

ACI 101

Advisory Council of Instruction
and
Advisory Committees

Advisory Council On Instruction

- The Advisory Council on Instruction (ACI) is made up of representatives from each school and certain community organizations to assist in reviewing the system-wide curriculum and instructional program and in developing recommendations for improvement.
- ACI is made up of 40 to 50 individuals appointed by the School Board who are familiar with or interested in instructional issues.
- Fourteen curriculum-based / focused advisory committees report to the Council annually.
- Committee reports, and recommendations approved by the ACI, are presented to the School Board for consideration.

ACI Leadership 2013-14

- Co-Chairs

Patty Petroccione and Rebecca Hunter

2 Co-Chairs each serve a two year term. The co-chairs help plan the calendar, run the ACI meetings and all other general operating functions of the ACI.

- Assistant Superintendent of Instruction

Connie Skelton

The Assistant Superintendent of Instruction is the primary APS liaison for the work that ACI does and helps facilitate staff requests and information to and from the school board.

- Vice Chairs

Ted Black, Karla Hagan, Judy Hadden, Karen Hunt, Jennifer Vogel, Tannia Talento

Vice Chairs serve as liaisons to the 14 Advisory committees. For 2013-14 there are 6 Vice Chairs each assisting 2 committees. The Vice Chairs help the committees with reports, give feedback related to ACI process and procedures and participate in the committee meetings. They are also voting members of ACI.

ACI Representatives

- ACI is made up of representatives from each of APS' schools, plus representatives of various civic organizations.
- Each representative attends meetings, reviews committee reports and for those committees with recommendations, votes on whether the recommendations should be put forth as approved by the ACI body to the School Board.
- Active participation by the ACI representatives is critical to the success of ACI.
- Representatives should be fully integrated with the organization they represent – seeking comment on reports, and providing regular updates back to the organization on happenings at ACI. It is this wider circle of involvement that will continue to help the work of the ACI.

14 ACI Instructional Committees

- ❖ Arts
- ❖ Math
- ❖ Special Education (ASEAC)
- ❖ Science
- ❖ Pupil Services
- ❖ Social Studies
- ❖ English Language Arts
- Family and Consumer Science
- Gifted Services
- Health and Physical Education
- Career, Technical and Adult Education
- Early Childhood
- ESOL/HILT
- World Languages

What Does a Committee Do?

- Each instructional committee is made up of parent and community volunteers who have an expertise or interest in that particular subject area.
- The committees are charged with looking across APS to review related programs and research potential best practices, improvements and/or changes that might be recommended for that subject area.
- Annually each committee prepares a report to be presented to the ACI and the School Board. One year the report includes recommendations for the School Board that ACI votes on. The alternate year report is an update of the status of previous recommendations as well as what the committee is currently working on.

How Do I Get Involved?

- Joining ACI
 - School Representative

Please talk to your PTA to express interest in becoming an ACI representative or alternate. The PTA will put forth the name(s) of its representative.
 - Community Organization Representative

If you know of an organization that might be interested in having an ACI representative, please contact Tara Cassidy (tara.cassidy@apsva.us).
- Joining a Committee

Appointed by the School Board. For specific instructional committees visit the APS ACI website (www.apsva.us/aci) for an application.

Where Can I Find More Information?

Please visit the APS website to find ACI information, schedules, previous year reports and recommendations.

www.apsva.us/aci

If you have a more detailed or specific question, please feel free to reach out to Patty (dabpmp@aol.com) or Rebecca (rhunter0811@gmail.com)

ACI Protocols & Procedures

ACI Members Responsibilities and Process:

- Read ACI Policies and Electronic Notebook content.
- Please read the committee reports ahead of time.
- Prepare questions in advance, if possible. Feel free to send the Committee Chair prior to the meeting so they better respond to your question.
- Please be respectful of committee time and effort—even if you disagree with their approach or recommendations.
- Reminder: you represent your school/community group. Check with your constituency for comments/concerns. Report back.
- Each ACI rep has a vote. Votes can only be made in person.
- Only voting members appointed by the School Board can participate in official ACI meetings.
- Priority rank recommendations at the end of the year.

ACI Protocols & Procedures

What to Expect at ACI Meetings

- Two committees will report at each meeting. (NOTE: Reports are presented to the School Board as written and presented to ACI.)
- Committee Chair provides short overview of report (3-5 minutes).
- Committee Chair and Staff Liaison entertain questions and comments from ACI Representatives and offer brief responses (45 minutes).
- Reports with recommendations:
- Votes are taken on each recommendation after Q&A
- Elementary Schools and Community Organizations (1 vote)
- Middle and High Schools (2 votes)

ACI Protocols & Procedures

End of Year Wrap Up (Co-Chairs responsibilities)

- Rank order recommendations as prioritized by ACI members.
- Participate in School Board Work Session in January with Committee Chair(s), Staff Liaison, ACI Co-Chairs (all are welcome to attend).
- Present annual review and summary of key themes to the School Board in May.

Thank YOU!!

- We are deeply appreciative of your time and talent. Thank you to all that participate in the ACI.
- Many thanks to our administrative colleagues, especially Tara Cassidy, for support with preparation of documentation, minutes, communication and coordination.

ACI Meetings 2013-2014
Syphax Education Center, 2110 Washington Blvd
7:00 – 9:00 p.m. – Rooms 101/103

Date	Day	Time	Place	Notes
2013				
September 11	Wednesday	<u>Reception: 6:30 p.m./</u> <u>Meeting:</u> <u>7:00 – 9:00 p.m.</u>	Syphax	School Board Reception / Kick-off Meeting / ACI 101 (& Strategic Plan)
October 9	Wednesday	7:00 – 9:00 p.m.	Syphax	Raj w/ Information Svc/
October 23	Wednesday	7:00 – 9:00 p.m.	Syphax	Arts (with) / Capacity/facilities
November 6	Wednesday	7:00 – 9:00 p.m.	Syphax	Pupil Services (with) / Special Ed (with)
November 20	Wednesday	7:00 – 9:00 p.m.	Syphax	English (with) / Science (with)
December 11	Wednesday	7:00 – 9:00 p.m.	Syphax	Social Studies (with) / Math (with)
2014				
January 22	Wednesday	7:00 – 9:00 p.m.	Syphax Rm. 101/103	CTAE (w/o) / Early Childhood (w/o)
January 30 ACI Work Session	Thursday	TBD	Board Room	SCHOOL BOARD Work Session Reports from the seven committees with recommendations
February 12	Wednesday	7:00 – 9:00 p.m.	Syphax Rm. 101/103	ESOL/HILT / FACS (w/o)
March 12	Wednesday	7:00 – 9:00 p.m.	Syphax 101/103	Gifted Services / HPE (w/o)
April 9	Wednesday	7:00 – 9:00 p.m.	Syphax Rm. 101/103	World Languages (w/o)
April 23	Wednesday	7:00 – 9:00 p.m.	Syphax Rm. 101/103	TBD
May 14	Wednesday	7:00 – 9:00 p.m.	Syphax Rm. 101/103	TBD

Last Updated: August 19, 2013

Committees whose reports will include recommendations are shown in **bold**. * * * *

Reporting Schedule of ACI Advisory Committees / 2013-14

Last updated: August 19, 2013

Advisory Committee	Recommendations	Due to ACI co-chairs and Asst. Supt. Office	To ACI	To regular SB meeting	SB Work Session (including Staff Response)
RECOMMENDING COMMITTEES					
Arts	Yes	October 11	October 23	N/A	January 30
Pupil Services	Yes	October 25	November 6	N/A	January 30
Special Ed.	Yes	October 25	November 6	N/A	January 30
Science	Yes	November 8	November 20	N/A	January 30
English Language Arts	Yes	November 8	November 20	N/A	January 30
Mathematics	Yes	November 30	December 11	N/A	January 30
Social Studies	Yes	November 30	December 11	N/A	January 30
NON - RECOMMENDING COMMITTEES					
Career, Technical, Adult Education (CTAE)	No	January 10	January 22	February 20	N/A
Early Childhood	No	January 10	January 22	February 20	N/A
ESOL/HILT	No	January 31	February 12	March 6	N/A
Family/Consumer Sciences(FACS)	No	January 31	February 12	March 6	N/A
Gifted Services	No	February 28	March 12	April 3	N/A
Health/PE	No	February 28	March 12	April 3	N/A
World Languages	No	March 28	April 9	April 24	N/A