

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-6 Budget Advisory Council

1 **Purpose**

2 The Budget Advisory Council (BAC) advises Arlington Public Schools on fiscal integrity, public
3 confidence, and wise stewardship of taxpayer resources. The BAC makes recommendations on
4 policies and practices related to the presentation and preparation of the operating budget and the
5 financial management of the school system; makes recommendations to the Arlington School
6 Board on budget priorities; advises on the degree to which the Superintendent's Proposed Budget
7 supports best fiscal practices and the School Board's priorities; assists in educating the community
8 about the budgeting process; and provides, upon the Board's request, study and recommendations
9 on special topics or issues.

10
11 **Membership**

- 12 1. BAC should be composed of no more than 15 members with a broad representation
13 including parents/guardians and other interested individuals.
- 14 2. Members shall be appointed by the School Board based upon the recommendation of the
15 Superintendent.
- 16 3. Members' terms shall be for two fiscal years and are renewable for two additional terms.
17 Members may not serve on BAC for more than six cumulative years.
- 18 4. If a member is appointed at any point during a fiscal year, it shall be considered the first
19 year of their two-year appointment.

20
21 **Committee Officers**

- 22 1. The committee officers shall consist of the chair, vice-chair, and secretary.
- 23 2. The term for the chair and vice-chair shall be one fiscal year.
- 24 3. The term for the secretary is limited by their committee eligibility.
- 25 4. The committee shall select a vice-chair and secretary through an election or by
26 unanimous consent. Candidates for vice-chair must have at least two contiguous years of
27 remaining committee eligibility.
- 28 5. The chair shall be the prior vice-chair.
- 29 6. The chair emeritus shall be the prior chair. The chair emeritus is a voting member of the
30 committee but is not a committee officer.
- 31 7. Members may only serve one term as chair.
- 32 8. The School Board shall approve the slate of officers for the following fiscal year. If the
33 School Board concludes an elected committee officer will not be able to fully discharge
34 their duties, the committee shall conduct the election again.
- 35 9. Committee officers are responsible for ensuring subcommittee members are familiar with
36 this Policy Implementation Procedure.

37
38 **Committee Liaisons**

39 To improve communications between advisory committees, BAC, the Facilities Advisory Council
40 (FAC), and the Advisory Council on Teaching and Learning (ACTL) shall each appoint liaisons to
41 the other two committees. Appointed liaisons serve as non-voting members of the committee to
42 which they are appointed. The appointment shall not be counted towards the maximum number of
43 years of service on the committee to which they are appointed as the committee liaison.

44
45 **Staff Liaison**

- 46 1. The Assistant Superintendent, Finance and Management Services, shall serve as the staff
47 liaison to BAC.
- 48 2. The staff liaison collaborates with the committee chair and serves as the primary conduit

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49 of information exchange between the committee and Arlington Public Schools. Duties
50 include:

- 51 a. Obtaining meeting locations;
- 52 b. Participating in the recruitment of committee members;
- 53 c. Participating in recommending the appointment of potential committee members;
- 54 d. Inviting other staff members to committee meetings as requested by the chair; and
- 55 e. Requesting non-publicly available information required by the committee to
56 discharge its duties in accordance with the committee research provision of this
57 Policy Implementation Procedure.

58
59 **Meetings**

- 60 1. The chair shall schedule meetings as required to complete the work of the committee.
61 The committee shall meet at least four times a year and no more than twelve times per
62 year. Meetings shall occur between the first and last days of the regular school year.
63 Meeting dates shall be published on the committee's web page.
- 64 2. Unless otherwise established by the committee, meetings shall be conducted according to
65 Roberts Rules of Order.
- 66 3. A quorum for a meeting shall consist of a majority of the appointed members of the
67 committee being physically present at the meeting or in accordance with Policy B-3.6.37
68 Electronic Participation in School Board Advisory Committee Meetings.
- 69 4. Voting shall only occur at meetings where the committee has a quorum, votes must be
70 publicly recorded.
- 71 5. All meetings shall be conducted in compliance with public meeting requirements under the
72 Code of Virginia and are subject to the Freedom of Information Act (FOIA). The
73 committee secretary shall ensure that:
 - 74 a. Meetings are conducted in-person or in accordance with Policy B-3.6.37
75 Electronic Participation in School Board Advisory Committee Meetings;
 - 76 b. Meetings are open to the public, conducting the business of the committee via
77 email or other non-public means is prohibited;
 - 78 c. The meeting date, time, and location are posted on a public bulletin board, in the
79 staff liaison's office, and on the advisory committee web page at least three
80 working days before the meeting. The staff liaison or designee will assist the
81 secretary with the placement of required postings;
 - 82 d. All agendas and materials are available for inspection by the public at the time of
83 the meeting; and
 - 84 e. Minutes are taken summarizing key themes discussed by the committee and
85 documenting any votes or decisions. Minutes shall be publicly published on the
86 advisory committee's web page.

87
88 **Operations and Procedures**

- 89 1. Topics explored by BAC shall reflect advising Arlington Public Schools on fiscal
90 integrity, public confidence, and wise stewardship of taxpayer resources. Work outside of
91 this area shall be referred to the appropriate committee through the respective staff
92 liaisons.
- 93 2. BAC shall provide the School Board with its planned activities for the upcoming year at
94 the start of the school year.
- 95 3. BAC shall provide the School Board with a summary of its activities and
96 recommendations at a designated time each school year.

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- 97 4. Voting shall occur synchronously and the votes must be publicly recorded. A quorum is
98 required to conduct a vote.
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100 **Subcommittees**

- 101 1. The committee may form subcommittees.
102 2. The chair shall appoint subcommittee members.
103 3. Subcommittees may seek the advice and/or support of additional subject matter experts on
104 their topics. These subject matter experts are not committee or subcommittee members and
105 have no voting rights. The School Board shall be informed of subject matter experts who
106 regularly advise and/or support the subcommittee.
107 4. Special subcommittees, created for a particular purpose and which are disbanded at the
108 end of that purpose, may be formed and disbanded at the discretion of the committee chair.
109 The School Board shall be informed of the formation of special subcommittees. Special
110 subcommittees shall not exist for more than one calendar year.
111 5. Formation and disbandment of standing subcommittees, which have responsibility over a
112 particular subject matter over multiple years, shall be approved by the School Board.
113

114 **Conduct of Members**

- 115 1. Members are expected to conduct themselves according to Arlington Public Schools
116 policies and procedures and to attend all meetings. Upon recommendation of the chair, a
117 member may be removed by the School Board for failure to follow Arlington Public
118 Schools policies and procedures and/or attend 50% of the meetings in one fiscal year. In
119 this case, the School Board may appoint a new member.
120 2. Arlington Public Schools encourages the free flow of ideas and opinions within advisory
121 committees.
122 a. Members of BAC shall not represent their personal actions, views, statements,
123 etc. as those of the committee.
124 b. In communicating with the media, the public, or other organizations, members
125 must exercise caution to ensure that, unless authorized by the committee, they
126 specifically indicate that any expressed opinions or views are, in fact, their own.
127 c. Members shall respect the opinions of others and refrain from hostile actions,
128 harassment, or any other activities that may restrict the free flow of ideas.
129 d. Committee members are liaisons to and from the community. In that capacity,
130 members should represent the views of the committee to the community and of
131 the community to the committee.
132 3. Committee members and advisory members are expected to be community role models,
133 upholding and exemplifying the core values of Arlington Public Schools.
134

135 **Committee Research**

- 136 1. While the committees may do independent study and research, work should be
137 coordinated with staff and not duplicate or overlap staff work.
138 2. Committees will be provided access to and be encouraged to exhaust existing public data
139 and information sources, such as Arlington Public Schools data dashboards and
140 information published by the Virginia Department of Education, before making data
141 requests.
142 3. Committees may request additional data that has been gathered and analyzed by
143 Arlington Public Schools staff that is strategically necessary to perform the charge of the
144 committee. Any such requests will be fulfilled in a timely manner, pending staff capacity
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- 145 and at the discretion of the staff liaison and School Board liaison.
146 4. If a committee feels that Arlington Public Schools should conduct original research, the
147 committee should make a recommendation through the committee's recommendation
148 process.
149 5. Any requests related to committee work from committee members should be
150 communicated through the chair. Chairs should communicate with Arlington Public
151 Schools staff members through the staff liaison.
152

153 **External Communications**

- 154 1. All official notices and announcements to the public from committees using Arlington
155 Public Schools communications systems shall be routed through the staff liaison. Routine
156 communications such as required meeting notices, copies of committee
157 recommendations, and meeting minutes will be published by designated staff members.
158 Non-routine communications such as requests for a message to be distributed using
159 SchoolTalk will be sent to the Director of School and Community Relations for decision
160 and possible dissemination.
161 2. Any requests for information from committees using Arlington Public Schools
162 communications systems, including but not limited to polls and questionnaires, shall be
163 routed through the staff liaison and approved in advance by the Superintendent.
164 3. Arlington Public Schools' communications channels have a broad reach and are a trusted
165 source of information for our families and community. If committees use non-Arlington
166 Public Schools communications systems for purposes such as notices, announcements, or
167 requests for information the communication should clearly state that it is coming from the
168 committee and not Arlington Public Schools.
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170 **Freedom of Information Act**

171 All e-mail, notes, written communications, or other documents concerning advisory committee
172 business are subject to FOIA. The committee chair should collaborate with the committee's staff
173 liaison to ensure all committee members understand how FOIA applies to them.
174

175 **Evaluation**

176 BAC will forward all recommendations to the School Board for information and action on an
177 annual basis.
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179 **Exceptions**

180 The School Board may make exceptions to these procedures, as it deems appropriate.
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182 **References**

183 Code of Virginia §22.1-275.1
184 School Board Policy B-3.6.30, School Board Advisory Committees
185 School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee
186 Meetings
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188 **Policy Adoption and Revision History**

189 Adopted September 8, 2022. Effective September 8, 2022