

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-2 ACTL Subcommittees

Purpose

The Advisory Council on Teaching and Learning Subcommittees (subcommittees) support the work of the Advisory Council on Teaching and Learning (Council) by assisting the Council with executing its charge in the area of focus of the subcommittee. Subcommittees work with Council 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.

Each subcommittee is charged with:

- Advocating for the content and/or program area,
- Reviewing instructional components and materials
- Reviewing content/program area-specific student performance data as needed, and
- Making recommendations in support of improvements to the instructional program that positively impact student achievement and staffs' development.

Each subcommittee also looks at industry trends, career pathways in relation to Arlington Public Schools course offerings, teacher professional development, and teacher retention. Some subcommittees may have additional responsibilities or guidelines they must meet according to state and federal law.

Subcommittee	Charter
Arts	The Arts Advisory Committee supports the continuous improvement of arts education for Arlington Public Schools students.
Career, Technical, and Adult Education (CTAE)	The Career, Technical, and Adult Education Advisory Committee supports the continuous improvement of CTAE for Arlington Public Schools students. In compliance with Federal regulations, this committee also supports the Perkins Grant requirements.
Early Childhood Education	The Early Childhood Education Advisory Committee supports the needs of students in grades PreK-2.
English Language Arts (ELA)	The English Language Arts Advisory Committee supports the continuous improvement of English language arts education including reading, writing, speaking, and listening for Arlington Public Schools students.
English Learners	The Advisory Committee on English Learners supports Arlington's PreK-Adult English Learners and their families.
Gifted Services	The Gifted Services Advisory Committee supports Arlington's gifted students in grades K-12.
Mathematics	The Mathematics Advisory Committee supports the continuous improvement of mathematics education for Arlington Public Schools students.
Science	The Science Advisory Committee supports the continuous improvement of science education for Arlington Public Schools students.
Social Studies	The Social Studies Advisory Committee supports the continuous improvement of social studies education for Arlington Public Schools students.
Student Services	The Student Services Advisory Committee supports the social-emotional health of all Arlington Public Schools students.

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-2 ACTL Subcommittees

Subcommittee	Charter
Educational Technology	The Educational Technology Advisory Committee supports the effective use of technology to advance student learning and the improvement of teaching practice through digital pedagogy.
World Languages	The World Language Advisory Committee supports the continuous improvement of world language education for Arlington Public Schools students.

21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61

Membership

1. Each subcommittee should be composed of no less than 5 and no more than 25 members with a broad representation including parents/guardians, students, staff, external subject matter experts, and other interested citizens.
2. Members shall be appointed by the School Board based upon the recommendation of the Superintendent.
3. Members' terms shall be for two fiscal years and are renewable for two additional terms. Members may not serve on a single subcommittee for more than six cumulative years.
4. If a member is appointed at any point during a fiscal year, it shall be considered the first year of their two-year appointment.

Subcommittee Officers

1. The subcommittee officers shall consist of the chair, vice-chair, and secretary or the chair, co-chair, and secretary. For the purposes of this document, references to the roles and responsibilities of the chair also apply to the co-chair.
2. If the subcommittee uses a chair/vice-chair model, the term for the chair and vice-chair/co-chair shall be one fiscal year. If the subcommittee uses a co-chair model, the term for each co-chair will be for two fiscal years.
3. The term for the secretary is limited by their subcommittee eligibility.
4. The subcommittee shall select a vice-chair/co-chair and secretary through an election or by unanimous consent. Candidates for vice-chair/co-chair must have at least two years of remaining subcommittee eligibility.
5. The chair shall be the prior vice-chair/co-chair. For subcommittees using a co-chair model, the subcommittees are encouraged to stagger the elections for continuity in committee leadership.
6. The chair emeritus shall be the prior chair or co-chair. The chair emeritus is a voting member of the subcommittee but is not a subcommittee officer.
7. Members may only serve one one-year term as chair, or one two-year term as co-chair.
8. The School Board shall approve the slate of officers for the following fiscal year. If the School Board concludes an elected officer will not be able to fully discharge their duties, the subcommittee shall conduct the election again.
9. Subcommittee officers are responsible for ensuring subcommittee members are familiar with this Policy Implementation Procedure.

Staff Liaison

1. An appointed staff member shall serve as the staff liaison to the subcommittee.
2. The staff liaison collaborates with the subcommittee chair and serves as the primary conduit of information exchange between the committee and Arlington Public Schools. Duties include:
 - a. Obtaining meeting locations;

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-2 ACTL Subcommittees

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

Meetings

1. The chair/co-chair shall schedule meetings as required to complete the work of the subcommittee. The subcommittee shall meet at least four times a year and no more than twelve times a year. Meetings shall occur between the first and last days of the regular school year. Meeting dates shall be published on the subcommittee's web page.
2. Unless otherwise established by the subcommittee, meetings shall be conducted according to Roberts Rules of Order.
3. A quorum for a meeting shall consist of a majority of the appointed members of the subcommittee being physically present at the meeting or in accordance with Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings.
4. Voting shall only occur at meetings where the subcommittee has a quorum, votes must be publicly recorded.
5. 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 subcommittee secretary shall ensure that:
 - a. Meetings are conducted in-person or in accordance with Policy B-3.6.37 Electronic Participation in School Board Advisory Committee Meetings;
 - b. Meeting are open to the public, conducting the business of the subcommittee via email or other non-public means is prohibited;
 - c. The meeting date, time, and location are posted on a public bulletin board, in the staff liaison's office, and on the subcommittee's web page at least three working days before the meeting. The staff liaison or designee will assist the secretary with the placement of required postings;
 - d. All agendas and materials are available for inspection by the public at the time of the meeting; and
 - e. Minutes are taken summarizing key themes discussed by the subcommittee and documenting any votes or decisions. Minutes shall be publicly published on the advisory committee's web page.

Operations and Procedures

1. Topics explored by the subcommittee shall reflect the subcommittee charter. Work outside of this area shall be referred to the appropriate subcommittee through the respective staff liaisons.
2. The subcommittee shall provide the Council with a summary of its activities and recommendations at a designated time each school year.

Sub-Subcommittees

1. The subcommittee may form subcommittees (sub-subcommittees).
2. The chair/co-chair shall appoint sub-subcommittee members.
3. Sub-subcommittees may seek the advice and/or support of additional subject matter experts on their topics. These subject matter experts are not subcommittee or sub-

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-2 ACTL Subcommittees

110 subcommittee members and have no voting rights. The School Board shall be informed of
111 subject matter experts who regularly advise and/or support the sub-subcommittee.

- 112 4. Special sub-subcommittees, created for a particular purpose and which are disbanded at
113 the end of that purpose, may be formed and disbanded at the discretion of the
114 subcommittee chair/co-chair. The School Board shall be informed of the formation of
115 special sub-subcommittees. Special sub-subcommittees shall not exist for more than one
116 calendar year.
- 117 5. Formation and disbandment of standing sub-subcommittees, which have responsibility
118 over a particular subject matter over multiple years, shall be approved by the School
119 Board.

120
121 **Conduct of Members**

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

142
143 **Subcommittee Research**

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

158 communicated through the chair/co-chair. Chairs/co-chairs should communicate with
159 Arlington Public Schools staff members through the staff liaison.

160

161 **External Communications**

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

177

178 **Freedom of Information Act**

179 All e-mail, notes, written communications, or other documents concerning subcommittee business
180 are subject to FOIA. Subcommittee chairs/co-chairs should collaborate with the subcommittee's
181 staff liaison to ensure all subcommittee members understand how FOIA applies to them.

182

183 **Evaluation**

184 The subcommittee will forward all recommendations to the School Board for information and
185 consideration according to the subcommittee's established reporting schedule.

186

187 **Exceptions**

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

189

190 **References**

191 Code of Virginia §22.1-275.1

192 School Board Policy B-3.6.30, School Board Advisory Committees

193

193 **Policy Adoption and Revision History**

194 Adopted September 8, 2022. Effective September 8, 2022