

1 **Purpose**

2 The Advisory Council on Teaching & Learning (Council) assists in the continuous systematic
3 review of various aspects of the teaching and learning program and in the development of
4 recommendations for instructional improvement. The Council reports findings, develops
5 recommendations to address findings, and provides feedback on initiatives to improve
6 instruction. The Council uses the Strategic Plan and Program Evaluations to focus its work. The
7 Council consists of appointees from PTAs and Board selected community groups. These
8 appointees are not subject to Arlington School Board approval. School Board-appointed subject
9 area advisory committees support the work of the Council. The Council’s work includes:

- 10 1. Reviewing and making recommendations to improve policies and policy implementation
11 procedures, curriculum content, curriculum delivery, and student outcomes;
12 2. Making recommendations for and providing input into the development of new programs
13 and practices;
14 3. Assisting the School Board in providing the community with information concerning
15 academic programs; and
16 4. Reviewing instructional topics from time to time as determined by the School Board.

17
18 **Membership**

- 19 1. The Council shall be composed of no more than 70 members with a broad representation
20 including parents/guardians, external subject matter experts, and other interested
21 individuals.
22 2. Members shall be appointed by School Board selected community groups, the School
23 Board does not appoint members to the Council.
24 3. All parent/teacher organizations such as PTAs and PTSAs associated with Arlington
25 Public Schools may appoint one member to the Council. Parent/teacher organizations
26 associated with Arlington Public Schools comprehensive secondary schools and the HB-
27 Woodlawn program may optionally appoint a second member to the Council.
28 4. The School Board maintains a list of community-based organizations that may appoint a
29 member to the Council. Community-based organizations with missions related to public
30 K-12 education who are interested in appointing a member to the Council must apply or
31 re-apply for the School Board’s consideration every two fiscal years. If an organization is
32 approved to appoint a member to the Council at any point during a fiscal year, it shall be
33 considered the first year of their two-year appointment.

34
35 **Committee Officers**

- 36 1. The Council officers shall consist of the chair, vice-chair, and secretary.
37 2. The term for the chair and vice-chair shall be one fiscal year.
38 3. The term for the secretary is limited by their Council eligibility.
39 4. The Council shall select a vice-chair and secretary through an election or by unanimous
40 consent. Candidates for vice-chair must have at least two years of remaining Council
41 eligibility.
42 5. The chair shall be the prior vice-chair.
43 6. The chair emeritus shall be the prior chair. The chair emeritus is a voting member of the
44 Council but is not a Council officer.
45 7. Members may only serve one term as chair.
46 8. The School Board shall approve the slate of officers for the following fiscal year. If the

47 School Board concludes an elected officer will not be able to fully discharge their duties,
48 the Council shall conduct the election again.

- 49 9. Council officers are responsible for ensuring Council members are familiar with this
50 Policy Implementation Procedure.

51
52 **Council Liaisons**

53 To improve communications between advisory committees, the ACTL Council, the Budget
54 Advisory Council (BAC), and the Facilities Advisory Council (FAC) shall each appoint liaisons
55 to the other two committees. Appointed liaisons serve as non-voting members of the committee to
56 which they are appointed. The appointment shall not be counted towards the maximum number of
57 years of service on the committee to which they are appointed as the committee liaison.

58
59 **Staff Liaison**

- 60 1. The Chief Academic Officer shall serve as the staff liaison to the Council.
61 2. The staff liaison collaborates with the Council chair and serves as the primary conduit
62 of information exchange between the Council and Arlington Public Schools. Duties
63 include:
64 a. Obtaining meeting locations;
65 b. Participating in the recruitment of Council members;
66 c. Inviting other staff members to Council meetings as requested by the chair; and
67 d. Requesting non-publicly available information required by the Council to
68 discharge its duties in accordance with the committee research provision of this
69 Policy Implementation Procedure.

70
71 **Meetings**

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

- 93 d. All agendas and materials are available for inspection by the public at the time
94 of the meeting. The staff liaison or designee will assist the secretary with the
95 placement of required postings; and
96 e. Minutes are taken summarizing key themes discussed by the Council and
97 documenting any votes or decisions. Minutes shall be publicly published on the
98 Council's web page.
99

Operations and Procedures

- 100
101 1. Topics explored by the Council shall reflect reviewing the system-wide curriculum and
102 instructional program and developing recommendations for improvement. Work outside
103 of this area shall be referred to the appropriate committee through the respective staff
104 liaisons.
105 2. The Council shall provide the School Board with its planned activities for the upcoming
106 year at the start of the school year.
107 3. The Council shall provide the School Board with a summary of its activities and
108 recommendations at a designated time each school year.
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Subcommittees

110 The School Board has established several Advisory Committee on Teaching and Learning
111 subcommittees. These subcommittees are subject to Policy Implementation Procedure B-3.6.30
112 PIP-2 ACTL Subcommittees. The following provisions apply to additional subcommittees the
113 Council may require beyond those listed in B-3.6.30 PIP-2:
114

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

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129 1. Members are expected to conduct themselves according to Arlington Public Schools
130 policies and procedures and attend all meetings. Upon recommendation of the chair, a
131 member may be removed by the School Board for failure to follow Arlington Public
132 Schools policies and procedures and/or attend 50% of Council meetings in one fiscal
133 year, in which case the School Board may appoint a new member.
134 2. Arlington Public Schools encourages the free flow of ideas and opinions within advisory
135 committees.
136 a. Members of the Council shall not represent their personal actions, views,
137 statements, etc. as those of the committee.
138 b. In communicating with the media, the public, or other organizations, members

- 139 must exercise caution to ensure that, unless authorized by the Council, they
140 specifically indicate that any expressed opinions or views are, in fact, their own.
- 141 c. Members shall respect the opinions of others and refrain from hostile actions,
142 harassment, or any other activities that may restrict the free flow of ideas.
- 143 d. Council members are liaisons to and from the community. In that capacity,
144 members should represent the views of the Council to the community and of
145 the community to the Council.
- 146 3. Council members and advisory members are expected to be community role models,
147 upholding and exemplifying the core values of Arlington Public Schools.

148
149 **Committee Research**

- 150 1. While the Council may do independent study and research, work should be coordinated
151 with staff and not duplicate or overlap staff work.
- 152 2. The Council will be provided access to and be encouraged to exhaust existing public
153 data and information sources, such as Arlington Public Schools data dashboards and
154 information published by the Virginia Department of Education, prior to making data
155 requests.
- 156 3. The Council may request additional data that has been gathered and analyzed by
157 Arlington Public Schools staff that is strategically necessary to perform the charge of the
158 Council. Any such requests will be fulfilled in a timely manner, pending staff capacity
159 and at the discretion of the staff liaison and School Board liaison.
- 160 4. If the Council feels that Arlington Public Schools should conduct original research, the
161 Council should make a recommendation through the Council 's recommendation
162 process.
- 163 5. Any requests related to Council work from Council members should be communicated
164 through the chair. Chairs should communicate with Arlington Public Schools staff
165 members through the staff liaison.

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167 **External Communications**

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

185 **Freedom of Information Act**

186 All e-mail, notes, written communications, or other documents concerning advisory committee
187 business are subject to FOIA. The Council chair should collaborate with the Council's staff liaison
188 to ensure all Council members understand how FOIA applies to them.

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190 **Evaluation**

191 The Council will forward all recommendations to the School Board for information and action on
192 an annual basis.

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194 **Exceptions**

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

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197 **References**

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

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

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

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202 **Policy Adoption and Revision History**

203 Adopted September 8, 2022. Effective September 8, 2022