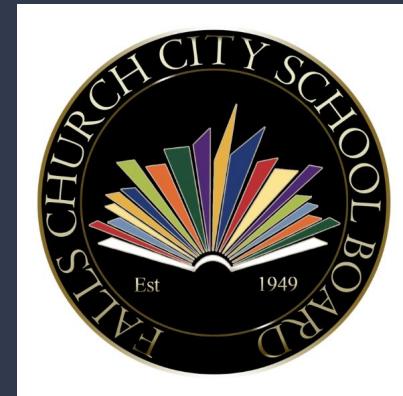


School Board Advisory Committee Training

Patricia Minson, Division Counsel

Peter Noonan, Superintendent of Schools

Rebecca Sharp, Executive Director



Thank you for joining us!

The work you do is
important to us, our
schools, and our
community.

- Welcome & Introductions
- FAQ “Parking Lot”
- FCCPS School Board Advisory Committee Resource Guide
- Purpose of the Advisory Committees
- Roles of the Advisory Leaders and Members
- “Do This, Not That” for School Board Advisory Committees
- Charges, Focus Guide
- Next Steps
- Questions & Answers

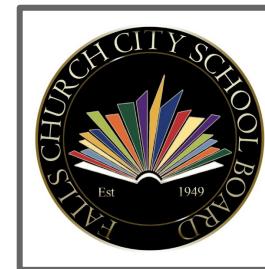
Welcome & Introductions!

Tate Gould,
School Board Chair

Kathleen Tysse,
School Board Vice-Chair

Peter Noonan,
Superintendent

Share your name, role,
and your favorite part
of being on an
advisory committee.



FAQ Parking Lot

As you have questions, please jot them down and we will answer them.

We will also collect them and add them to the FAQ.



FCCPS School Board Advisory Committee Resource Guide

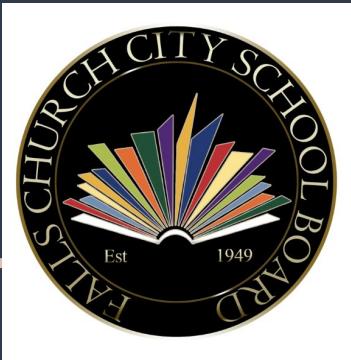


Falls Church City Public Schools
A Premier K-12 IB Continuum School Division

Purpose of the Advisory Committees

- **Provide advice** to the Board in their respective subject or areas of focus
- **Make recommendations** on issues or policies in order to help support the successful operation of the school division
- **Represent the voice** of a stakeholder in the community
- **Share ideas and experiences** to help support the Board and Division Staff with Programming

What are the roles on the advisories?



- School Board Liaison
- Committee Chair
- Division Staff Liaison
- Appointed Members

Review the information for your roles with your advisory partners.

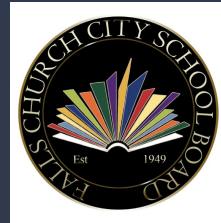
- What did you already know about your role?
- What did you learn about your role?
- What questions do you have about your role?



Let's play:

Do This...Not That!

Advisory Edition



We've all played or seen...



Let's play..Round 1: Quorums

It is time for the meeting to begin, most people are there.

Do this:

Determine if you have a simple majority of voting members to hold the meeting. If you don't you can hold the meeting but no business can be conducted.

Not that:

Hold the meeting without counting, everyone usually shows up.

You must have a quorum.

Round 2: FOIA

You receive an email from a parent sent to all members of the advisory.

Do this...

You respond thanking them for reaching out copying your Staff Liaison and board member-only.

Not that:

You reply all and set up a meeting with parent with another committee member to hear their concerns.

Don't reply all and don't get in situations that can be considered a meeting.

Round 3: Public Comments

Two parents attend the meeting and share a concern about a teacher's class and their student during public comments.

Do this...

Let them speak if they followed the process for public comment. Let the Division Staff Liaison address the matter.

Not that:

Ask if any other members have had the same experience and discuss.

Don't get involved in staff and/or student issues.

Round 4: Agendas & Minutes

A member posts the minutes from a meeting on social media.

Do this...

Remind them that their action doesn't follow Policy 5.12 and ask them to take the minutes down until the Advisory has had a chance to review, revise if needed, and vote to approve the minutes.

Not that:

Ignore it.

Advisory approved minutes are posted on the webpage by the division.

A few more tips...

- Remember the “2 is a conversation and 3 is a meeting” rule
- Use the minutes from the meeting to help draft the annual report as a reflection of the work of the advisory committee over the year
- Allow for time for Board Member Liaison and Staff Liaison Updates on agendas
- Brush up on Robert’s Rules of Order
- Each year review policy 5.12 and bylaws (if the group has them) with members to ensure clarity of roles and purpose
- Welcome and orient new members

“New” Advisory Committee Meeting Guide

- Designed to assist advisories with their role of sharing input and recommendations from the lens of the stakeholders they represent to the Board
- Provides a suggested timeline for addressing focus areas, policies, and input on the budget
- Not to replace other required processes for the advisory committee

FALLS CHURCH CITY SCHOOL BOARD		WWW.FCCPS.ORG
Advisory Committee Meeting Guide		This guide is drafted to assist advisories with sharing input to the Board on behalf of their committees, in addition to their regulatory responsibilities and required business. This guide is developed as a tool to help launch and focus discussions.
October Meeting	Setting Priorities for the Year	This meeting should provide the opportunity to welcome new members, review the previous year's annual report, and identify areas of priority or focus for the year. Additionally, the committee should gain clarity about charges from the School Board, as appropriate. (<i>What do we care about? Why are those areas important to us? How does it impact us as stakeholders?</i>)
November Meeting	Policies That Align with Priorities & Goals	This meeting should provide members with the opportunity to review key policies aligned to the priorities identified in the previous meeting and provide feedback/recommendations to the Board on those areas. (<i>What policies impact our stakeholders and/or priorities for the year? What are areas of strength and needs related to relevant policies and our focus?</i>)
January Meeting	Budget & Resource Recommendations	This meeting should include the development of budget/resource recommendations for the Board to support the policies reviewed by the committee. It is recommended that the committee chairs provide written budget recommendations that are in direct alignment with the committee's goals to the School Board by the end of January. (<i>What are the budget considerations or items the group would like the Board to consider?</i>)
March/ April Meeting	Strategic Plan Intersection	This meeting should provide a review of the FCCPS Strategic Plan to identify the areas that intersect with the committee's efforts. The sections of emphasis for 2024-25 include: IB Teaching & Learning and Communication & Engagement. (<i>How are the groups represented by the committee reflected in the Strategic Plan?</i>)
May/June Meeting	End of Year Report & Goal Setting for Upcoming Year	This meeting focuses on developing an annual report to the Board regarding the work of the group, including suggested activities/follow up for the next school year. (<i>What were the successes of the year? How should the committee move forward for the next school year?</i>)

5 Components



- **IB Teaching & Learning**
- Wellness, Equity, & Belonging
- Communication & Engagement
- Resource Management & Continuous Improvement
- Investing in Our People

FCCPS Strategic Plan

FALLS CHURCH CITY PUBLIC SCHOOLS STRATEGIC PLAN 2022-2027



Student-Centered Community
Every academic, relational, financial, and operational decision will be made with student needs at the core.



Community & Connection
As a unique Prek-12 learning community within a supportive City, FCCPS will provide a network of resources for every member of the school community.



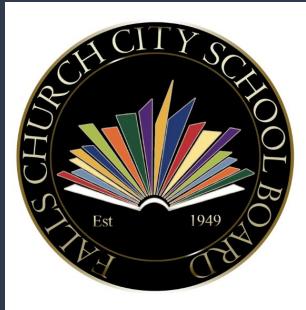
Responsiveness & Accountability
FCCPS will be responsive to open communication, listening with intent, seeking to understand, and embracing growth, development, and improvement.



Inclusivity & Diversity
All students and staff members will be seen, heard, and valued. All will be welcomed and celebrated for the unique perspective and diversity of experience they bring to the community.

- **IB Teaching & Learning**
- **Resource Management & Continuous Improvement**
- **Wellness, Equity, and Belonging**
- **Communication & Engagement**
- **Investing in Our People**

Strategic Plan Review Activity



- IB Teaching & Learning and Communication/Engagement are the focus areas for the year
- Work as an advisory team to review the strategic plan
- Generate strategies your advisory can use to support this year
- Be ready to share

Next Steps

- Review your meeting schedule
- Draft agenda for first meeting of the school year
- Include a review of the purpose of the FCCPS Board Advisory Committee and the Roles of the Appointed Members
- Use the focus/pacing guide and other tools for support

Thank you!

Have a great year!

