

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

### **Advisory Committees and School Community Groups**

#### **Citizen Advisory Committees to the School Board**

This regulation supersedes Regulation 1710.5.

#### **I. PURPOSE**

To establish guidelines for the membership and organization of citizen advisory committees to the School Board.

#### **II. SCHOOL BOARD COMMUNITY ADVISORY COMMITTEES**

Appointments to School Board citizen advisory committees shall be approved by the School Board. The term shall be two years and not staggered. The term of a School Board member's appointee shall end no later than six months after the appointing School Board member has left the School Board. Meetings of advisory committees and subcommittees shall be open so that the public may listen and observe.

The following committees, with membership requirements and general organizational procedures, shall be established.

##### **A. Adult and Community Education Advisory Committee**

###### **1. Membership**

Members of the advisory committee shall be appointed by the School Board in July for two-year terms and may succeed themselves. One representative shall be appointed by each School Board member from his or her district, and each at-large School Board member shall nominate one representative regardless of the district. One student member shall be nominated by the student representative.

###### **2. Organizational Procedures**

Nominations for membership shall be submitted to the School Board each year. Appointees shall serve from July through June.

A chairperson shall be selected annually in August.

The committee meets monthly except in July.

**B. District Advisory Council for the Fairfax County Compensatory Education Title I Program**

**1. Membership**

The federal Improving America's Schools Act of 1994 requires that a school district consult with teachers and parents as the district designs and implements its Compensatory Education Title I program.

The District Advisory Council (DAC) shall be composed of the elected chairpersons of local school advisory councils. Parents whose children are currently receiving compensatory education services must make up at least 51 percent of the DAC.

**2. Organizational Procedures**

Each school designated as having a Compensatory Education Title I program shall have a school advisory council (SAC) that incorporates teachers and parents of all compensatory education children and any other interested parents at that school. At the first meeting, held between September and October, the SAC chairperson shall be elected by the parents. The DAC, composed of the SAC chairpersons from each compensatory education school and interested community representatives, shall have seven officers elected by the DAC membership: chairperson, vice chairperson, secretary, and four members at large. The DAC executive board shall be elected at the first DAC meeting in the fall (November). A teacher liaison shall be appointed by the Title I coordinator. The District Advisory Council shall be confirmed by the School Board in December.

**C. Advisory Committee for Students With Disabilities (ACSD)**

**1. Membership**

Regulations Governing Special Education Programs for Children With Disabilities in Virginia states that there shall be a local advisory committee for special education appointed by each local School Board to advise the School Board through the Division Superintendent. The composition of the committee shall include parents of students with disabilities and persons with disabilities. Other interested individuals may be appointed as well. Any individual who is paid by Fairfax County Public Schools, whether as an employee, as a consultant, or in any other capacity shall be ineligible for membership on the committee. Local school division personnel shall serve only as consultants to the committee. A total of 32 citizen representatives on the committee shall be nominated for appointment as follows:

- a. Members of the advisory committee shall be appointed by the School Board in July for two-year terms and may succeed themselves. One representative shall be appointed by each School Board member from his or her district and each at-large School Board member shall nominate one representative regardless of the district. One student member shall be nominated by the student representative.
- b. One parent of a student with disabilities representing each of the eight Fairfax County Public Schools (FCPS) administrative clusters.
- c. One representative by each of the following community organizations:
  - (1) Fairfax County Council of PTAs
  - (2) League of Women Voters of the Fairfax Area
  - (3) Fairfax Area Disability Services Board
  - (4) Fairfax-Falls Church Community Services Board
  - (5) Fairfax County Medical Society or Fairfax County Health Department
  - (6) The Fairfax County Federation of Citizens' Associations
  - (7) Parent Educational Advocacy Training Center
- d. One representative from each of the following community programs providing services for students with disabilities:
  - (1) Preschool, Part C program under IDEA (Individuals With Disabilities Education Act)
  - (2) Career and transition programs and services
  - (3) Higher education
  - (4) Assistive technology

**2. Organizational Procedures**

Nominations for representatives shall be submitted to the School Board for approval in July of each year or as openings occur. The student representative shall serve a one-year term. Other committee members shall serve two-year terms and may be reappointed. The advisory committee shall select a chairperson and a vice chairperson or alternatively two cochairpersons and a secretary at the September meeting.

**D. Family and Early Childhood Education Program (FECEP-Head Start) Parent Policy Committee**

**1. Membership**

Membership shall be composed of at least 51 percent parents of children currently enrolled in FECEP and 49 percent community representatives appointed at large with the approval of elected parent representatives. A parent

representative and an alternate to the committee shall be elected by the parent committee of each FECEP school.

Community representatives may represent agencies (public and private) and civic or professional organizations that have a concern for children of low-income families. They may also be former FECEP parents. All representatives of the community shall be approved by elected members of the committee. FECEP staff members shall not serve on this committee in a voting capacity.

**2. Organizational Procedures**

New parent representatives shall be elected in October.

Each member shall serve a one-year term and may be reelected or reappointed to serve for two additional terms. The committee shall have four officers: chairperson, vice chairperson, secretary, and treasurer. Officers shall be elected in October of each year.

**E. Human Relations Advisory Committee (HRAC)**

**1. Membership**

Members of the advisory committee shall be nominated as individuals concerned with promoting good human relations as part of excellence in education and shall be appointed by the School Board in July. The committee shall be composed of up to 40 members.

a. The following organizations shall be invited to submit names of individuals interested in the work of the committee:

- (1) Advisory Committee for Students With Disabilities
- (2) American-Arab Antidiscrimination Council--metro area
- (3) Elementary School Principals' Association
- (4) Fairfax County Chamber of Commerce
- (5) Fairfax County Council of PTAs
- (6) Fairfax County Federation of Citizens Associations
- (7) Fairfax County Federation of Teachers
- (8) Fairfax County Human Rights Commission
- (9) Fairfax Education Association
- (10) Hispanic Committee of Virginia
- (11) Korean-American Alliance
- (12) League of Women Voters—Fairfax chapter
- (13) Middle School Principals' Association
- (14) National Association for Advancement of Colored People (NAACP)—Fairfax chapter
- (15) Organization of Chinese Americans—Northern Virginia chapter

- (16) Secondary School Principals' Association
- (17) Support Services Employees' Advisory Council
- (18) Vietnamese Committee of Washington, Maryland, and Virginia

b. The Office of Equity and Compliance may recommend up to six other nominees interested in the work of the committee, among whom could be representatives of religious organizations.

- (1) The term of the representative of any employee organization shall be one year.
- (2) Members whose terms have expired may be reappointed.

c. Members of the advisory committee shall be appointed by the School Board in July for two-year terms and may succeed themselves. One representative shall be appointed by each School Board member from his or her district, and each at-large School Board member shall nominate one representative regardless of the district. One student member shall be nominated by the student representative.

## 2. Organizational Procedures

The committee shall elect its chairperson and vice chairperson from the membership. On this and other issues before the group, only committee members may vote; however, meetings are open to the public, and interested persons are welcome.

The Office of Equity and Compliance shall provide administrative support to the committee.

The committee shall respond to charges given by the School Board and shall bring to the School Board's attention human relations issues associated with education that may arise from the charges. The committee shall report its findings and recommendations to the School Board at least once a year in July.

## F. Citizen Advisory Committee for the Gifted and Talented

### 1. Membership

The School Board shall appoint members to the committee in accordance with Regulations Governing the Educational Program for Gifted Students, which states that members should include: parents, teachers, community members, and the coordinator of the program for gifted and talented students.

a. A total of 30 members shall be appointed, including:

- (1) Nineteen citizen representatives

- (2) One student representative
- (3) Three teachers
- (4) Six principals
- (5) The coordinator of the program for gifted and talented students

b. Citizen representatives on the committee shall be nominated for appointment as follows:

- (1) Members of the advisory committee shall be appointed by the School Board in July for two-year terms and may succeed themselves. One representative shall be appointed by each School Board member from his or her district, and each at-large School Board member shall nominate one representative regardless of the district. One student member shall be nominated by the student representative.
- (2) One by each of the following community organizations:
  - (a) Fairfax County Association for the Gifted
  - (b) Fairfax County Council of PTAs
  - (c) League of Women Voters of the Fairfax Area
  - (d) American Association of University Women
  - (e) Fairfax County Chamber of Commerce
  - (f) Fairfax County Federation of Citizens Associations
  - (g) Human Relations Advisory Committee

c. Staff representatives on the committee shall be nominated by the Division Superintendent for appointment as follows:

- (1) Three teachers--one elementary school, one middle school, one high school
- (2) Six principals--one elementary school, one middle school, and one high school from the principal associations and one elementary school, one middle school, and one high school selected by the cluster directors.
- (3) The coordinator of the program for gifted and talented students

## **2. Organizational Procedures**

Each member, with the exception of the student member, shall be appointed for a two-year term. The student representative shall serve a one-year term. Appointments of advisory committee members shall be approved by the School Board in July.

The advisory committee shall select a chairperson and a vice chairperson and/or a secretary at the September meeting.

**G. Professional Technical Studies Advisory Committee**

**1. Membership**

The School Board shall appoint members to the committee in accordance with the Virginia Board of Education Regulations, 8 VAC 20-120-50.

- a. A maximum of 30 members shall be appointed.
- b. Citizen representatives on the committee shall be nominated for appointment by the following:
  - (1) Members of the advisory committee shall be appointed by the School Board in July for two-year terms and may succeed themselves. One representative shall be appointed by each School Board member from his or her district, and each at-large School Board member shall nominate one representative regardless of the district. One student member shall be nominated by the student representative.
  - (2) One by the Fairfax County Council of PTAs.
  - (3) Remaining committee members appointed by the Fairfax County School Board from a list of representatives from business, industry, and labor who have been nominated by a selection committee under the guidelines of the advisory committee bylaws.
- c. The assistant superintendent for instructional services and the director of professional technical studies shall be continuous ex officio members and advisors to the committee.

**2. Organizational Procedures**

Appointments of advisory committee members shall be approved by the School Board in July. The appointee representing the Fairfax County Council of PTAs and each appointee serving as a representative of a School Board member, except the student appointee, shall be appointed for a two-year term. The student representative shall serve a one-year term. Each member serving as a representative of the selection committee shall serve a three-year term.

**H. School Health Advisory Committee (SHAC)**

**1. Membership**

The School Board shall appoint members to the School Health Advisory Committee (Board) in accordance with the Code of Virginia, section 22.1-275.1, which states that members shall include: parents, students, health professionals, educators, and others. At the request of the Fairfax City School Board, a resident

of Fairfax City, selected by the Fairfax City School Board, shall be included on the School Health Advisory Committee.

a. A total of 20 members shall be appointed, including:

- (1) Twelve parent and/or interested citizen representatives
- (2) Two school-based administrators
- (3) One representative of the Department of Special Services
- (4) One representative from the Fairfax County Council of PTAs
- (5) One representative from the Fairfax County Health Department
- (6) One representative from the Northern Virginia Pediatric Society or the Medical Society of Northern Virginia
- (7) One student representative from Fairfax County Public Schools
- (8) One resident of Fairfax City

b. Citizen representatives on the committee shall be nominated for appointment by the following:

- (1) Members of the advisory committee shall be appointed by the School Board in July for two-year terms and may succeed themselves. One representative shall be appointed by each School Board member from his or her district and each at-large School Board member shall nominate one representative regardless of the district. One student member shall be nominated by the student representative.
- (2) One Fairfax City resident selected by the Fairfax City School Board.
- (3) Representatives from each of the following community organizations:
  - (a) Northern Virginia Pediatric Society or Medical Society of Northern Virginia (pediatrician).
  - (b) Fairfax County Department of Health.
  - (c) Fairfax County Council of PTAs.

c. Staff representatives on the committee shall be nominated by the Division Superintendent for appointment as follows:

- (1) Two school-based administrators (one elementary school principal and one secondary school or high school principal).
- (2) One representative from the Department of Special Services.

## **2. Organizational Procedures**

Appointments of advisory committee members shall be approved by the School Board in July.

Each member, with the exception of the student member, shall be appointed for a two-year term. The student representative shall serve a one-year term.

The School Health Advisory Committee satisfies all requirements for membership and responsibilities as established in the Code of Virginia, Section 22.1-275.1.

**I. Minority Student Achievement (MSA) Oversight Committee**

**1. Membership**

Members of the MSA Oversight Committee shall be appointed by the School Board for two-year terms. Nominations may be given by interested parents and community groups. Membership shall be broadly diverse in racial and ethnic composition, shall represent various levels of responsibility of school staff members, and shall be geographically representative.

There shall be 39 members of the committee divided among school staff members, students, and parent and community representatives. The committee membership shall be composed of the following:

- a. Fifteen school staff members
  - (1) Four administrative staff members representing the following departments or offices: student services and special education, parenting education, instruction, and the Superintendent's office
  - (2) Three principal representatives from the principal associations
  - (3) Eight staff members representing the clusters: teachers, counselors, and administrators
  
- b. Twenty-four parents, community members, and students
  - (1) One Human Relations Advisory Committee representative
  - (2) One representative from the Superintendent's Community Advisory Council
  - (3) One representative from the County Council of PTAs
  - (4) One representative from the ESL Advisory Committee
  - (5) One representative from the College Partnership Advisory Board
  - (6) One representative from the Citizen Advisory Committee for the Gifted and Talented
  - (7) Four representatives nominated from community organizations, including the NAACP
  - (8) One representative named by each School Board member from his or her district. (Each at-large School Board member nominates one representative regardless of the district.) Two students by the student representative to the School Board (one will serve as an alternate).

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## **2. Organizational Procedures**

The committee shall be responsible for monitoring the implementation of the following:

- a. Proposed solutions contained in the MSA Joint Committee Action Plan under Instruction, Organizational Structure, and Parent and Community Involvement.
- b. Staff development.
- c. Accountability measures.
- d. Determining whether the approaches undertaken are consistent with the guiding principles.

The committee shall submit an annual report to the School Board by June 15. The committee's work may include such activities as focus groups and data review. Because of confidentiality issues, discussion of individual records or situations is not within the scope of the committee's responsibilities.

Legal references: Code of Virginia, §22.1-275.1  
Virginia Board of Education Regulations, 8 VAC 20-120-50

Other references: Improving America's Schools Act of 1994, PL103-382  
Carl D. Perkins Vocational and Applied Technology Education Act,  
Amendments of 1990  
Regulations Governing Special Education Programs for Children With  
Disabilities in Virginia  
Regulation Governing the Educational Program for Gifted Students  
Virginia Vocational Educational Management Systems (VEMS) State Plan  
and Application for Vocational Education Funding