

**ARLINGTON PUBLIC SCHOOLS**  
**Policy Implementation Procedure B-3.6.30 PIP-5 Arlington Special Education Advisory**  
**Committee**

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**Purpose**

The Arlington Special Education Advisory Committee (ASEAC) is the local advisory committee for special education, established per the Virginia Administrative Code 8VAC20-81-230(D) and codified in School Board Policy B-3.6.30. In accordance with Virginia Administrative Code 8VAC20-81-230(D) and School Board Policy B-3.6.30, ASEAC's functions shall be as follows:

1. Advise the local school division 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 division 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 local school board; and
6. Participate in the review of the local school division's annual plan, as outlined in subdivision B 2 of 8 VAC 20-81-230.

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

**Membership**

1. ASEAC should be composed of no less than 12 and no more than 20 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 Arlington 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.
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.
5. A majority of committee members shall be parents of children with disabilities or individuals with disabilities. At least one member shall be a teacher. Any teacher member may be an employee of Arlington Public Schools. Other school division personnel shall serve only as consultants to the committee.
6. 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.

**Committee Officers**

1. The committee officers shall consist of the chair, vice-chair, and secretary.
2. The committee may appoint other members to support the work of the secretary.
3. The term for the chair and vice-chair shall be one fiscal year.
4. The term for the secretary is limited by their committee eligibility.
5. The committee shall select a vice-chair and secretary through an election or by unanimous consent. Candidates for vice-chair must have at least two contiguous years of remaining committee eligibility.
6. The chair shall be the prior vice-chair.
7. The chair emeritus shall be the prior chair. The chair emeritus is a voting member of the

- 49 committee but is not a committee officer.
- 50 8. Members may only serve one term as chair.
- 51 9. The School Board shall approve the slate of officers for the following fiscal year. If the
- 52 School Board concludes an elected officer will not be able to fully discharge their duties,
- 53 the committee shall conduct the election again.
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#### **Staff Liaison**

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- 56 1. The Director, Elementary Special Education and the Director, Secondary Special
- 57 Education shall serve as the staff liaisons to ASEAC.
- 58 2. The staff liaisons collaborate with the committee chair and serve as the primary conduit
- 59 of information exchange between the committee and Arlington Public Schools. Duties
- 60 include:
- 61 a. Obtaining meeting locations;
- 62 b. Participating in the recruitment committee members;
- 63 c. Participating in recommending the appointment of potential committee members;
- 64 d. Inviting other staff members to committee meetings as requested by the chair; and
- 65 e. Requesting non-publicly available information required by the committee to
- 66 discharge its duties in accordance with the committee research provision of this
- 67 Policy Implementation Procedure.
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#### **Meetings**

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- 70 1. The chair shall schedule meetings as required to complete the work of the committee.
- 71 The committee shall meet at least four times a year and no more than 12 times per year.
- 72 Meetings shall occur between the first and last days of the regular school year. Meeting
- 73 dates shall be published on the committee's web page.
- 74 2. Unless otherwise established by the committee, meetings shall be conducted according to
- 75 Roberts Rules of Order.
- 76 3. A quorum for a meeting shall consist of a majority of the appointed members of the
- 77 committee being physically present at the meeting or in accordance with Policy B-3.6.37
- 78 Electronic Participation in School Board Advisory Committee Meetings.
- 79 4. Voting shall only occur at meetings where the committee has a quorum, votes must be
- 80 publicly recorded.
- 81 5. All meetings shall be conducted in compliance with public meeting requirements under the
- 82 Code of Virginia and are subject to the Freedom of Information Act (FOIA). The
- 83 committee secretary shall ensure that:
- 84 a. Meetings are conducted in-person or in accordance with Policy B-3.6.37
- 85 Electronic Participation in School Board Advisory Committee Meetings;
- 86 b. Meetings are open to the public, conducting the business of the committee via
- 87 email or other non-public means is prohibited;
- 88 c. The meeting date, time, and location are posted on a public bulletin board, in the
- 89 staff liaison's office, and on the advisory committee web page at least three
- 90 working days before the meeting. The staff liaison or designee will assist the
- 91 secretary with the placement of required postings;
- 92 d. All agendas and materials are available for inspection by the public at the time of
- 93 the meeting; and
- 94 e. Minutes are taken summarizing key themes discussed by the committee and
- 95 documenting any votes or decisions. Minutes shall be publicly published on the
- 96 advisory committee's web page.

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**Operations and Procedures**

1. Topics explored by ASEAC shall reflect the purpose of the committee. Work outside of this area shall be referred to the appropriate committee through the respective staff liaisons.
2. ASEAC shall provide the School Board through the Superintendent its planned activities for the upcoming year at the start of the school year.
3. ASEAC shall provide the School Board through the Superintendent a summary of its activities and recommendations at a designated time each school year.

**Subcommittees**

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

**Conduct of Members**

1. Members are expected to conduct themselves according to Arlington Public Schools policies and procedures and to attend all meetings. Upon recommendation of the chair, a member may be removed by the School Board for failure to follow Arlington Public Schools policies and procedures and/or attend 70% of the meetings in one fiscal year. In this case, the School Board may appoint a new member.
2. Arlington Public Schools encourages the free flow of ideas and opinions within advisory committees.
  - a. Members of ASEAC shall not represent their personal actions, views, statements, etc. as those of the committee.
  - b. In communicating with the media, the public, or other organizations, members must exercise caution to ensure that, unless authorized by the committee, they specifically indicate that any expressed opinions or views are, in fact, their own.
  - c. Members shall respect the opinions of others and refrain from hostile actions, harassment, or any other activities that may restrict the free flow of ideas.
  - d. Committee members are liaisons to and from the community. In that capacity, members should represent the views of the committee to the community and of the community to the committee.
3. Committee members and advisory members are expected to be community role models, upholding and exemplifying the core values of Arlington Public Schools.

**Committee Research**

1. While the committees may do independent study and research, work should be coordinated with staff and not duplicate or overlap staff work.

- 145 2. Committees will be provided access to and be encouraged to exhaust existing public data  
146 and information sources before making data requests.  
147 3. Committees may request additional data that has been gathered and analyzed by  
148 Arlington Public Schools staff that is strategically necessary to perform the charge of the  
149 committee. Any such requests will be fulfilled in a timely manner, pending staff capacity  
150 and at the discretion of the staff liaison and School Board liaison.  
151 4. If a committee feels that Arlington Public Schools should conduct original research, the  
152 committee should make a recommendation through the committee's recommendation  
153 process.  
154 5. Any requests related to committee work from committee members should be  
155 communicated through the chair. Chairs should communicate with Arlington Public  
156 Schools staff members through the staff liaison.  
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### **External Communications**

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

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

181 ASEAC will forward all recommendations to the School Board through the Superintendent for  
182 information and action on at least an annual basis.  
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### **Exceptions**

185 The School Board may make exceptions to these procedures, as it deems appropriate.  
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### **Conflicts with External Governance**

188 If this Policy Implementation Procedure conflicts with Arlington Public Schools policies or the  
189 Code of Virginia, the Arlington Public Schools policy or Code of Virginia will take precedence in  
190 the specific area(s) of difference.  
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### **References**

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193 Code of Virginia §22.1-275.1 and §2.2-3708.3

194 8VAC20-81-230(D)

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

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

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198 **Policy Adoption and Revision History**

Adopted September 8, 2022. Effective September 8, 2022