

ADVISORY COMMITTEES TO THE SCHOOL BOARD

The School Board may appoint councils of citizens of the county for consultation regarding specific matters pertaining to local schools and Division needs. Committees include, but are not limited to, the School Health Advisory Board, Long Range Planning Advisory Committee, and Charter Schools Review Committee. These committees/boards shall serve without compensation.

The terms of office for these committees/boards shall be two years, coinciding, when possible, with the middle or end 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 his/her 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 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

Legal Ref: Code of Virginia, 1950, as amended, ~~Section-§§~~22.1-86, 22.1-275.1 (School Health Advisory Boards); 22.1-253.13:1.
~~8 VAC 20-80-90~~
 8 VAC 20-120-50

Cross Ref: ~~Policy-LC, Charter Schools;~~
~~Policy-FB, Facilities Planning;~~
~~Policy-CL, Administrative Reports~~

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I. Major Advisory Committees

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

A. School Health Advisory Board

In 1992, the General Assembly (Virginia Code Section 2.1-275.1) enacted legislation requiring that each school board establish a school health advisory board of no more than 30 members having broad-based community representation including, but not limited to, parents, students, health professionals, educators, and others. The school health advisory board shall assist with the development of health policy in the local school division and the evaluation of the status of school health, health education, the school environment, and health services.

The Albemarle County School Health Advisory Board shall hold meetings at least semi-annually and shall 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.

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, & DART. No committee members may be current 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. The committee will meet on a quarterly basis at a minimum, will provide quarterly 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.

~~A Long Range Planning Advisory Committee will be comprised of school division staff and eight citizens appointed by the School Board, one selected by each board member from their~~

~~constituency, and one at-large member based upon the recommendation(s) of the Equity and Diversity Committee, with two-year appointments coinciding with the term of the particular Board member. Staff and citizens will analyze enrollment trend data, (i.e. the number of children at individual grade levels), population growth trends, building capacities, staffing standards, programmatic needs, and other relevant areas. The Committee will analyze data and also advise the Superintendent concerning the Capital Improvement Program and whether or not redistricting needs to take place. Staff will make recommendations through the Superintendent to the School Board concerning the Capital Improvement Program that addresses the Division's Strategic Plan and School Board/Superintendent Goals and Practices.~~

C. Charter Schools Review Committee

The Charter Schools Review Committee consists of five non-staff positions open to county citizens and appointed by the School Board. The five committee members shall include three community members, one local business representative and one 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 Albemarle County School Board Policy LC and to prepare recommendations on Charter School applications to the School Board.

II. General Advertising and Appointment Process

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

A. The Advertising Process:

- (1) Approximately three months before the current terms expire, the School Board Clerk's office will advertise upcoming vacant positions at least twice 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 Division website, and sent individually to 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 School Health Advisory Board, the School Board Clerk's office 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 Health Advisory Board.

B. The Board Appointment Process - Once the advertising deadline has passed, the School Board Clerk's office 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;
- (3) Develop a staff report for the Board that includes relevant information on all candidates; and,
- (4) Once Board appointments are made, disseminate a Media Release within two working days concerning the candidates chosen and create a membership list for distribution.

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

- (1) Contact the applicants of their choosing for additional information or interviews. 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. Public testimony will be received in Open Session regarding Board appointments; Appoint an applicant, representing his/her magisterial district or for the At-Large seat for a term of office of two years, coinciding, when possible, with the middle or end of the School Board member's four-year term of office. At the completion of the first two-year term, a Board member may, at his/her 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 consecutive years without the appointment being advertised to the general public.
- (3) The At-Large Board member may appoint from any of the applicants, in consultation with 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 School Health Advisory Board, appoint the Other Health Professional based on the Albemarle Medical Association's recommendation;
- (5) Request the Chairman, on behalf of the Board, to send appropriate follow-up letters to applicants within two working days of the Board action. A Board member may also notify the applicants from his/her district of the status of the appointment; and,
- (6) Turn the day-to-day processes over to the Superintendent and/or appropriate staff Designee.

The Superintendent/Designee will:

- (1) Receive from the School Board Clerk's office the list of the School Board's appointments;
- (2) Designate staff and students who will serve with the 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 Albemarle County School Board and/or other required reports.

Adopted: February 7, 2001
 Amended: September 26, 2002; April 20, 2006