including, but not limited to, appropriate emergency procedures for any life-threatening conditions and designation of school personnel to implement the appropriate emergency procedures.

#### B. Long-Range Planning Advisory Committee

A Long-Range Planning Advisory Committee (“LRPAC”) will be comprised of twelve citizens: seven appointed by the School Board selected by each School Board member from his/her constituency; four at-large representatives selected by the Superintendent; and one at-large member based upon the recommendation(s) of the Equity and Diversity Committee. Non-voting staff participants will also meet with the LRPAC, including the Director of Building Services and any other staff representatives deemed necessary by the committee from departments such as Transportation, Building Services, the School Board Office, Superintendent’s Office, County Community Development, Fiscal Services, and the Department of Technology. No committee members may be current School Division employees. The committee will inform and advise the Superintendent and School Board in the development of comprehensive, long-term plans for facilities needs in the most effective and efficient way and in support of the School Division’s Strategic Plan. Issues which may be considered by the committee shall include, but not be limited to: school program capacity, enrollment and

projections, transportation and operating efficiencies related to facilities planning, Capital Improvement Program (CIP) prioritization, creative financing and construction strategies, scope of renovations, school closures and new schools, student accommodation planning (building additions/modular relocations/review of school boundaries), and the future of “learning spaces” as influenced by technology and other dynamic fields, school modernization, and the evaluation of equitable operational infrastructure. The committee will meet on a quarterly basis at a minimum, will provide briefings at School Board work sessions, and will prepare and submit an annual report to the School Board. More information concerning the LRPAC may be found in Policy FB, *Facilities Planning*.

C. Charter Schools Review Committee

The Charter Schools Review Committee consists of five (5) non-staff positions open to county citizens and appointed by the School Board. The five (5) committee members shall include three (3) community members, one (1) local business representative and one (1) qualified educator with specific knowledge of charter schools. The Charter School Review Committee reviews charter school applications, conducts applicant interviews, and makes recommendations to the School Board. The Committee will be convened upon receipt of Charter School applications and meet, as necessary, to carry out the responsibilities designated in School Board Policy LC and to prepare recommendations on Charter School applications to the School Board.

D. Gifted Education Advisory Committee

A Gifted Education Advisory Committee will be established. The Gifted Education Advisory Committee will annually review the local plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The comments and recommendations of the Committee will be submitted in writing directly to the School Board and superintendent. The Committee will reflect the ethnic and geographical composition of the School Division.

E. CTE (Career and Technical Education) Advisory Committee

The CTE advisory Committee is a committee whose members represent business and industry, education, labor organizations, special populations, community, government, students, parents, and teachers. Each local education agency or region shall establish a general career and technical education advisory committee to provide recommendations to the local educational agency (or board) on current job needs and the relevancy of career and technical education programs offered and to assist in the development, implementation, and evaluation of the local plan and application.

F. Special Education Advisory Committee

The Committee, as provided in the “Regulations Governing Special Education Programs for children with Disabilities in Virginia,” issued by the Virginia State Department of Education, shall: 1. Provide advice concerning the needs in the education of children with disabilities in the School Division; 2. Assist in the formulation and development of long-range plans which will provide services needed for children with disabilities in the School Division; 3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities; 4. Submit periodic reports and recommendations regarding the education of children with disabilities to the Superintendent for transmission to the School Board; 5. Assist in

interpreting to the community plans for meeting the needs of children with disabilities for educational services; and 6. Review annually the updated special education plan and the application for federal funding thirty (30) calendar days prior to submission by the Superintendent to the School Board.

The committee shall have a maximum of thirty (30) voting Members, who will be residents of Albemarle County, approved by the Director of Special Education, at the direction of the Superintendent and School Board. The goal is to have one (1) voting Member representing each school, with additional space available for up to five (5) At-large and community Representative Members. A minimum of two-thirds of the membership of the committee shall be parents of children requiring special education. Meetings shall be held monthly, but not less than four times annually. One (1) meeting each year shall be designated to review the updated annual Special Education Plan and Application for Federal Flow-Through Funds.

#### G. Advisory Committee for Environmental Sustainability

The Advisory Committee for Environmental Sustainability (“ACES”) is formed to advise and inform the School Board and Superintendent about measures to help the School Division and reach sustainability goals and foster an integrated series of tools and knowledge for the growth of environmental awareness. A significant part of ACES mission will be to guide and coordinate the implementation of the County’s Climate Action Plan as it relates to school facilities. Implementation will involve goals related to the five (5) sectors of the Climate Action Plan: Transportation and Land Use; Buildings; Renewable Energy Sourcing; Sustainable Materials Management; and Landscape, Natural Resources, and Agriculture. In addition, annually the School Board may identify issues of interest for ACES to investigate and make recommendations.

Responsibilities of ACES include serving as a resource to the School Board and Superintendent regarding matters of environmental sustainability; developing plans for implementation of County’s Climate Action Plan goals as they relate to the School Division; developing concrete and/or measurable environmental goals for the School Division; providing visibility for environmental issues and goals within the School Division and community; providing a report to the School Board and Superintendent at least annually about progress in the prior year; receiving feedback on School Board priorities for the next year; providing a positive environment for constructive reviews of issues through its meetings, subcommittee structure and representatives; and creating methods for feedback from and engagement with students through the student ACES member.

#### II. General Advertising and Appointment Process

The general advertising and appointment process for advisory committees is as follows:

##### A. The Advertising Process:

- (1) Approximately a month before the current terms expire, the School Board Clerk’s will advertise upcoming vacant positions in local newspapers and through other media, as appropriate. The advertisement will include the committee mission, term of office, and the staff contact to obtain additional information. Application information and requirements will be sent to all schools, parent and teacher organizations, county and school departments, posted on the School Division website, and citizens requesting this information.

- (2) If the committee membership is established by magisterial district, individuals must live in the magisterial district that they wish to represent, unless the individual wishes to be considered for the At-Large position. This must be noted on the application.
- (3) For the Charter Schools Review Committee, applicants must be county residents and must designate if they are applying as a community representative, business representative, and/or as an educator with specific knowledge of charter schools.
- (4) For the SHAB, the School Board Clerk will send a letter to the President of the Albemarle Medical Association to obtain a recommendation for the Other Health Professional to serve on the SHAB.

B. The School Board Appointment Process - Once the advertising deadline has passed, the School Board Clerk will:

- (1) Compile applications and verify county and magisterial district residency, as required;
- (2) Coordinate with the Chairman and Superintendent to schedule appointments on a School Board agenda; and
- (3) Assemble a packet of applications for each School Board member.

Once the School Board receives information from the School Board Clerk on candidates, School Board members will:

- (1) Contact the applicants of their choosing for additional information or interviews. School Board members may establish an alternative approach for interviewing and/or seeking information from candidates for the Charter Schools Review Committee.
- (2) Meet in Closed Meeting to discuss appointments and determine who should be approved for appointment in Open Session. Appoint an applicant, representing his/her magisterial district or for the At-Large seat for a term of office of two (2) years, coinciding, when possible, with the beginning or middle of the School Board member's four-year term of office. At the completion of the first two-year term, a School Board member may, at such member's discretion and with the concurrence of the whole School Board, automatically reappoint a citizen to a second two-year term without advertising the appointment. No appointee may serve for more than four (4) consecutive years without the appointment being advertised to the general public.
- (3) The At-Large School Board member may appoint from any of the applicants, in consultation with School Board members, ensuring that a double-appointment of the same person does not occur. Appointments to the Charter Schools Review Committee will be based on the categories defined in Policy LC.
- (4) For the SHAB, appoint the Other Health Professional based on the Albemarle Medical Association's recommendation;

The Superintendent/Designee will:

- (1) Receive from the School Board Clerk the list of the School Board's appointments;
- (2) Designate staff and students who will serve with the School Board appointees, if appropriate;

- (3) Schedule an organizational meeting, establish meeting dates, and communicate these dates to the School Board Clerk; and,
- (4) Ensure that the Committee provides an annual report to the School Board and/or other required reports.

Adopted: February 7, 2001

Amended: September 26, 2002; April 20, 2006; January 27, 2011; July 12, 2012; November 13, 2014;  
February 10, 2022

Equity Review: February 10, 2022