

ACI Member Responsibilities, Working Agreements, and Discussion Protocols

ACI 101, 2019-20 School Year, Slides 25-26 and 32-35

Responsibilities of ACI Members (Slides 25-26)

- Attend meetings regularly, review committee reports, and evaluate the recommendations to be put forth to the School Board
- Actively participate in meetings and provide feedback on APS/School Board areas of focus
- Work in a courteous and constructive manner with all others
- Consult with the organization you represent – i.e., seek comments on reports and provide feedback to the ACI
- Represent your organization when evaluating recommendations
- View your school report card and be informed about what is going on at your school.
- Learn more about your school and student performance:
 - School Summary Data Report: https://www.apsva.us/wp-content/uploads/2015/09/School-Summary-Data-2016_web.pdf
 - APS Statistics: <https://www.apsva.us/statistics/>
 - School Management Plans: <https://www.apsva.us/school-locations/school-management-plans/>
 - School Overviews: <https://www.apsva.us/school-overviews/>

ACI Processes: Working Agreements (Slide 32)

- We all will do our best to be both efficient and fair in our meetings.
- We will assume positive intentions.
- We will maintain a courteous and constructive communications style, both in spoken and written communication.
- We will allow everyone's voice to be heard.
- We will focus on the work.
- We will promote a sense of inquiry.
- We will pay attention to self and others.
- We will do our best not to 'let the perfect be the enemy of the good.'
- We will prioritize best intentions rather than winning a point
- We understand that ACI is advisory and does not set or control policy.

ACI Processes: Meetings with Committee Reports (Slide 33)

- One or two committees usually will report.
- Committees have 45 minutes per report.

- ACI members are expected to have thoroughly read each report before the meeting, and to be prepared to ask questions and fill out the evaluation rubric.
- Committee Chair provides short overview of report (2-5 minutes); then Committee Chair and Staff Liaison discuss the report with the ACI, including responding to questions and considering feedback.
- Committees will have time to make any desired changes in response to ACI member feedback and provide any revisions.
- After any revisions, ACI voting members fill out an evaluation rubric for each recommendation.
- During the May ACI meeting, recommendations from all of the recommending committees will be reviewed and discussed, and final rankings will be made by ACI members.

ACI Processes: Protocols for Discussion (Slide 34)

- ACI Voting Members may ask questions or comment first; if time permits, Committee Chairs/Members may do so next.
- We will follow the “1-minute/1-question” rule.
- We will demonstrate respect for all members’ time and all members’ perspectives, striving to be efficient and fair.
- Clarifying questions are preferred; ACI meetings are not an appropriate time/place to address individual student issues.
- Time permitting, a second round of questions may occur.
- The Co-Chairs reserve the right to shorten, redirect or stop questions and comments as necessary for meeting and time management.
- Any remaining questions and/or comments can be submitted in writing via email to the ACI Chairs for follow up with the presenting committee.

ACI Processes: Rubric and Ranking (Slide 35)

(See Rubric Handout)

- All recommendations will be evaluated on the ACI Rubric by Voting Members who attended the presentation, immediately after any revisions have been submitted by the Committee and distributed to voting members.
- Members who do not attend the presentation cannot evaluate recommendations they miss but will be asked to include those recommendations in rankings in May.
- After all committee reports, ACI will discuss and review the recommendations and rubric results as a whole, during our May meeting.
- After the May ACI meeting, voting members will rank all recommendations in order of preference.
- Ranking is independent from the rubric process.
- Both rubric data and the final ACI rankings will be presented to the School Board as part of ACI’s reporting.