Advisory Council on Instruction (ACI)
Minutes
March 7, 2018

Members Present:
Co-Chairs: Tina Kuklenski-Miller, Meredith Purple
Staff Liaison: Assistant Superintendent, Teaching and Learning, Dr. Tara Nattrass
School Board Liaison: Nancy Van Doren
Vice Chairs: Donna Owens, Tauna Szymanski, Gabriella Uro

Committee Chairs:

Committee	Chair		Co-Chair		Staff Liaison	
Arts	S. Scott/**H. Eun**	x	Karen Lewis		Pam Farrell	
Career, Technical	Alisa Cowen		Michael Shea		Kris Martini	
Early Childhood	Julie Launcher				Elaine Perkins	x
English	Linda Arnsbarger		Judith Rudman	x	Shannan Ellis	
ESOL/HILT	Anne Zebra	x			Sam Klein	
Gifted Services	Dan Corcoran	x			Cheryl McCullough	
Health/PE	Jana Meltzer				Debbie DeFranco	
Math	Mark Hill				Sarah Putnam	
Science	Nina Nichols				Dat Le	
Social Studies	Heidi Gibson		Royce Sherlock	x	Cathy Hix	
Special Education	Paul Patterson	x	Wendy Pizer		Paul Jamelske	
Student Services	Jill Flack		Judy Hadden	x	Laura Newton Pam McClellan	
World Languages	Sara Aramendia				Elisabeth Harrington	

Community Representatives:

Association	Member	
AEA	Ingrid Gant	
Alexandria/Arlington Regional Workforce Council	David Remick	
American Association of University Women (AAUW)		
Chamber of Commerce		
Civic Federation		
County Council of PTAs	Mahender Dudani	
League of United Latin American Citizens (LULAC)	Bob Garcia	x
League of Women Voters	Natalie Goldring/**Seema Jain**	x
Special Education PTA	Nick Walkosak	
Teachers Council on Instruction	Shannel Hoyer	x

School Representatives:

Schools - Elementary	Representative		Alternates		Non-Member Reps	
Abingdon	Nate Hardy	x				
Arlington Science Focus	Mary Schmergel					
Arlington Traditional	Geva Lester					
Ashlawn						
Barcroft	Lahn Nguyen					
Barrett						
Campbell	Nathan Zee					
Carlin Springs						
Claremont	Adrianne McQuillan					
Discovery	Susan Spence		Kristin Grigorescu			
Drew	Brian Haynes		Evan Thomas	x		
Glebe	Laura LoGerfo	x				
Hoffman-Boston						
Jamestown						
Key	Stephanie Westerlund					
Long Branch	Caroline Rogus		Lisa DeMarchi	x		
McKinley	Valerie O'Such		Susan Marcantoni			
Nottingham	Gary Steel	x	Kevin Dezfulian			
Oakridge	Laura Henry					
Patrick Henry	Mansi Kothagi					
Randolph						
Taylor	Dana Milburn	x				
Tuckahoe	Kelly Alexis					
Middle Schools						
Gunston	Eduina Martins-Roy					
HB Woodlawn MS	Brian Haynes					
Jefferson	Lanh Nguyen		Lisa DeMarchi Sleigh	x		
Kenmore	Anne Oliveira	x	Lora Strine			
Swanson	Maureen La Piana	x	Ellen Greer			
Williamsburg	Dan Corcoran	x				
High Schools						
HB Woodlawn HS	Celia Boddington	x				
Arlington Career Center	Alisa Cowen					
Langston						
Stratford						
Wakefield	Arminda Valles-Hall		Sonia Rosen	x		
Washington-Lee	Kyra Buchko					
Yorktown	Martha Chow		Christine Van Kirk			

7:03 p.m.   Call to Order – Co-Chair, Tina Kuklenski-Miller

Approval of February minutes – Tina Kuklenski-Miller

February minutes were approved with two corrections to be made to the Career Center Working Group Update section. There was one typo and in the section where it says students were accepted at Arlington Tech, it should say students are *expected to be accepted* not *accepted*.

7:06 p.m.   Superintendent's Proposed Budget - Assistant Superintendent for Finance and Management Services, Leslie Peterson

Tina welcomed Assistant Superintendent for Finance and Management Services, Leslie Peterson. Leslie presented the Superintendent's proposed budget 2018-19.

Q: What is the expectation from ACI regarding the budget presentation? Is ACI required to give input or is this just a presentation?
A: This is both a presentation and it will also be a platform to ask questions after the presentation.

Leslie Peterson gave the ACI committee a review of the same PowerPoint presentation the Superintendent presented to the School Board on February 22, 2018.

To view the complete PowerPoint please us the link below:
https://www.boarddocs.com/vsba/arlington/Board.nsf/files/AW926G00A64F/$file/FY%202019%20Superintendent's%20Proposed%20Budget%20FINAL.pdf

Questions about the budget presentation:

Q: Regarding Arlington Tech, why are they budgeted to hire 20.7 new staff when the students attending Arlington Tech are leaving spaces at their base schools?
A: The number of student leaving all three high schools to attend Arlington Tech is very small and will therefore not impact the high schools, though an adjustment in enrollment projections was made for that. This added budget for Arlington Tech is due to doubling enrollment for next year, where more staff will be required. There will also be a need for a broad spectrum of staff to accommodate all students at Arlington Tech.

Q: Regarding the 14 Psychologist and Social Worker positions, does this number include what our sub committees recommended?
A: This number does not include what the sub-committee recommended. These numbers are based on projections. The sub-committee's recommendations are separate.

Q: Regarding the section on page 23, **Reaching a Revenue Neutral Budget** – Use of "One Time funds" for Minor Construction/Major Maintenance, does this include the maintenance or replacement needed on the heating system at Gunston Middle School?
A: No, the Gunston Middle School project is being done with bonds because it's part of a larger project outside of "One Time funds" budget. These "'One Time Funds" will cover things like replacing playgrounds, replacing equipment, theater stage repairs, painting, change of carpeting, security, etc.

Q: In the section about the Apple Buy Backs, included in the 1.0 million dollars (page 23), is there money set aside for new products needed to be purchased for students coming in?
A: Yes, new Apple devices will be purchased with this money for all incoming second graders.

Q: Regarding increasing class sizes, how does the count in class size work out in middle and high school, where there are intensified classes, general classes and AP classes?
A: This decision is determined by the principal. Dr. Nattrass added, that when principals make their master schedule they are using the average increase, for secondary it's an average of .50 or .75. These numbers should be distributed equitably across classrooms. The Department of Teaching and Learning can assist principals in advising as to what courses can have more students and what classes should be less.

Q: What is the maximum on class sizes in the secondary level.
A: From VDOE there is only a maximum class size in English.

Q: Are these presentation slides viewable online?
A: Yes, visit https://www.apsva.us/budget-finance/ to get all materials related to the budget.
Dr. Nattrass also added to look on the Engage with APS page https://www.apsva.us/engage/

Q: New positions, what is the overhead above and beyond salary average?
A: Average to add on after salary (benefits) for each employee is about 35% with 16% of that being the VA Retirement System.

Q: Where do I find the budget reduction justifications?
A: https://www.apsva.us/wp-content/uploads/2018/02/FY-2019-Superintendents-Proposed-Budget.pdf budget document/section called *Building the Budget*; each section has justifications for reductions.

Q: In the Department of Teaching and Learning presentation regarding School Psychologists and Social Workers, will there be reductions of existing positions?
A: No, we would keep current positions, but not add any new positions.

Q: For bus drivers and the other staff needing to get caught up regarding salaries, are they getting both step increase and a salary percentage increase?
A: Yes, if they qualify for a step increase they will get that as well as get a percentage increase.

Q: On the slide about examining the Montessori program model, what exactly are they examining?

A: We will examine the current APS Montessori program model and how it aligns with other Montessori programs around the country and in other counties.

Q: What are the dates for budget work sessions where public can attend before final budget is approved?

A: March 22 and April 19; visit the Engage page (https://www.apsva.us/engage/) for more information.

Q: Advisory Council on transportation choices, are they delivering a report with recommendations and will this affect the new budget?

A: No, they are not. A new transportation planner has been brought in to study APS transportation efficiencies. Transportation choices has not been tasked.

Q: What is the *Device Use Study*?

A: Next school year, we will review the implementation of devices across APS.

Q: What is the connection with the device study with the budget?

A: We are looking at the implementation of having one to one devices in 2nd through 12th grade.

Q: What type of investments have been set in the budget for devices?

A: The level in the budget is to keep what we have now as well as for new students coming in.

Leslie Peterson ended the presentation explaining that the team will continue to work with staff and the community and continue working toward ways to maintain a sustainable budget while finding more efficiencies. Several work sessions will take place before budget approved on May 3, 2018.

Visit the Engage page for more information. https://www.apsva.us/engage/.

7: 45 p.m.   Acceptable Use Policy – Assistant Superintendent for Teaching and Learning, Dr. Tara Nattrass

Dr. Nattrass reviewed the **Acceptable Use Policy**, both the School Board policy (SB) and Policy Implementations Procedures (PIP) to gather input from ACI. The first phase of these policies was *Filtering* which was reviewed back in January 2018. When reviewing policies, regarding *Teaching and Learning* we need to ensure they align with what we are doing in classrooms. Our focus should be on *Connecting*, *Creating* and *Innovating* through creating classroom environments that focus on *critical thinking, creative thinking, collaboration, communication* and *citizenship*. There is a great deal to be considered regarding technology. We need to think about how technology can enhance what students are learning. We don't want to hinder students using technology, or to simply use technology to take the place of worksheets. Our

goal is to support students in learning all the amazing innovative things technology offers as well as to keeping up with all the advances in technology.

Dr. Nattrass spoke about the goal to develop a SB (School Board) policy and PIP (Policy Implementation Procedures) both for staff and students related to acceptable technology usage. The difference between policies and policy implementation procedures is that the SB policy provides an overall belief, the desired outcomes and evaluations. The policy implementation procedures include the specific responsibilities, procedures, and timelines.

When developing the **Acceptable Use Policy**, we are:
1. Protecting students from harmful content on the internet and regulating their use so they are not harming other students or interfering with instruction.
2. Providing students with access to digital media that supports engaged learning.

Dr. Nattrass asked ACI members to submit a comment or ideas at this meeting or go to https://www.apsva.us/engage/acceptable-use/ to comment.

To view the complete Acceptable Use policy presentation given by Dr. Nattrass, click below https://www.apsva.us/engage/livestream/.

Q: What if a student is looking at YouTube during a class whose responsibility is to stop that?
A: The teacher will be responsible. The Acceptable Use PIP will address these situations. Both student and parent will sign off on and agree on disciplinary procedures that follow inappropriate technology use.

Q: This means that the teachers will be policing the students who are inappropriately using technology in addition to instructing the class?
A: Correct.

Q: Are there any applications not allowed on the devices?
A: There are applications that are not allowable, we have the MDM where all our acceptable applications are kept for students to download onto their devices. That is not to say that students won't work around the filters; the PIP will be very explicit in saying that it is not allowed to work around them.

Q: When speaking about the Acceptable Use Policy, are you talking about only school issued devices, not personal devices that students bring to school?
A: The policy addresses devices used on the network.

Comment made by an ACI member:
Regarding the question about teachers policing students with inappropriate device use, teachers may not want to find alternative ways to teach when already using the devices with students for instruction. Confiscating devices may not be an incentive. Dr. Nattrass also commented in saying that those will be some of the challenges we need to work through in creating these policies.

Q: Are you getting comments from teachers about these when these situations come up?
A: Yes, these situations came up with those teachers who assisted in drafting the policy.

8:35 p.m.   Strategic Plan – Co-Chair, Meredith Purple

Meredith spoke briefly about the where in the process we are in creating the new Strategic Plan. Meredith shared a copy of the draft *Goals* and *Strategies* up to this point. She reminded everyone that in the Strategic Plan, *Goals* means to articulate key areas where we will focus our work and resources and *Strategies* means to describe steps we intend to take to achieve the goals. Last month ACI collaborated in adding input to the *Goals* portion of the plan, this month ACI will work on:
- *Preparing Life and Future Ready Students,* and
- *Multiple Pathways for Learning*

Meredith explained that the measurable *Objectives* are not included in this presentation. This phase of work needs to be completed before adding measurable *Objectives.*

ACI members then wrote comments on the draft of the Goals and Strategies. Key areas of focus included streamlining the wording and making sure the statements are understood by those in APS as well by those who are not in the education field. Meredith directed the committee to go to the APS Engage page to keep updated on the Strategic plan.
www.apsva.us/engage/strategic-plan/

Q: How many more levels in the process for the Strategic Plan are there?
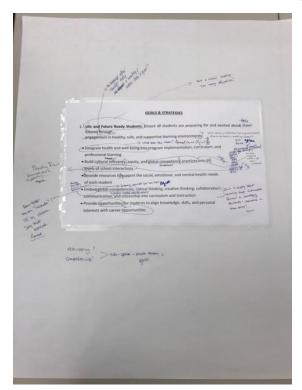**A:** The last piece of this is adding the *Objectives*.

Q: When following these steps in planning process, and you bring in *Objectives*, will there be opportunities to change what is in draft if needed?
A: Yes, the draft of *Goals* and *Strategies* will get cycled through committees as well as the community before the School Board votes on the strategic plan on June 7, 2018.

Q: The goal on Strong and Mutually Supportive Partnerships, is that something ACI will be able to collaborate on? It seems that Teaching and Learning should have input on this goal.
A: Yes at another time, due to the short amount of time at this meeting, ACI will work on the other two goals.

GOALS & STRATEGIES

1. **Life and Future Ready Students:** Ensure all students are preparing for and excited about their futures through engagement in healthy, safe, and supportive learning environments.
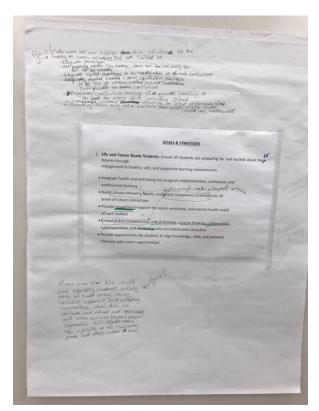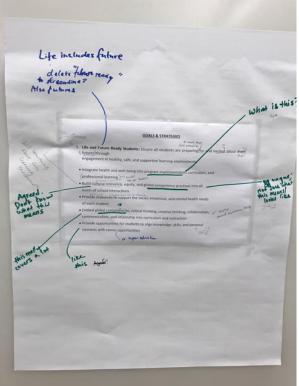
- Integrate health and well-being into program implementation, curriculum, and professional learning
- Build cultural relevancy, equity, and global competency practices into all levels of school interactions
- Provide resources to support the social, emotional, and mental health needs of each student
- Embed global competencies, critical thinking, creative thinking, collaboration, communication, and citizenship into curriculum and instruction
- Provide opportunities for students to align knowledge, skills, and personal interests with career opportunities

GOALS & STRATEGIES

2. **Multiple Pathways for Learning:** All students are engaged in meaningful student-centered learning experiences that are responsive to their needs.

- Deliver curriculum through innovative and relevant strategies that are adaptable to the needs of each student
- Implement comprehensive and purposeful assessment and evaluation tools to inform student instruction
- Address opportunity gaps through research-based initiatives
- Provide learning opportunities in a variety of settings, times, and formats
- Increase meaningful inclusive learning environments for students
- Increase high-quality options for PreK-12 instructional models within and beyond neighborhood schools

8:55 p.m.   Updates – ACI Co-Chairs, Tina Kuklenski-Miller

Reminder – ACI policy 10-6.1 went out as a draft for revision. The revision is to clarify ACI positions and roles. If there are comments or suggestions return to Tina by March 14th.

Non-Recommending reports are due March 15th

Donna Owens – ACI Vice Chair, told ACI about a Google form survey sent out to all chairs. This google form survey will let leadership know what data is being requested by committees and what data is needed in the future. With this information, leadership will try to accommodate those requests. At the April 4th ACI meeting, there will be a brief presentation on how to find APS data.

Q: Can all ACI fill out the Google form survey?
A: Yes, Donna Owens will send form to all ACI members.

Meredith wanted to thank those who have shown interest in becoming ACI Co-Chairs for the next school year so far. Once all applicant information is received, names are given to School Board, who will appoint ACI Co-Chairs. Please send her an email if you or anyone else is interested.

Q: Is the current ACI Policy online to review?
A: Yes. https://www.apsva.us/wp-content/uploads/legacy_assets/www/fa24ca9745-10-06-01-ACI.pdf

9:05 p.m. Meeting adjourned