The Arlington School Board actively seeks the advice of parents/guardians, staff, students, and community members through a wide range of groups on issues or policies related to the successful operation of the school system. The School Board believes that this input strengthens Arlington Public Schools and helps the division achieve its vision.

Arlington Public Schools solicits input and feedback from a wide range of advisory groups, such as, but not limited to, advisory Councils, committees, subcommittees, working groups, and task forces. These groups include School Board and Superintendent Advisory Councils.
The purpose of School Board Advisory Councils is to advise the School Board. Arlington Public School relies on these Councils to give input on the impact of Arlington Public Schools policies, strategies, and initiatives that support implementation of the Strategic Plan and progress toward the outcomes defined in the relevant Strategic Plan priority, with a division-wide lens

Some Councils, including the Arlington Special Education Advisory Council (ASEAC), have additional governance at the local, state, or national levels. This special governance is referenced in the References section of this policy.

Establishment, Operations, and Elimination of Councils, Standing Subcommittees, and Ad Hoc Subcommittees

Councils

The establishment or elimination of Councils occurs only by an affirmative vote of the School Board.

1. The School Board adopts a charge for each Council that will be made available to the public.
2. A School Board Member Liaison is assigned to each Council and may be assigned to specific subcommittees.
3. If the School Board determines that a Council is no longer needed and is not required by law, it may be dissolved.

Standing Subcommittees

Councils may maintain standing subcommittees determined by the School Board.

1. Absent a vote by the Board to remove any standing subcommittees, the Board shall be deemed to recommend continuing the existing subcommittees from the prior year.
2. Membership of the Councils' standing subcommittees will include 5-15 members.
3. The Chair of each standing subcommittee must be a member of the Council.
4. The Board shall approve new standing subcommittees prior to the opening of the May application period for Council and subcommittee membership.
5. Councils may make recommendations to the Board for standing subcommittees.
6. The Chair of the Council, Chair of the Subcommittee, and Board Liaison will collaborate with each other to draft the charge of the subcommittee using the same model as a charge to a council. The subcommittee's charge will support the work of the Council.

Ad Hoc Subcommittees

Councils may maintain ad hoc subcommittees to address a special, temporary need or question the Council or Board would like to address.

1. Ad hoc subcommittees may be created by the Council in consultation with the Board Liaison.
2. The Council Chair confers with the Board Liaison, and if they agree, the ad hoc

subcommittee is created.
3. The Board Liaison reports back to the Board about the creation of the ad hoc subcommittee.

Council Charge

Process for Development of a Council Charge

1. The School Board develops a draft charge for each Council that includes:
    a. Desired deliverable(s) for the charge including due dates;
    b. Duration for the work on the charge; and
    c. Articulation of which sections of the strategic plan the charge pertains to or another rationale for the charge.
2. The draft charge is provided to the Superintendent for feedback.
3. The charge is approved by the Board to coincide with the member application process
4. The charge is posted on Arlington Public Schools website and shared through email and text communications.
5. The Board may modify the charge at any time. If it does, it will approve amendments to the Charge at a School Board meeting and post the amended charge on the Arlington Public Schools website.

Process for a Council to Propose Amendments to a Charge

1. Council members, including Chairs, may propose an amendment to the charge at any point during their term of membership. An amendment may include proposed removal or modification of task(s) in the Charge and/or additions to the charge.
2. In accordance with Robert's Rules, the Council Chair shall hold a vote on any proposed amendments.
3. If approved, the Council Chair will present the proposed amendment to the School Board Liaison.
4. The Board Liaison shall share the proposed amendment to the Charge with the School Board.
5. School Board Chair will determine if the amendment to the charge will be presented to the Board for approval/consent at a School Board meeting or decline to present it for a vote.
6. If declining to present the proposed amendment for a vote, the School Board Chair will provide a reason to the Board and the Council Chair in writing.

Subcommittee Charge

Process for Development of a Subcommittee Charge

1. The Council Chair, subcommittee Chair, and Board Liaison develop a draft charge for each subcommittee that includes:
    a. Desired deliverable(s) for the charge including due dates;
    b. Duration for the work on the charge; and
    c. Articulation of which sections of the strategic plan the charge pertains to or another rationale for the charge.
2. The charge is approved by the Council Chair, subcommittee Chair, and Board Liaison to coincide with the member application process
3. The charge is posted on Arlington Public Schools website and shared through email and text communications.
4. The Council Chair, subcommittee Chair, and Board Liaison may modify the charge at any time. The amended charge will be posted on the Arlington Public Schools website.

Process for a Subcommittee to Propose Amendments to a Charge

1. Subcommittee members, including Chairs, may propose an amendment to the charge at any point during their term of membership. An amendment may include proposed removal or modification of task(s) in the Charge and/or additions to the charge.
2. In accordance with Robert's Rules, the subcommittee Chair shall hold a vote on any proposed amendments.
3. If approved, the subcommittee Chair will present the proposed amendment to the Council Chair and Board Liaison.
4. The Council Chair shall share the proposed amendment to the Charge with the Council and the Board Liaison shall share the proposed amendment to the Charge with the School Board.
5. The Council Chair will determine if the amendment to the charge will be presented to the Council for approval at a Council meeting or decline to present it for a vote.
6. If declining to present the proposed amendment for a vote, the Council Chair will provide a reason to the Council and the subcommittee Chair in writing.

Application

The School Board will annually communicate the application windows and application through multiple internal and external communication channels. Applications will be available on the Arlington Public Schools Website in English, Spanish, Amharic, Arabic, and Mongolian, with paper copies available upon request from the School Board Office.

Governing Structure of Councils

1. Each Council shall have officers, approved by the School Board, that include a Chair, Vice-Chair, and Secretary.
2. The Council officers shall annually announce, by March 1, a call for those interested in serving as an officer in the upcoming year and compile a list of those interested that is put before the council for a recommendation by May 1.
3. The Council shall vote on a recommendation for officers through an election or by unanimous consent and provide that recommendation to the School Board by May 1.

Chair

a. The term for the Chair shall be one year.
b. Council members may serve up to three consecutive terms as Chair of that Council.
c. The Chair will build meeting agendas, run meetings, lead discussion, conduct membership votes, present recommendations to the School Board, and communicate with Staff Liaison.

Vice-Chair

a. The term for the Vice-Chair shall be one year.
b. Council members may serve up to three consecutive terms as Vice-Chair.
c. The Vice-Chair will support the Chair and serve as Chair when the Chair is absent.

Secretary

a. The term for the Secretary is one year
b. Council members may serve up to 8 consecutive years as Secretary.
c. A Council may choose to elect two Co-Secretaries.
d. The Secretary will create meeting minutes, track member attendance, record vote tallies, and alert the Chair and Board Liaison when a member is one absence away from being ineligible.

Subcommittees
Each subcommittee shall have a Chair. Chairs of standing subcommittees shall be appointed by the Board. Chairs of ad hoc subcommittees shall be appointed by the Council.

Council Membership
All members of the School Board's Councils and standing subcommittees are appointed by the School Board. All members of ad hoc subcommittees shall be appointed by the Council. In keeping with the inclusion practices articulated in the School Board Policy A-30 Equity, the School Board seeks a diverse representation of the Arlington Public Schools community on Councils.

1. The Clerk of the Board will maintain a list of all Councils and their membership.
2. Each Advisory Council established by the Board shall include designated seats for the following:
    - Parents, Students, Community members, Arlington Public Schools Staff, and Subject Matter Experts.
    - Representatives who are knowledgeable on or are representing Title I, Budget, English Learners, Students with Disabilities, and Advanced Academics.
3. The Board will appoint staff members based on submitted applications and may consult with the Superintendent at its discretion.
4. Membership on ad hoc subcommittees continues until the completion of the work designated within the charge of the ad hoc subcommittee.
5. All members of School Board Advisory Councils are appointed for one-year terms by the School Board, renewable each year. A members' service on any one Council will not exceed eight years.

Staff Liaison

1. Each Council and standing subcommittee will be assigned a dedicated Staff Liaison by the Superintendent or designee.
2. More than one staff member may serve as a Staff Liaison to a Council.
3. The Staff Liaison(s) collaborates with the Council Chair and Vice-Chair and serves as the primary conduit of information exchange between the Council and Arlington Public Schools. Responsibilities include:
    a. Responding to the requests and directions of the Council Chair or Vice Chair, subject to input from the Board Liaison.
    b. Inviting other staff members to Council meetings as requested by the Council Chair.
    c. Requesting non-publicly available information required by the Council to discharge its duties in accordance with the Council research provision of the policy.
    d. Assisting in bringing agenda items to the Chair and Board Liaison.
    e. Obtaining language translations of Council meeting materials and documents and interpretation services for Council meetings as needed.
    f. Assisting in recruitment.

Board Liaison
The Board shall designate a Board Liaison to each Council. Responsibilities include:

1. Collaborating with the Chair, Staff Liaison, and Board colleagues to establish the charge.
2. As needed throughout the year, providing guidance on alignment of the Council work with the Strategic Plan.
3. Attending Council meetings.

4. Reporting to Board colleagues.
5. Participating in monthly planning meetings with the Chair and Staff Liaison as needed and as requested by the Chair.
6. Meeting with the Chair during the year as needed.
7. Recruitment of members and leadership.

Council Liaisons

To improve communications between Advisory Councils, each Council is encouraged to designate liaisons to the other Councils. Liaisons serve as non-voting members of the other Council on which they serve and do not count towards its quorum requirements. This service shall not be counted towards the maximum number of years of service on the Council to which they are designated as the Council liaison. Responsibilities include:

1. Attending meetings of the Council to which they are appointed.
2. Reporting back to their home Council leadership team on the activities and discussions of the Council to which they are a liaison.
3. Sharing updates from the Council to which they are a liaison back to their home Council and sharing updates from their home Council to the Council to which they are a liaison.
4. Sharing the lens of their home Council in the discussions of the Council to which they are a liaison.

Recruitment

The School Board has the primary responsibility of recruiting and soliciting interest in serving on an Advisory Council, with assistance from the Office of School and Community Relations. In addition, Advisory Council officers, members, and Staff Liaisons may assist the School Board in solicitation and recruitment efforts on an as needed basis.

Onboarding

Onboarding will be delivered to all members, officers, and Staff Liaisons at least once each year. All Staff Liaisons and new members are required to participate in onboarding. Returning Staff Liaisons and members will participate in amended onboarding. Onboarding may be delivered in a synchronous or asynchronous format, as determined by agreement of the Chair, Staff Liaison, and Board Liaison. Training will be conducted by the Council Chair and/or School Board Liaison. Onboarding will include, but is not limited to:

1. Review of the role and purpose of School Board Advisory Councils and the role and purpose of the Council they were appointed to serve on;
2. Review of relevant policies and PIPs, with a particular focus on expectations of members, officers, and liaisons;
3. Review of norms of collaboration;
4. FOIA training;
5. Review of Robert's Rules of Order; and
6. Review of relevant Arlington Public Schools processes (e.g. budget, CIP).

Conduct and Communication

1. In their capacity as appointed members of a School Board advisory group, members are representatives of Arlington Public Schools and should conduct themselves professionally and according to Arlington Public Schools policies and procedures.
2. Members are expected to work in a collaborative fashion with each other, members of the school division, and community representatives.

3. Members shall treat others respectfully and refrain from hostile actions or words.
4. Upon recommendation of the Chair of the Advisory Council or School Board, a member may be removed by a vote of the School Board for failure to follow Arlington Public Schools policies and procedures, in which case the School Board may appoint a new member.

Learning, Engagement, and Decision-Making

1. Arlington Public Schools encourages the free flow of ideas and opinions within Advisory Councils.
2. Through intentional planning of meeting agendas, members build their knowledge of how Arlington Public Schools operates and of the best available data and research on the topic at hand.
3. Councils think proactively about when additional community voices need to be solicited in order to bring broader or deeper perspective on an area of work. Councils engage those voices with the support of staff and Board as needed, coordinated by the staff and/or Board Liaisons.
4. As a group and as individual members, Councils make recommendations based on the needs and context of the school division.

Attendance

1. Members of Councils and subcommittees are expected to attend all scheduled meetings and to provide advance notice to the Chair when they will not be able to attend the meeting. Each member's attendance will be recorded in the meeting minutes.
2. Upon recommendation of the Chair of the Advisory Council or School Board, a member of a Council may be removed for missing 3 consecutive meetings or 40% of Council meetings in one fiscal year, in which case the School Board may appoint a new member.
3. Upon recommendation of the Chair of the Advisory Council or subcommittee, a member of a subcommittee may be removed for missing 3 consecutive meetings or 40% of subcommittee meetings in one fiscal year, in which case the School Board may appoint a new member in the case of a standing subcommittee or the Council may appoint a new member in the case of an ad hoc subcommittee.
4. Meetings are conducted in-person or in accordance with School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.

Guidelines for Meetings

Meeting Preparation

Members are expected to prepare thoroughly for each meeting by reading and responding to supporting documents (minutes, emails, background materials, etc.), as provided.

Meeting Procedures

1. Unless other rules have been established by the Council, meetings shall be conducted according to Robert's Rules of Order.
2. All meetings shall be conducted in compliance with public meeting requirements under the Code of Virginia and are subject to the Freedom of Information Act (FOIA). The Council Secretary shall ensure:
    a. Meetings are open to the public. Conducting the business of the Council via email or other non-public means is prohibited.
    b. The Staff Liaison is provided with the meeting date, time, and location so that the information may be posted on the School Board's public bulletin board and on the

Advisory Council's web page at least three working days before the meeting.

c. The Secretary shall ensure that all Council members, the Staff Liaison, and the Board Liaison are apprised of the meeting schedule and any changes to it.
d. All agendas and materials are available for inspection by the public at the time of the meeting. The Staff Liaison or designee will assist the Secretary with the placement of required postings and ensure compliance with applicable laws for required postings including the posting of information electronically and making paper copies available upon request.
e. Minutes are taken summarizing key themes discussed by the Council and documenting any votes or decisions. Minutes should be approved by the membership at the following meeting. Approved minutes shall be publicly published on the Council's web page by the Staff Liaison or designee within 10 business days.

3. Meetings may contain the following elements: call to order, determination of quorum, public comment, approval of minutes of the preceding meeting, follow up on action items, items of information, action items, discussion items, items for inclusion in future meeting agendas, and adjournment.
    a. Councils will provide an opportunity for public comment at each meeting. Council officers may determine at what point in the agenda public comment may occur, how long each speaker may speak, and the maximum total number of speakers.
4. In the event of any procedural dispute arising out of the conduct of meetings, Robert's Rules of Order – Simplified shall be used to resolve such dispute, except to the extent that Robert's Rules of Order – Simplified conflict with any provisions of Arlington Public Schools policy.
5. Interpretation will be provided for those who need it, in accordance with School Board Policy K-30 Language Access Services.
6. Only members of the Council or subcommittee may make, second, or vote on motions.

Meeting Frequency

The Chair, in consultation with the Staff Liaison, shall schedule meetings as required to complete the work of the Council. The Council shall meet at least four times and no more than twelve times a year. Meetings shall occur between the third week of August and the third week of June unless directed otherwise in accordance with the School Board's charge to the Council or with the agreement of the Staff Liaison and Board Liaison. Ideally, the Council will not meet until after its members have taken a training on the Freedom of Information Act.

Decision Making Process

Voting shall only occur at meetings where the Council has a quorum. For each item voted on, the total number of votes in favor, votes opposed, votes abstaining, and votes absent must be recorded in the meeting minutes.

Quorum Requirements

A quorum for a meeting shall consist of a majority of the appointed members of the Council being physically present at the meeting or in accordance with School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.

Virtual Participation in In-Person Meetings by Individual Members

Virtual participation is conducted in accordance with School Board Policy B-3.6.37 Electronic

Participation in School Board Advisory Committee Meetings.

Non-standard Meetings

If a Council wishes to hold a public forum, public hearing, or another open meeting different in structure or purpose from the Council's regular meetings, such an event shall be coordinated with the School and Community Relations office through the Staff Liaison.

Council Research

1. While the Councils may do independent study and research, work should be coordinated with staff to avoid duplication or overlap.
2. The Council will be provided access to and be encouraged to exhaust existing public data and information sources, such as Arlington Public Schools data dashboards and information published by the Virginia Department of Education, prior to making data requests.
3. The Council may request additional data that has been gathered and analyzed by Arlington Public Schools staff that is strategically necessary to perform the charge of the Council. Any such requests will be fulfilled in a timely manner for the work of the Council. If data requests from the Council are beyond staff capacity, the Staff Liaison shall consult with the Superintendent or designee. If the Chair feels that they have not gotten what they need from staff, they can take their concern to the Board Liaison, who will take that concern to the Superintendent to be resolved.
4. Any surveys a Council wishes to distribute must be coordinated with the Office of Program Evaluation. If there are any problems, the Chair may take the concern to the Chief of Staff to be resolved. Council surveys will be considered in accordance with the full scope of surveys being conducted by Arlington Public Schools, in accordance with Policy Implementation Procedure A-6.31 PIP-2 Research.
5. Any requests related to Council work from Council members should be communicated through the Chair. The Chair should communicate with Arlington Public Schools staff members through the Staff Liaison.

Deliverables

1. In accordance with the School Board's charge, each Advisory Council shall provide the School Board with its planned work by October 31. These documents will be posted on the Arlington Public Schools website.
2. Each Advisory Council shall provide the School Board with its recommendations, the Council's vote on those recommendations, and a summary of its activities at times specified in the charge.
3. The School Board will provide a written response to each Council's recommendations within 60 calendar days of receipt of reports.
4. Councils will make recommendations to the School Board as specified in the charge. Subcommittee recommendations will be included as part of these Council recommendations.

External Communications

1. All official notices and announcements to the public from the Council using Arlington Public Schools communications systems shall be routed through the Staff Liaison and also shared with the Board Liaison. Non-routine communications such as requests for a message to be distributed using ParentSquare will be sent by the Staff Liaison to the

Assistant Superintendent of School and Community Relations or designee for decision and possible dissemination.

2. Any requests for information from the Council using Arlington Public Schools communications systems, including but not limited to polls and questionnaires, shall be routed through the Staff Liaison, and also shared with the Board Liaison, and approved in advance by the Superintendent or designee.
3. Arlington Public Schools' communications channels have a broad reach and are a trusted source of information for our families and community. If Councils use non-Arlington Public Schools communications systems for purposes such as notices, announcements, or requests for information, the communication should be discussed in advance with the Staff Liaison and Board Liaison and clearly state that it is coming from the Council and not from Arlington Public Schools.
4. In communicating with the media, the public, or other organizations, members must exercise caution to ensure that, unless authorized by the Council, they specifically indicate that any expressed opinions or views are their own. Members communicating with the media on behalf of the Council must first notify the Office of School and Community Relations.
5. Council members are liaisons to and from the community. In that capacity, members should represent the views of the Council to the community and the views of the community to the Council.

Freedom of Information Act

1. As a body created by the School Board or for the purpose of advising the School Board, this Council is a public body subject to the requirements of Virginia's Freedom of Information Act (the Act). All e-mail, texts, notes, written communications, or other documents concerning advisory Council business are subject to the Act, in accordance with School Board Policy K-2.1 Virginia Freedom of Information Act.
2. At the first meeting of every school year the Council shall receive a training on the Act. All meetings and communications of this Council shall comply with the Act and all members are required to read and become familiar with the Act
3. The Council Chair should collaborate with the Council's Staff (or Board) Liaison to ensure all Council members understand how the Act applies to them.

School Board Advisory Councils

- **Academic Advisory Council**

  Purpose

  The purpose of the Academics Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Student Academic Growth and Success priority, with a division-wide lens.

  Scope of Work

  The Academics Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

  1. Developing recommendations to improve policies and policy implementation procedures related to Student Academic Growth and Success.
  2. Providing input on the review of existing programs and practices and development of

new initiatives to support student academic growth and success.
3. Making recommendations to expand, eliminate, or revise existing programs and practices and/or implement new programs and practices, while ensuring the Academics Advisory Council deliberately considers relevant budget impacts.
4. Assisting the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support student academic growth and success, as outlined in the Strategic Plan and/or School Board's charge.
5. Reviewing additional topics as identified by the School Board.
6. Collaborating with other School Board Advisory Councils as needed.

Standing Subcommittees
Upon adoption of this Policy, the School Board is establishing four standing subcommittees to the Academics Council on the topics of mathematics, English language arts, science, and social studies.

- **Student Health and Well-Being Council**

Purpose
The purpose of the Student Health and Well-Being Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Student Well-Being priority, with a division-wide lens.

Scope of Work
The Student Health and Well-Being Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:
1. Developing recommendations to improve policies and policy implementation procedures related to student health and well-being, including student mental health.
2. Providing input on the review of existing programs and practices and development of new initiatives to support student health and well-being.
3. Making recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring the Student Health and Well-Being Advisory Council deliberately considers relevant budget impacts.
4. Providing input to the School Board on the triennial assessment of School Board Policy I-10.30 Support for Students-Wellness required by the Code of Virginia.
5. In the event of an emerging or declared public health emergency, working collaboratively with the Academics Advisory Council to review the Arlington Public Schools response and the impact on student academics and well-being.
6. Assisting the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support student well-being, as outlined in the Strategic Plan and/or School Board's charge.
7. Reviewing additional topics as identified by the School Board.
8. Collaborating with other School Board Advisory Councils and county government initiatives as needed.

- **Arlington Special Education Advisory Council (ASEAC)**

Purpose

ASEAC is the local advisory committee for special education, established per the Virginia Administrative Code 8VAC20-81-230(D) and in this policy. The purpose of the Arlington Special Education Advisory Council (ASEAC) is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined for students with disabilities across the Strategic Plan.

Scope of Work

The Arlington Special Education Advisory Council's work is informed and directed by the Virginia Administrative Code 8VAC20-81-230(D) and School Board's annual charge. The functions of ASEAC shall be as follows:

1. Advise Arlington Public Schools of needs in the education of students with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
3. Submit periodic reports and recommendations regarding the education of students with disabilities to the Superintendent for transmission to the School Board;
4. Assist Arlington Public Schools in interpreting plans to the community for meeting the special needs of students and children with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the School Board; and
6. Participate in the review of Arlington Public Schools' annual plan, as outlined in subdivision B 2 of 8VAC20-81-230.
7. Make recommendations to expand, eliminate, or revise existing programs and practices and/or implement new programs and practices, while ensuring ASEAC deliberately considers relevant budget impacts.
8. Assist the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support special education, as outlined in the Strategic Plan and/or School Board's charge.
9. Review additional topics as identified by the School Board.
10. Collaborate with other School Board Advisory Councils as needed.

- **Personnel Advisory Council**

Purpose

The purpose of the Personnel Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Student-Centered Workforce priority, with a division-wide lens.

Scope of Work

The Personnel Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

1. Developing recommendations to improve policies and policy implementation procedures

related to a student-centered workforce.
2. Providing input on the review of existing programs and practices and development of new initiatives to support a student-centered workforce.
3. Making recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring the Personnel Advisory Council deliberately considers relevant budget impacts.
4. Assisting the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support a student-centered workforce, as outlined in the Strategic Plan and/or School Board's charge.
5. Reviewing additional topics as identified by the School Board.
6. Collaborating with other School Board Advisory Councils as needed.
7. Topics outside of the scope of collaborative bargaining agreements with Arlington Public Schools' professional associations, Arlington Educators Association (AEA), and Arlington School Administrators (ASA).

- **Operations Advisory Council**

Purpose

The purpose of the Operations Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Operational Excellence priority, with a division-wide lens.

Scope of Work

The Operations Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

1. Develop recommendations to improve policies and policy implementation procedures related to division operations and operational excellence.
2. Provide input on the review of existing programs and practices and development of new initiatives to support student division operations and operational excellence.
3. Make recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring the Operations Advisory Council deliberately considers relevant budget impacts.
4. Assist the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support operational excellence, as outlined in the Strategic Plan and/or School Board's charge.
5. Review additional topics as identified by the School Board.
6. Collaborate with other School Board Advisory Councils, the Joint Facilities Advisory Commission, and county government initiatives as needed.

- **English Learner Advisory Council**

Purpose

The purpose of the English Learners Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined for English Learners across the Strategic Plan, with a division-wide lens.

Scope of Work

The English Learners Advisory Council's work is informed and directed by the School Board's annual charge. ELAC's functions shall be as follows:

1. Advise Arlington Public Schools of specific areas of priority to support the achievement of English Learners.
2. Develop recommendations to improve policies and policy implementation procedures for meeting the identified needs of English Learners.
3. Provide input on the review of existing programs and practices and development of new initiatives to support and advance positive outcomes for English Learners.
4. Assist Arlington Public Schools in interpreting plans to the community for meeting the needs of English Learners and in gathering input from the families of English Learners.
5. Make recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring English Learners Advisory Council deliberately considers relevant budget impacts.
6. Assist the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support English Learners, as outlined in the Strategic Plan and/or School Board's charge.
7. Review additional topics as identified by the School Board.
8. Collaborate with other School Board Advisory Councils and community organizations as needed.

Joint County Board and School Board Advisory Committees

Joint Arlington School Board and Arlington County Board Committees are governed according to the bylaws established for the committee. The following joint committees have been established.

- **The Joint Facilities Advisory Commission (JFAC)** is an advisory body jointly chartered and appointed by the Arlington County Board and the Arlington School Board to provide input to both Boards on capital facilities needs assessment, capital improvement plans, and long-range facility planning for both the Arlington County Government and Arlington Public Schools.

- **The Arlington Partnership for Children, Youth & Families (APCYF)** Commission is an advisory body jointly chartered and appointed by the Arlington County Board and the Arlington School Board. The mission of the APCYF is to improve the health, well-being, and safety of children, youth, and families in Arlington through researching young people's needs, advocating for improved policies and programs to meet those needs, and engaging all members of our community as part of the solution. The APCYF identifies community needs through research and surveys, engages the community to find ways to meet the needs, and advocates for improved policies and programs.

Working Groups and Task Forces

The School Board may from time to time appoint a working group or task force for a thorough study of a particular topic (e.g. boundaries, capital improvements at a particular building, school naming, etc.) The working group or task force's report and recommendations are presented to the School Board. The working group or task force is dissolved automatically upon the completion of its charge.

Superintendent's Committees

In accordance with School Board Policy C-30 Superintendent Advisory Committees, the Superintendent or designee may appoint committees made up of students, community members, and staff to assist and advise staff in the work of the school system. The Superintendent will regularly provide updates from these committees to the School Board and will report on the progress, findings, and/or recommendations from these committees as appropriate.

Evaluation

The School Board monitors the implementation of this policy through monitoring reports and other internal reports as designated by the School Board to ensure that reasonable progress is being made toward achieving the School Board's goals and that the operation of the school division is consistent with its policies.

References

Freedom of Information Act 5 U.S.C. §552
Code of Virginia, § 2.2-3707,§22.1-18.1 and §22.1-86
SHAB governance – Code of Virginia §22.1-275.1
ASEAC governance – Virginia Administrative Code 8VAC20-81-230(D)
School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings
School Board Policy K-2.1 Virginia Freedom of Information Act
School Board Policy K-30 Language Access Services
Policy Implementation Procedure A-6.31 PIP-2 Research

Policy Adoption and Revision History

Adopted March 3, 2016, Effective March 3, 2016
Renumbered (former Policy 10-6) effective July 1, 2018
Revised March 13, 2020. Effective March 30, 2020
Revised April 28, 2022. Effective July 1, 2022
Amended September 22, 2022. Effective September 22, 2022

The Arlington School Board actively seeks the advice of parents/guardians, staff, students, and community members through a wide range of ~~committees and councils~~groups on issues or policies related to the successful operation of the school system. The School Board believes that this ~~feedback~~ input strengthens Arlington Public Schools and helps the division achieve its vision. ~~In this policy, "committee" refers to a wide range of advisory groups, such as, but not limited to, committees, councils, task forces, and working groups.~~

Arlington Public Schools solicits ~~committee~~ input and feedback ~~on the instructional and support programs, facilities, and operations of the division~~from a wide range of advisory groups, such as, but not limited to, advisory Councils, committees, subcommittees, working groups, and task forces. These groups include School Board and Superintendent Advisory Councils.

The purpose of School Board Advisory Councils is to advise the School Board. Arlington Public School relies on these Councils to give input on the impact of Arlington Public Schools policies, strategies, and initiatives that support implementation of the Strategic Plan and progress toward the outcomes defined in the relevant Strategic Plan priority, with a division-wide lens

Some ~~committees~~Councils, including the Arlington Special Education Advisory ~~Committee~~ Council (ASEAC) ~~and the School Health Advisory Board (SHAB)~~, have additional governance at the local, state, or national levels. This special governance is referenced in the References section of this policy.

Establishment, Operations, and Elimination of Councils, Standing Subcommittees, and Ad Hoc Subcommittees

Councils

The establishment or elimination of Councils occurs only by an affirmative vote of the School Board.

1. The School Board adopts a charge for each Council that will be made available to the public.
2. A School Board Member Liaison is assigned to each Council and may be assigned to specific subcommittees.
3. If the School Board determines that a Council is no longer needed and is not required by law, it may be dissolved.

Standing Subcommittees

Councils may maintain standing subcommittees determined by the School Board.

1. Absent a vote by the Board to remove any standing subcommittees, the Board shall be deemed to recommend continuing the existing subcommittees from the prior year.
2. Membership of the Councils' standing subcommittees will include 5-15 members.
3. The Chair of each standing subcommittee must be a member of the Council.
4. The Board shall approve new standing subcommittees prior to the opening of the May application period for Council and subcommittee membership.
5. Councils may make recommendations to the Board for standing subcommittees.
6. The Chair of the Council, Chair of the Subcommittee, and Board Liaison will collaborate with each other to draft the charge of the subcommittee using the same model as a charge to a council. The subcommittee's charge will support the work of the Council.

Ad Hoc Subcommittees

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Councils may maintain ad hoc subcommittees to address a special, temporary need or question the Council or Board would like to address.

1. Ad hoc subcommittees may be created by the Council in consultation with the Board Liaison.
2. The Council Chair confers with the Board Liaison, and if they agree, the ad hoc subcommittee is created.
3. The Board Liaison reports back to the Board about the creation of the ad hoc subcommittee.

Council Charge

Process for Development of a Council Charge

1. The School Board develops a draft charge for each Council that includes:
    a. Desired deliverable(s) for the charge including due dates;
    b. Duration for the work on the charge; and
    c. Articulation of which sections of the strategic plan the charge pertains to or another rationale for the charge.
2. The draft charge is provided to the Superintendent for feedback.
3. The charge is approved by the Board to coincide with the member application process
4. The charge is posted on Arlington Public Schools website and shared through email and text communications.
5. The Board may modify the charge at any time. If it does, it will approve amendments to the Charge at a School Board meeting and post the amended charge on the Arlington Public Schools website.

Process for a Council to Propose Amendments to a Charge

1. Council members, including Chairs, may propose an amendment to the charge at any point during their term of membership. An amendment may include proposed removal or modification of task(s) in the Charge and/or additions to the charge.
2. In accordance with Robert's Rules, the Council Chair shall hold a vote on any proposed amendments.
3. If approved, the Council Chair will present the proposed amendment to the School Board Liaison.
4. The Board Liaison shall share the proposed amendment to the Charge with the School Board.
5. School Board Chair will determine if the amendment to the charge will be presented to the Board for approval/consent at a School Board meeting or decline to present it for a vote.
6. If declining to present the proposed amendment for a vote, the School Board Chair will provide a reason to the Board and the Council Chair in writing.

Subcommittee Charge

Process for Development of a Subcommittee Charge

1. The Council Chair, subcommittee Chair, and Board Liaison develop a draft charge for each subcommittee that includes:
    a. Desired deliverable(s) for the charge including due dates;
    b. Duration for the work on the charge; and
    c. Articulation of which sections of the strategic plan the charge pertains to or another rationale for the charge.
2. The charge is approved by the Council Chair, subcommittee Chair, and Board Liaison to coincide with the member application process

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3. The charge is posted on Arlington Public Schools website and shared through email and text communications.
4. The Council Chair, subcommittee Chair, and Board Liaison may modify the charge at any time. The amended charge will be posted on the Arlington Public Schools website.

Process for a Subcommittee to Propose Amendments to a Charge

1. Subcommittee members, including Chairs, may propose an amendment to the charge at any point during their term of membership. An amendment may include proposed removal or modification of task(s) in the Charge and/or additions to the charge.
2. In accordance with Robert's Rules, the subcommittee Chair shall hold a vote on any proposed amendments.
3. If approved, the subcommittee Chair will present the proposed amendment to the Council Chair and Board Liaison.
4. The Council Chair shall share the proposed amendment to the Charge with the Council and the Board Liaison shall share the proposed amendment to the Charge with the School Board.
5. The Council Chair will determine if the amendment to the charge will be presented to the Council for approval at a Council meeting or decline to present it for a vote.
6. If declining to present the proposed amendment for a vote, the Council Chair will provide a reason to the Council and the subcommittee Chair in writing.

Application

The School Board will annually communicate the application windows and application through multiple internal and external communication channels. Applications will be available on the Arlington Public Schools Website in English, Spanish, Amharic, Arabic, and Mongolian, with paper copies available upon request from the School Board Office.

Governing Structure of Councils

1. Each Council shall have officers, approved by the School Board, that include a Chair, Vice-Chair, and Secretary.
2. The Council officers shall annually announce, by March 1, a call for those interested in serving as an officer in the upcoming year and compile a list of those interested that is put before the council for a recommendation by May 1.
3. The Council shall vote on a recommendation for officers through an election or by unanimous consent and provide that recommendation to the School Board by May 1.

Chair

a. The term for the Chair shall be one year.
b. Council members may serve up to three consecutive terms as Chair of that Council.
c. The Chair will build meeting agendas, run meetings, lead discussion, conduct membership votes, present recommendations to the School Board, and communicate with Staff Liaison.

Vice-Chair

a. The term for the Vice-Chair shall be one year.
b. Council members may serve up to three consecutive terms as Vice-Chair.
c. The Vice-Chair will support the Chair and serve as Chair when the Chair is absent.

Secretary

a. The term for the Secretary is one year

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b. Council members may serve up to 8 consecutive years as Secretary.
c. A Council may choose to elect two Co-Secretaries.
d. The Secretary will create meeting minutes, track member attendance, record vote tallies, and alert the Chair and Board Liaison when a member is one absence away from being ineligible.

Subcommittees
Each subcommittee shall have a Chair. Chairs of standing subcommittees shall be appointed by the Board. Chairs of ad hoc subcommittees shall be appointed by the Council.

Council Membership
All members of the School Board's Councils and standing subcommittees are appointed by the School Board~~, with the exceptions noted under the Arlington Council on Teaching and Learning (ACTL) and Standing Committees~~. All members of ad hoc subcommittees shall be appointed by the Council. In keeping with the inclusion practices articulated in the School Board ~~Equity~~ Policy ~~(~~A-30~~)~~ Equity, the School Board seeks a diverse representation of the Arlington Public Schools community on ~~committees~~Councils~~, including student members~~.

1. The Clerk of the Board will maintain a list of all ~~committees~~ Councils and their membership.
2. Each Advisory Council established by the Board shall include designated seats for the following:
   - Parents, Students, Community members, Arlington Public Schools Staff, and Subject Matter Experts.
   - Representatives who are knowledgeable on or are representing Title I, Budget, English Learners, Students with Disabilities, and Advanced Academics.

~~2.~~3. ~~If the membership of a committee includes~~The Board will appoint staff members based on submitted applications and may consult with~~,~~ the Superintendent ~~makes the staff appointments~~at its discretion.

~~3.~~4. Membership on ~~special~~ ad hoc subcommittees ~~and task forces~~ continues until the completion of the work designated within the charge of the ad hoc subcommittee.

5. All members of School Board ~~committees~~ Advisory Councils are appointed for ~~two fiscal~~one~~-~~year terms by the School Board, renewable each year. A ~~M~~members' service on any one ~~committee~~ Council will not exceed ~~six~~ eight years.

~~4.~~

~~5. The Committee may have a chair/vice-chair or a chair/co-chair model. In either model, there will be one chair who is designated as the primary point of contact for the committee.~~

~~6. The committee officers consist of the chair, the vice-chair/co-chair, and the secretary. Chairs and vice-chairs/co-chairs are appointed by the School Board for one-year non-renewable terms. The chair is the prior vice-chair/co-chair. Secretaries are appointed by the committee chair for a one-year renewable term. Committees may request that the board waives the one-year term for a sitting chair if it is in the best interests of the committee and the School Board, waivers will be for one year.~~

Staff Liaison
1. Each Council and standing subcommittee will be assigned a dedicated Staff Liaison by the Superintendent or designee.
2. More than one staff member may serve as a Staff Liaison to a Council.
3. The Staff Liaison(s) collaborates with the Council Chair and Vice-Chair and serves as the primary conduit of information exchange between the Council and Arlington Public Schools. Responsibilities include:

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a. Responding to the requests and directions of the Council Chair or Vice Chair, subject to input from the Board Liaison.
b. Inviting other staff members to Council meetings as requested by the Council Chair.
c. Requesting non-publicly available information required by the Council to discharge its duties in accordance with the Council research provision of the policy.
d. Assisting in bringing agenda items to the Chair and Board Liaison.
e. Obtaining language translations of Council meeting materials and documents and interpretation services for Council meetings as needed.
f. Assisting in recruitment.

Board Liaison

The Board shall designate a Board Liaison to each Council. Responsibilities include:

1. Collaborating with the Chair, Staff Liaison, and Board colleagues to establish the charge.
2. As needed throughout the year, providing guidance on alignment of the Council work with the Strategic Plan.
3. Attending Council meetings.
4. Reporting to Board colleagues.
5. Participating in monthly planning meetings with the Chair and Staff Liaison as needed and as requested by the Chair.
6. Meeting with the Chair during the year as needed.
7. Recruitment of members and leadership.

Council Liaisons

To improve communications between Advisory Councils, each Council is encouraged to designate liaisons to the other Councils. Liaisons serve as non-voting members of the other Council on which they serve and do not count towards its quorum requirements. This service shall not be counted towards the maximum number of years of service on the Council to which they are designated as the Council liaison. Responsibilities include:

1. Attending meetings of the Council to which they are appointed.
2. Reporting back to their home Council leadership team on the activities and discussions of the Council to which they are a liaison.
3. Sharing updates from the Council to which they are a liaison back to their home Council and sharing updates from their home Council to the Council to which they are a liaison.
4. Sharing the lens of their home Council in the discussions of the Council to which they are a liaison.

Recruitment

The School Board has the primary responsibility of recruiting and soliciting interest in serving on an Advisory Council, with assistance from the Office of School and Community Relations. In addition, Advisory Council officers, members, and Staff Liaisons may assist the School Board in solicitation and recruitment efforts on an as needed basis.

Onboarding

Onboarding will be delivered to all members, officers, and Staff Liaisons at least once each year. All Staff Liaisons and new members are required to participate in onboarding. Returning Staff Liaisons and members will participate in amended onboarding. Onboarding may be delivered in a synchronous or asynchronous format, as determined by agreement of the Chair, Staff Liaison, and

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Board Liaison. Training will be conducted by the Council Chair and/or School Board Liaison. Onboarding will include, but is not limited to:

1. Review of the role and purpose of School Board Advisory Councils and the role and purpose of the Council they were appointed to serve on;
2. Review of relevant policies and PIPs, with a particular focus on expectations of members, officers, and liaisons;
3. Review of norms of collaboration;
4. FOIA training;
5. Review of Robert's Rules of Order; and
6. Review of relevant Arlington Public Schools processes (e.g. budget, CIP).

Conduct and Communication

1. In their capacity as appointed members of a School Board advisory group, members are representatives of Arlington Public Schools and should conduct themselves professionally and according to Arlington Public Schools policies and procedures.
2. Members are expected to work in a collaborative fashion with each other, members of the school division, and community representatives.
3. Members shall treat others respectfully and refrain from hostile actions or words.
4. Upon recommendation of the Chair of the Advisory Council or School Board, a member may be removed by a vote of the School Board for failure to follow Arlington Public Schools policies and procedures, in which case the School Board may appoint a new member.

Learning, Engagement, and Decision-Making

1. Arlington Public Schools encourages the free flow of ideas and opinions within Advisory Councils.
2. Through intentional planning of meeting agendas, members build their knowledge of how Arlington Public Schools operates and of the best available data and research on the topic at hand.
3. Councils think proactively about when additional community voices need to be solicited in order to bring broader or deeper perspective on an area of work. Councils engage those voices with the support of staff and Board as needed, coordinated by the staff and/or Board Liaisons.
4. As a group and as individual members, Councils make recommendations based on the needs and context of the school division.

Attendance

1. Members of Councils and subcommittees are expected to attend all scheduled meetings and to provide advance notice to the Chair when they will not be able to attend the meeting. Each member's attendance will be recorded in the meeting minutes.
2. Upon recommendation of the Chair of the Advisory Council or School Board, a member of a Council may be removed for missing 3 consecutive meetings or 40% of Council meetings in one fiscal year, in which case the School Board may appoint a new member.
3. Upon recommendation of the Chair of the Advisory Council or subcommittee, a member of a subcommittee may be removed for missing 3 consecutive meetings or 40% of subcommittee meetings in one fiscal year, in which case the School Board may appoint a new member in the case of a standing subcommittee or the Council may appoint a new member in the case of an ad hoc subcommittee.
4. Meetings are conducted in-person or in accordance with School Board Policy B-3.6.37

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Electronic Participation in School Board Advisory Committee Meetings.

~~Attendance at meetings is expected of all committee members. Members who miss 50% or more committee meetings in a year may have their committee membership terminated. Committees may increase or decrease this percentage with School Board approval. This percentage change must be documented in the committee's Policy Implementation Procedure.~~

~~**Establishment, Operations, and Elimination of Committees**~~
~~The establishment or elimination of committees occurs only by an affirmative vote of the School Board. Committees may be established, as needed, to advise Arlington Public Schools on all aspects of its instructional and support programs, facilities, and operations.~~

1. ~~The School Board adopts a charge for each committee, as well as any specific guidelines for membership and the conduct of business by the committee. Each committee's adopted charge and guidelines will be made publicly available.~~
2. ~~A staff liaison will be assigned to each committee by the Superintendent or designee.~~
3. ~~School Board member liaison is assigned to each committee and may be assigned to specific subcommittees.~~
4. ~~When the School Board determines that a special committee is needed, a draft charge for the committee is prepared by the Superintendent or designee stating the issues to be addressed, the method for selecting committee members and a chair(s), the composition of the committee, and the target date for completion of its work.~~
5. ~~Before the end of each fiscal year, each committee presents a status report of its work to the School Board. Committees may report more frequently as established in their reporting schedule.~~
6. ~~If the School Board determines that a committee is no longer; a) needed and b) is not required by external governance, it may be dissolved.~~

Guidelines for Meetings

~~**The School Board encourages the free flow of ideas and opinions within committees. All meetings of committees are open to the public and conducted as required under the Virginia Freedom of Information Act. If a committee wishes to hold a public forum, public hearing, or another open meeting different in structure or purpose from the committee's regular meetings, such an event shall be coordinated with the School and Community Relations office through the staff liaison.**~~

Meeting Preparation

Members are expected to prepare thoroughly for each meeting by reading and responding to supporting documents (minutes, emails, background materials, etc.), as provided.

Meeting Procedures

1. Unless other rules have been established by the Council, meetings shall be conducted according to Robert's Rules of Order.
2. All meetings shall be conducted in compliance with public meeting requirements under the Code of Virginia and are subject to the Freedom of Information Act (FOIA). The Council Secretary shall ensure:
   a. Meetings are open to the public. Conducting the business of the Council via email or other non-public means is prohibited.
   b. The Staff Liaison is provided with the meeting date, time, and location so that the information may be posted on the School Board's public bulletin board and on the

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Advisory Council's web page at least three working days before the meeting.

c. The Secretary shall ensure that all Council members, the Staff Liaison, and the Board Liaison are apprised of the meeting schedule and any changes to it.

d. All agendas and materials are available for inspection by the public at the time of the meeting. The Staff Liaison or designee will assist the Secretary with the placement of required postings and ensure compliance with applicable laws for required postings including the posting of information electronically and making paper copies available upon request.

e. Minutes are taken summarizing key themes discussed by the Council and documenting any votes or decisions. Minutes should be approved by the membership at the following meeting. Approved minutes shall be publicly published on the Council's web page by the Staff Liaison or designee within 10 business days.

3. Meetings may contain the following elements: call to order, determination of quorum, public comment, approval of minutes of the preceding meeting, follow up on action items, items of information, action items, discussion items, items for inclusion in future meeting agendas, and adjournment.

a. Councils will provide an opportunity for public comment at each meeting. Council officers may determine at what point in the agenda public comment may occur, how long each speaker may speak, and the maximum total number of speakers.

4. In the event of any procedural dispute arising out of the conduct of meetings, Robert's Rules of Order – Simplified shall be used to resolve such dispute, except to the extent that Robert's Rules of Order – Simplified conflict with any provisions of Arlington Public Schools policy.

5. Interpretation will be provided for those who need it, in accordance with School Board Policy K-30 Language Access Services.

6. Only members of the Council or subcommittee may make, second, or vote on motions.

Meeting Frequency

The Chair, in consultation with the Staff Liaison, shall schedule meetings as required to complete the work of the Council. The Council shall meet at least four times and no more than twelve times a year. Meetings shall occur between the third week of August and the third week of June unless directed otherwise in accordance with the School Board's charge to the Council or with the agreement of the Staff Liaison and Board Liaison. Ideally, the Council will not meet until after its members have taken a training on the Freedom of Information Act.

Decision Making Process

Voting shall only occur at meetings where the Council has a quorum. For each item voted on, the total number of votes in favor, votes opposed, votes abstaining, and votes absent must be recorded in the meeting minutes.

Quorum Requirements

A quorum for a meeting shall consist of a majority of the appointed members of the Council being physically present at the meeting or in accordance with School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.

Virtual Participation in In-Person Meetings by Individual Members

Virtual participation is conducted in accordance with School Board Policy B-3.6.37 Electronic

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Participation in School Board Advisory Committee Meetings.

Non-standard Meetings
If a Council wishes to hold a public forum, public hearing, or another open meeting different in structure or purpose from the Council's regular meetings, such an event shall be coordinated with the School and Community Relations office through the Staff Liaison.

~~**Guidelines for Working with School System Staff**~~**Council Research**

1. While the ~~committees~~ Councils may do independent study and research, work should be coordinated with staff ~~and not~~to avoid duplicatione or overlap~~ staff work~~. ~~Any requests related to committee work from committee members should be communicated through the committee chair. Committee chairs should communicate with Arlington Public Schools staff members through the staff liaison.~~
2. The Council will be provided access to and be encouraged to exhaust existing public data and information sources, such as Arlington Public Schools data dashboards and information published by the Virginia Department of Education, prior to making data requests.
3. The Council may request additional data that has been gathered and analyzed by Arlington Public Schools staff that is strategically necessary to perform the charge of the Council. Any such requests will be fulfilled in a timely manner for the work of the Council. If data requests from the Council are beyond staff capacity, the Staff Liaison shall consult with the Superintendent or designee. If the Chair feels that they have not gotten what they need from staff, they can take their concern to the Board Liaison, who will take that concern to the Superintendent to be resolved.~~All notices and/or announcements from the committees to the public shall be routed through the staff liaison to the appropriate department for approval and dissemination. Committees may request access to existing data. Staff will make reasonable efforts to provide the data if permitted under Arlington Public Schools student data privacy protections.~~
4. Any surveys a Council wishes to distribute must be coordinated with the Office of Program Evaluation. If there are any problems, the Chair may take the concern to the Chief of Staff to be resolved. Council surveys will be considered in accordance with the full scope of surveys being conducted by Arlington Public Schools, in accordance with Policy Implementation Procedure A-6.31 PIP-2 Research.
5. ~~If a committee feels that Arlington Public Schools should conduct original research, the committee should make a recommendation through the committee's recommendation process. All communications between the committee and the staff liaison shall be timely and conducted in an appropriate manner.~~Any requests related to Council work from Council members should be communicated through the Chair. The Chair should communicate with Arlington Public Schools staff members through the Staff Liaison.

Deliverables

1. In accordance with the School Board's charge, each Advisory Council shall provide the School Board with its planned work by October 31. These documents will be posted on the Arlington Public Schools website.
2. Each Advisory Council shall provide the School Board with its recommendations, the Council's vote on those recommendations, and a summary of its activities at times specified in the charge.
3. The School Board will provide a written response to each Council's recommendations

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within 60 calendar days of receipt of reports.

4. Councils will make recommendations to the School Board as specified in the charge. Subcommittee recommendations will be included as part of these Council recommendations.

External Communications

1. All official notices and announcements to the public from the Council using Arlington Public Schools communications systems shall be routed through the Staff Liaison and also shared with the Board Liaison. Non-routine communications such as requests for a message to be distributed using ParentSquare will be sent by the Staff Liaison to the Assistant Superintendent of School and Community Relations or designee for decision and possible dissemination.
2. Any requests for information from the Council using Arlington Public Schools communications systems, including but not limited to polls and questionnaires, shall be routed through the Staff Liaison, and also shared with the Board Liaison, and approved in advance by the Superintendent or designee.
3. Arlington Public Schools' communications channels have a broad reach and are a trusted source of information for our families and community. If Councils use non-Arlington Public Schools communications systems for purposes such as notices, announcements, or requests for information, the communication should be discussed in advance with the Staff Liaison and Board Liaison and clearly state that it is coming from the Council and not from Arlington Public Schools.
4. In communicating with the media, the public, or other organizations, members must exercise caution to ensure that, unless authorized by the Council, they specifically indicate that any expressed opinions or views are their own. Members communicating with the media on behalf of the Council must first notify the Office of School and Community Relations.
5. Council members are liaisons to and from the community. In that capacity, members should represent the views of the Council to the community and the views of the community to the Council.

Freedom of Information Act

1. As a body created by the School Board or for the purpose of advising the School Board, this Council is a public body subject to the requirements of Virginia's Freedom of Information Act (the Act). All e-mail, texts, notes, written communications, or other documents concerning advisory Council business are subject to the Act, in accordance with School Board Policy K-2.1 Virginia Freedom of Information Act.
2. At the first meeting of every school year the Council shall receive a training on the Act. All meetings and communications of this Council shall comply with the Act and all members are required to read and become familiar with the Act
   - The Council Chair should collaborate with the Council's Staff (or Board) Liaison to ensure all Council members understand how the Act applies to them.

~~**Limitations on Committee Member Communications**~~

~~Members must ensure that, unless authorized by the committee, they specifically indicate that any expressed opinions or views on matters pertaining to the committee expressed outside of committee meetings are, in fact, their own.~~

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~~Evaluation of Committee Work~~

~~3. Each committee will forward a report of its work to the School Board for review and consideration. In addition, the Superintendent will annually report to the School Board on the outcomes of the committees' contributions toward the Strategic Plan.~~

~~Exceptions~~

~~The School Board may make exceptions to these procedures, as it deems appropriate.~~

School Board ~~Standing Committees~~Advisory Councils

- **~~The Advisory Council on Teaching & Learning~~** ~~assists in the continuous systematic review of various aspects of the teaching and learning program and in the development of recommendations for instructional improvement. ACTL reports findings, develops recommendations to address findings, and provides feedback on initiatives to improve instruction. The Council uses the Strategic Plan and Program Evaluations to focus its work. The Council consists of appointees from PTAs and Board selected community groups. These appointees are not subject to Board approval. Board-appointed subject area advisory committees support the work of the Council. The Council's work includes:~~
  1. ~~Reviewing and making recommendations to improve policies and policy implementation procedures, curriculum content, curriculum delivery, and student outcomes;~~
  2. ~~Making recommendations for and providing input into the development of new programs and practices;~~
  3. ~~Assisting the School Board in providing the community with information concerning academic programs; and~~
  4. ~~Reviewing instructional topics from time to time as determined by the School Board.~~

  ~~The ACTL Subcommittees support the work of the ACTL Council by assisting the Council with executing its charge in the area of focus of the Subcommittee. Subcommittees work with ACTL leadership and staff liaisons to establish annual priorities, areas of focus, and deliverables. Subcommittee deliverables from year to year may include but are not limited to findings, recommendations to address findings, annual reports, and other work products.~~

- **~~The Advisory Council on School Facilities and Capital Programs~~** ~~assists the School Board in the continuous, systematic review of school facilities and the capital improvement program by:~~
  1. ~~Making recommendations to the School Board on the biannual school facilities and student accommodation plan which informs the ten-year capital improvement plan and recommendations for funding thereon;~~
  2. ~~Providing, upon request, recommendations to the School Board on specific issues;~~
  3. ~~Providing advice on areas identified by the Council regarding the capital program;~~
  4. ~~Assisting the School Board in providing the community with information concerning school facilities and the capital improvement program;~~
  5. ~~Receiving and integrating input from the community concerning school facilities and the capital improvement program; and~~
  6. ~~Receiving and integrating input from Building Level Planning Committees.~~
- **Academic Advisory Council**

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Purpose

The purpose of the Academics Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Student Academic Growth and Success priority, with a division-wide lens.

Scope of Work

The Academics Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

1. Developing recommendations to improve policies and policy implementation procedures related to Student Academic Growth and Success.
2. Providing input on the review of existing programs and practices and development of new initiatives to support student academic growth and success.
3. Making recommendations to expand, eliminate, or revise existing programs and practices and/or implement new programs and practices, while ensuring the Academics Advisory Council deliberately considers relevant budget impacts.
4. Assisting the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support student academic growth and success, as outlined in the Strategic Plan and/or School Board's charge.
5. Reviewing additional topics as identified by the School Board.
6. Collaborating with other School Board Advisory Councils as needed.

Standing Subcommittees

Upon adoption of this Policy, the School Board is establishing four standing subcommittees to the Academics Council on the topics of mathematics, English language arts, science, and social studies.

- **Student Health and Well-Being Council**

Purpose

The purpose of the Student Health and Well-Being Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Student Well-Being priority, with a division-wide lens.

Scope of Work

The Student Health and Well-Being Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

1. Developing recommendations to improve policies and policy implementation procedures related to student health and well-being, including student mental health.
2. Providing input on the review of existing programs and practices and development of new initiatives to support student health and well-being.
3. Making recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring the Student Health and Well-Being Advisory Council deliberately considers relevant budget impacts.
4. Providing input to the School Board on the triennial assessment of School Board

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Policy I-10.30 Support for Students-Wellness required by the Code of Virginia.

5. In the event of an emerging or declared public health emergency, working collaboratively with the Academics Advisory Council to review the Arlington Public Schools response and the impact on student academics and well-being.
6. Assisting the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support student well-being, as outlined in the Strategic Plan and/or School Board's charge.
7. Reviewing additional topics as identified by the School Board.
8. Collaborating with other School Board Advisory Councils and county government initiatives as needed.

- **Arlington Special Education Advisory ~~Committee~~ Council (ASEAC)**

Purpose

ASEAC is the local advisory committee for special education, established per the Virginia Administrative Code 8VAC20-81-230(D) and in this policy. The purpose of the Arlington Special Education Advisory Council (ASEAC) is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined for students with disabilities across the Strategic Plan.~~ASEAC is appointed by the School Board and advises the School Board through the division superintendent.~~

~~1. Membership:~~

~~a. A majority of the committee shall be parents of children with disabilities, students with disabilities, or individuals with disabilities.~~

~~b. The committee shall include one teacher.~~

~~c. Additional local school division personnel shall serve only as consultants to the committee.~~

Scope of Work

~~2.~~ The Arlington Special Education Advisory Council's work is informed and directed by the Virginia Administrative Code 8VAC20-81-230(D) and School Board's annual charge. The functions of ASEAC shall be as follows:

~~a.~~1. Advise ~~the local school division~~Arlington Public Schools of needs in the education of students with disabilities;

~~b.~~2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;

~~c.~~3. Submit periodic reports and recommendations regarding the education of students with disabilities to the ~~division s~~Superintendent for transmission to the School Board;

~~d.~~4. Assist Arlington Public Schools in interpreting plans to the community for meeting the special needs of students and children with disabilities for educational services;

~~e.~~5. Review the policies and procedures for the provision of special education and related services prior to submission to the ~~local s~~School ~~b~~Board; and

6. Participate in the review of ~~the local school division's~~Arlington Public Schools'

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annual plan, as outlined in subdivision B 2 of 8VAC20-81-230.

7. Make recommendations to expand, eliminate, or revise existing programs and practices and/or implement new programs and practices, while ensuring ASEAC deliberately considers relevant budget impacts.
8. Assist the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support special education, as outlined in the Strategic Plan and/or School Board's charge.
9. Review additional topics as identified by the School Board.
10. Collaborate with other School Board Advisory Councils as needed.

~~f.~~

~~3. Public notice shall be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee.~~

~~4. Committee meetings shall be held at least four times in a school year and shall be open to the public.~~

~~ASEAC participates in the ACTL process as a subcommittee for matters relating to the education of students with disabilities.~~

- ~~**The Budget Advisory Council** provides advice and insight to the School Board to help maintain fiscal integrity, public confidence, and wise stewardship of taxpayer resources by:~~
  1. ~~Making recommendations on policies and practices related to the presentation and preparation of the operating budget and the financial management of the school system;~~
  2. ~~Making recommendations to the School Board on budget priorities before the Board gives its annual budget direction to the Superintendent and at other times as appropriate;~~
  3. ~~Advising on the degree to which the Superintendent's Proposed Budget supports best fiscal practices and the School Board's priorities;~~
  4. ~~Assisting in educating the community about the budgeting process and the contents of each year's budget; and~~
  5. ~~Providing, upon the School Board's request, study, and recommendations on special topics or issues.~~

- ~~**School Health Advisory Board (SHAB)**~~

~~SHAB is Arlington Public Schools' school health advisory board established per the Code of Virginia § 22.1-275.1. SHAB has no more than 20 members which consist of broad-based community representation including, but not limited to, parents, students, health professionals, educators, and others. SHAB assists 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.~~

~~SHAB holds meetings at least semi-annually and annually reports on the status and needs of student health in the school division to any relevant school, the School Board, the Virginia~~

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~~Department of Health, and the Virginia Department of Education.~~

~~The School Board may request that 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. The procedures relating to children with acute or chronic illnesses or conditions shall be developed with due consideration of the size and staffing of the schools within the jurisdiction.~~

~~SHAB participates in the ACTL process as a subcommittee for matters relating to health education.~~

- **Personnel Advisory Council**

Purpose

The purpose of the Personnel Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Student-Centered Workforce priority, with a division-wide lens.

Scope of Work

The Personnel Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

1. Developing recommendations to improve policies and policy implementation procedures related to a student-centered workforce.
2. Providing input on the review of existing programs and practices and development of new initiatives to support a student-centered workforce.
3. Making recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring the Personnel Advisory Council deliberately considers relevant budget impacts.
4. Assisting the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support a student-centered workforce, as outlined in the Strategic Plan and/or School Board's charge.
5. Reviewing additional topics as identified by the School Board.
6. Collaborating with other School Board Advisory Councils as needed.
7. Topics outside of the scope of collaborative bargaining agreements with Arlington Public Schools' professional associations, Arlington Educators Association (AEA), and Arlington School Administrators (ASA).

- **Operations Advisory Council**

Purpose

The purpose of the Operations Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined in the Operational Excellence priority, with a division-wide lens.

Scope of Work

The Operations Advisory Council's work is informed and directed by the School Board's annual charge. General areas of work to include:

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1. Develop recommendations to improve policies and policy implementation procedures related to division operations and operational excellence.
2. Provide input on the review of existing programs and practices and development of new initiatives to support student division operations and operational excellence.
3. Make recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring the Operations Advisory Council deliberately considers relevant budget impacts.
4. Assist the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support operational excellence, as outlined in the Strategic Plan and/or School Board's charge.
5. Review additional topics as identified by the School Board.
6. Collaborate with other School Board Advisory Councils, the Joint Facilities Advisory Commission, and county government initiatives as needed.

- **English Learner Advisory Council**

Purpose

The purpose of the English Learners Advisory Council is to advise the School Board on division policies, strategies, and initiatives to support implementation of the Strategic Plan and progress toward the outcomes defined for English Learners across the Strategic Plan, with a division-wide lens.

Scope of Work

The English Learners Advisory Council's work is informed and directed by the School Board's annual charge. ELAC's functions shall be as follows:

1. Advise Arlington Public Schools of specific areas of priority to support the achievement of English Learners.
2. Develop recommendations to improve policies and policy implementation procedures for meeting the identified needs of English Learners.
3. Provide input on the review of existing programs and practices and development of new initiatives to support and advance positive outcomes for English Learners.
4. Assist Arlington Public Schools in interpreting plans to the community for meeting the needs of English Learners and in gathering input from the families of English Learners.
5. Make recommendations to expand, eliminate or revise existing programs and practices and/or implement new programs and practices, while ensuring English Learners Advisory Council deliberately considers relevant budget impacts.
6. Assist the School Board in gathering feedback and informing the community about programs and practices Arlington Public Schools is implementing or plans to implement to support English Learners, as outlined in the Strategic Plan and/or School Board's charge.
7. Review additional topics as identified by the School Board.
8. Collaborate with other School Board Advisory Councils and community organizations as needed.

Joint County Board and School Board Advisory Committees

Joint Arlington School Board and Arlington County Board Committees are governed according to the bylaws established for the committee. The following joint committees have been established.

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- **The Joint Facilities Advisory Commission (JFAC)** is an advisory body jointly chartered and appointed by the Arlington County Board and the Arlington School Board to provide input to both Boards on capital facilities needs assessment, capital improvement plans, and long-range facility planning for both the Arlington County Government and Arlington Public Schools.

- ~~**The Advisory Committee on Transportation Choices** is an advisory body jointly chartered and appointed by the Arlington County Board and the Arlington School Board for the purpose of advising the Joint Committee on Transportation Choices, which will develop and implement programs that further transportation choices for Arlington Public Schools students, families, and staff. The mission of the Advisory Committee on Transportation Choices is to advise the Joint Committee on Transportation Choices on strategies and plans of action that will develop and promote those transportation choices.~~

- **The Arlington Partnership for Children, Youth & Families (APCYF)** Commission is an advisory body jointly chartered and appointed by the Arlington County Board and the Arlington School Board. The mission of the APCYF is to improve the health, well-being, and safety of children, youth, and families in Arlington through researching young people's needs, advocating for improved policies and programs to meet those needs, and engaging all members of our community as part of the solution. The APCYF identifies community needs through research and surveys, engages the community to find ways to meet the needs, and advocates for improved policies and programs.

~~Special Committees, Councils,~~ Working Groups~~,~~ and Task Forces

The School Board may from time to time appoint a ~~special committee, council,~~ working group~~,~~ or task force for a thorough study of a particular topic (e.g. boundaries, capital improvements at a particular building, school naming, etc.) ~~Membership on special committees or task forces is subject to the limitations, operations, and procedures of School Board committees as indicated above.~~ The ~~special committee~~working group or task force's report and recommendations ~~is~~ are presented to the School Board. The ~~special committee~~working group or task force is dissolved automatically upon the completion of its charge.

Superintendent's Committees

In accordance with School Board Policy C-30 Superintendent Advisory Committees, the Superintendent or designee may appoint committees made up of students, community members, and staff to assist and advise staff in the work of the school system. The Superintendent will regularly provide updates from these committees to the School Board and will report on the progress, findings, and/or recommendations from these committees as appropriate.

Evaluation

The School Board monitors the implementation of this policy through monitoring reports and other internal reports as designated by the School Board to ensure that reasonable progress is being made toward achieving the School Board's goals and that the operation of the school division is consistent with its policies.

References

Freedom of Information Act 5 U.S.C. §552
Code of Virginia, § 2.2-3707,§22.1-18.1 and §22.1-86
SHAB governance – Code of Virginia §22.1-275.1

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ASEAC governance – Virginia Administrative Code 8VAC20-81-230(D)
School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings
School Board Policy K-2.1 Virginia Freedom of Information Act
School Board Policy K-30 Language Access Services
Policy Implementation Procedure A-6.31 PIP-2 Research

Policy Adoption and Revision History
Adopted March 3, 2016, Effective March 3, 2016
Renumbered (former Policy 10-6) effective July 1, 2018
Revised March 13, 2020. Effective March 30, 2020
Revised April 28, 2022. Effective July 1, 2022
Amended September 22, 2022. Effective September 22, 2022