

ACI: Protocols & Process

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 to the Committee Chair prior to the meeting so they may better respond to your question.
- Please be respectful of committee time and effort—even if you disagree with their approach or recommendations. They are also volunteers.
- Reminder: you represent your school/community group. Check with your constituency for comments/concerns. Report back. This should be a continual feedback loop: your organization – ACI – your organization.
- 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.

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 representative; 1 vote)
 - Middle and High Schools (2 representatives; 2 votes)

Protocols for Questions

- Follow the “1-minute/1-question” rule.
- Please limit comment to clarifying questions.

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- Time permitting, a 2nd round of questions may occur.
- Any remaining questions and/or comments can be submitted in writing via email to the ACI Chairs for follow up with the presenting committee and can be used for future consideration or for response.
- Please be respectful.

End of Year Wrap Up (Co-Chairs responsibilities)

- Rank order recommendations as prioritized by ACI members.
- Present final ranked recommendations and summary of key themes to the School Board in January at the Work Session.
- Participate in School Board Work Session in January with Committee Chair(s), Staff Liaison, ACI Co-Chairs (all are welcome to attend).
- Present end of Year ACI report 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 for support with preparation of minutes, documentation support, communication and coordination.