

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-3 Facilities Advisory Committee

Purpose

Advisory Council on School Facilities and Capital Programs (FAC) assists the School Board in the continuous, systematic review of school facilities and the capital improvement program by: 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; providing, upon request, recommendations to the School Board on specific issues; providing advice on areas identified by the Council regarding the capital program; assisting the School Board in providing the community with information concerning school facilities and the capital improvement program; receiving and integrating input from the community concerning school facilities and the capital improvement program; and receiving and integrating input from Building Level Planning Committees.

Membership

1. FAC should be composed of no less than 11 and no more than 15 citizens of Arlington County with a broad representation including parents/guardians, students, staff, external subject matter experts, and other interested citizens. Members should exhibit a broad range of interests and expertise such as: knowledge of elementary, middle, and high school programs and needs; extended day programs; ESOL/HILT programs; students with disabilities programs; Arlington civic organizations; construction management; and design and architecture.
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 committee for more than six cumulative years. Appointments should rotate so approximately one-half of the members are appointed each year.
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.

Committee Officers

1. The committee officers shall consist of the chair, vice-chair, and recording secretary.
2. The term for the chair and vice-chair shall be one fiscal year.
3. The term for the recording secretary is one year. The secretary may be re-appointed for up to 4 one-year terms.
4. The committee shall select a vice-chair and recording secretary through an election or by unanimous consent. Candidates for vice-chair must have at least two contiguous years of remaining committee eligibility.
5. The chair shall be the prior vice-chair
6. The chair emeritus shall be the prior chair. The chair emeritus is a voting member of the committee but is not a committee officer.
7. Members may only serve one term as 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 committee shall conduct the election again.
9. Committee officers are responsible for ensuring committee members are familiar with this Policy Implementation Procedure.

Committee Liaisons

To improve communications between advisory committees, FAC, the Budget Advisory Council

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-3 Facilities Advisory Committee

(BAC), and the Advisory Council on Teaching and Learning (ACTL) shall each appoint liaisons to the other two committees. Appointed liaisons serve as non-voting members of the committee to which they are appointed. The appointment shall not be counted towards the maximum number of years of service on the committee to which they are appointed as the committee liaison. In addition, the following serve as non-voting liaisons to FAC for a period of one year:

1. One teacher nominated by the Teacher’s Council on Instruction;
2. One teacher nominated by Arlington Education Association;
3. One principal nominated by the Administrative Council;
4. One member of the Neighborhood Conservation Advisory Committee (NCAC); and
5. No more than three other staff members representing specific areas of expertise who shall be designated by the Superintendent.

Staff Liaison

1. The Assistant Superintendent, Facilities and Operations shall serve as the staff liaison to FAC.
2. The staff liaison collaborates with the committee chair and serves as the primary conduit of information exchange between the committee and Arlington Public Schools. Duties include:
 - a. Obtaining meeting locations;
 - 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 shall schedule meetings as required to complete the work of the committee. The committee shall meet at least four times per year and no more than twelve times per year. Meetings shall occur between the first and last days of the regular school year. Meeting dates shall be published on the committee’s web page.
2. Unless otherwise established by the committee, 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 committee 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 committee 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 committee 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. Meetings are open to the public, conducting the business of the committee 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 advisory committee web page at least three working days before the meeting. The staff liaison or designee will assist the

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-3 Facilities Advisory Committee

97 secretary with the placement of required postings;

- 98 d. All agendas and materials are available for inspection by the public at the time of
99 the meeting; and
100 e. Minutes are taken summarizing key themes discussed by the committee and
101 documenting any votes or decisions. Minutes shall be publicly published on the
102 advisory committee's web page.
103

104 **Operations and Procedures**

- 105 1. Topics explored by the FAC shall reflect the continuous, systematic review of school
106 facilities and the capital improvement program. Work outside of this area shall be
107 referred to the appropriate committee through the respective staff liaisons.
108 2. FAC, through the staff liaison, shall provide the School Board with its planned activities
109 for the upcoming year at the start of the school year.
110 3. FAC shall provide the School Board with a summary of its activities and
111 recommendations at a designated time each school year. This shall include
112 recommendations and comments on the proposed annual school facility and student
113 accommodation plan.
114

115 **Subcommittees**

- 116 1. The committee may form subcommittees.
117 2. The chair shall appoint subcommittee members.
118 3. Subcommittees may seek the advice and/or support of additional subject matter experts on
119 their topics. These subject matter experts are not committee or subcommittee members and
120 have no voting rights. The School Board shall be informed of subject matter experts who
121 regularly advise and/or support the subcommittee.
122 4. Special subcommittees, created for a particular purpose and which are disbanded at the
123 end of that purpose, may be formed and disbanded at the discretion of the committee chair.
124 The School Board shall be informed of the formation of special subcommittees. Special
125 subcommittees shall not exist for more than one calendar year.
126 5. Formation and disbandment of standing subcommittees, which have responsibility over a
127 particular subject matter over multiple years, shall be approved by the School Board.
128

129 **Conduct of Members**

- 130 1. Members are expected to attend all meetings. Upon recommendation of the chair, a
131 Member may be removed by the School Board for failure to attend three meetings in one
132 fiscal year, in which case the School Board may appoint a new member.
133 2. Arlington Public Schools encourages the free flow of ideas and opinions within advisory
134 committees.
135 a. Members of FAC shall not represent their personal actions, views, statements,
136 etc. as those of the committee.
137 b. In communicating with the media, members of the general public, other
138 individuals, or institutions, members must exercise caution to ensure that, unless
139 authorized by the committee, they specifically indicate that any expressed
140 opinions or views are, in fact, their own.
141 c. Members shall respect the opinions of others and refrain from hostile actions,
142 harassment, or any other activities that may restrict the free flow of ideas.
143 d. Committee members are liaisons to and from the community. Members should
144 represent the views of the committee to the community and of the community to

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-3 Facilities Advisory Committee

145 the committee.

- 146 3. Committee members and advisory members are expected to be community role models,
147 upholding and exemplifying the core values of Arlington Public Schools.

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149 **Committee Research**

- 150 1. While the committees may do independent study and research, work should be
151 coordinated with staff and not duplicate or overlap staff work.
- 152 2. Committees will be provided access to and be encouraged to exhaust existing public data
153 and information sources, such as Arlington Public Schools data dashboards and
154 information published by the Virginia Department of Education, prior to making data
155 requests.
- 156 3. Committees may request additional data that has been gathered and analyzed by
157 Arlington Public Schools staff that is strategically necessary to perform the charge of the
158 committee. Any such requests will be fulfilled in a timely manner, pending staff capacity
159 and at the discretion of the staff liaison and School Board liaison.
- 160 4. If a committee feels that Arlington Public Schools should conduct original research, the
161 committee should make a recommendation through the committee's recommendation
162 process.
- 163 5. Any requests related to committee work from committee members should be
164 communicated through the chair. Chairs should communicate with Arlington Public
165 Schools staff members through the staff liaison.

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167 **External Communications**

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

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184 **Freedom of Information Act**

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

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189 **Evaluation**

190 FAC will forward all recommendations to the School Board for information and action on an
191 annual basis.

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure B-3.6.30 PIP-3 Facilities Advisory Committee

193 **Exceptions**

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

195

196 **References**

197 Code of Virginia §22.1-275.1

198 School Board Policy B-3.6.30 School Board Advisory Committees

199 School Board Policy B-3.6.37 Electronic Participation in School Board Advisory Committee
200 Meetings

201 School Board Policy F-5.7 Capital and Maintenance Program

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202 **Policy Adoption and Revision History**

203 Adopted September 8, 2022. Effective September 8, 2022