

ARLINGTON PUBLIC SCHOOLS
10-6.2 Advisory Council on School Facilities and Capital Programs

The School Board actively seeks advice from members of the Arlington community through a wide range of advisory committees, including the Advisory Council on School Facilities and Capital Programs.

Purpose

The Advisory Council on School Facilities and Capital Programs 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 annual school facilities and student accommodation plan which includes the six-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.
- Providing an annual review and recommendations concerning school capacities and projected enrollments.

Operation and Procedures

The Assistant Superintendent, Facilities and Operations, or designee is the Staff Liaison to the Advisory Council and provides the staff support necessary for discharge of the Council's mission. Requests from the Council or from individual members of the Council for information from staff shall be channeled through the Staff Liaison.

Guidelines for Meetings

1. The Advisory Council on School Facilities and Capital Projects operates as a committee of the whole.
2. All meetings of the Council shall be open to the public.
3. Meetings of the Council normally are scheduled by the Council Chair. Additional meetings may be called at the request of the School Board, Superintendent, the Assistant Superintendent, Facilities and Operations, or by a majority vote of the Council. Any public forum, public hearing or special meeting different in structure from those meetings designated above shall be approved in advance by the School Board and the Superintendent.
4. An agenda for each meeting shall be prepared in advance by the Advisory Council Chair in consultation with the Staff Liaison, identifying the background materials needed for

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consideration of the agenda items. At the Chair's request, the Assistant Superintendent, Facilities and Operations, or designee, shall meet with the officers of the Council to review planning for the next meeting.

5. Minutes of the prior meeting, prepared by the Advisory Council Secretary, the agenda for the next meeting, and the identified background materials shall be distributed by the Staff Liaison's office to Council members, including the nonvoting staff liaisons, in advance of the next meeting. The Staff Liaison's office shall also distribute the Council's approved minutes to the School Board, the Superintendent, the chair of the County Council of PTAs and each member of the Council.
6. Advisory Council members are expected to attend all meetings. Attendance shall be kept by the Recording Secretary. Upon recommendation of the Chair, a member may be removed from the Council by the School Board for failure to attend three meetings in one year, in which case the School Board shall appoint a new member.
7. Except where superseded by this policy, all Advisory Council meetings shall be subject to Robert's Rules of Order, Newly Revised.
8. The Council designates one of its members to represent the Council to the County Council of PTAs. This member serves as the principal liaison to the County Council for the Advisory Council's interests.

Guidelines for Reporting to the School Board

1. Annually, the Advisory Council on School Facilities and Capital Programs shall make recommendations and comments to the School Board on the proposed annual school facility and student accommodation plan. In addition, the report shall include a summary of the activities of the Council during the past year and may include other recommendations on school facilities, capacity profiles, facility guidelines or other areas of concern to the Council.
2. The Advisory Council on School Facilities and Capital Programs shall be informed of the approximate dates of School Board consideration and action on the Council report and the staff response to the Council's recommendations. The Council also shall be advised, as appropriate, of approximate dates and/or time lines for implementation of recommendations approved by the Board.
3. The Advisory Council may authorize the Advisory Council Chair to convey to the School Board timely advice on issues through testimony at School Board meetings or in writing to the School Board Chair.

Guidelines for Communications Within the School System

The Advisory Council shall communicate with school communities through the Advisory Council's designated liaison to the County Council of PTAs.

Guidelines for Communications With School Staff

The Advisory Council shall communicate with school system staff members through the Staff Liaison. The Council is expected to conduct its business in ways that are consistent with the School Board Policies and are not disruptive to the ongoing work of the schools.

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Guidelines for Communication Outside the School System

The School Board encourages the free flow of ideas and opinions within and between advisory groups. However, when advisory groups communicate with the press, other institutions, or the general public, they shall observe the following guidelines. These guidelines ensure that the information communicated is clear, correct and consistent with school policy. Careful attention to information requests will prevent overburdening other institutions, parents or the general public with data requests.

1. All notices and announcements from the Advisory Council to the public shall be routed through the Staff Liaison for approval and dissemination.
2. Any official communication or request for information, including polls and questionnaires, shall be routed through the Staff Liaison and approved in advance by the Superintendent.
3. Any official communication or request for information to the Advisory Council from the media or other institutions shall be routed through the Staff Liaison to the Chair. Written responses to such communications and requests shall be approved by the Council and routed through the Staff Liaison for dissemination. In the event the Chair receives requests for information directly from the media or other institutions, and the requested information is contained in the minutes of the Council, the Chair may relay such information.
4. Members of the Advisory Council shall not represent their personal actions, views, statements, etc. as those of the Council. In communicating with the media, members of the general public, other individuals or institutions, Council members must exercise caution to ensure that, unless authorized by the Council, they specifically indicate that any expressed opinions or views are, in fact, their own.

Membership

1. Prior to appointment, all members of the Advisory Council on School Facilities and Capital Programs are expected to be familiar with school facility and capital program matters at a variety of system levels. They also are expected to take personal responsibility for increasing their familiarity with the school facilities and capital improvement program.
2. The Advisory Council on School Facilities and Capital Programs shall be composed of no more than fifteen citizens of Arlington County, including the Chair, Vice-Chair and Recording Secretary. 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.

The School Board may invite various organizations to nominate such persons for membership on the Council.

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3. Membership shall be for a two-year period and shall rotate so that approximately one-half of the members shall be appointed each year. Formal reappointment shall not be required for the second year of a term. Individuals may be appointed for a maximum of three terms or six years.
4. Membership ordinarily shall be completed by the School Board meeting before the end of the school year, and all members should be appointed by the fall of each year.
5. The following will serve as non-voting liaisons to the Advisory Council for a period of one year:
 - one teacher nominated by TCI;
 - one teacher nominated by AEA;
 - one principal nominated by the Administrative Council; and
 - no more than three other staff members representing specified areas of expertise, who shall be designated by the Superintendent;
 - one member of the Neighborhood Conservation Advisory Committee (NCAC).
6. Membership on the Advisory Council on School Facilities and Capital Programs shall be subject to confirmation by the School Board.
7. Officers of the Advisory Council are appointed as follows:
 - The Chair of the Advisory Council on Facilities and Capital Programs is appointed by the School Board at the second Board meeting in the spring for a two-year term to be effective beginning July 1 of that year. The appointment is made upon recommendation of the outgoing Chair and the Assistant Superintendent, Facilities and Operations. The Chair must be a resident of Arlington and may not be employed by the Arlington County School Board, serve more than two consecutive terms in that office or serve more than a total of six years on the Council.
 - The Vice-Chair of the Advisory Council on School Facilities and Capital Programs is appointed by the School Board the second Board meeting in the spring for a two-year term to be effective beginning July 1 of that year. The appointment is made upon recommendation of the outgoing Chair and the Assistant Superintendent, Facilities and Operations. The Vice-Chair must be a resident of Arlington and may not be employed by the Arlington County School Board, serve more than two consecutive terms in that office or serve more than a total of six years on the Council.
 - The Recording Secretary of the Advisory Council on School Facilities and Capital Programs is appointed by the School Board in the spring upon nomination by a majority of the members of the Council. The Recording Secretary is appointed for a one-year term and, upon re-nomination of the Council members and approval of the School Board, may serve consecutive terms not to exceed four years in that office or serve a total of more than six years on the Council.

Exceptions

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

Evaluation

The Advisory Council on School Facilities and Capital Programs will forward all recommendations to the School Board for review, consideration and adoption, when appropriate. The Facilities Council will conduct an annual self-evaluation which the chair or co-chairs will report to the School Board.

References

SBP 10-6 School Board Advisory Committees
SBP 10-11 Conflict of Interests