

ARLINGTON PUBLIC SCHOOLS
Policy B-3.6.30 School Board Advisory Committees

1 The School Board actively seeks the advice of community members through a wide range of
2 committees and councils on issues or policies related to the successful operation of the school
3 system. The School Board believes that this feedback strengthens Arlington Public Schools and
4 helps the division achieve its vision. In this policy, “committee” refers to a wide range of advisory
5 groups, such as, but not limited to, committees, councils, task forces, and working groups.

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7 Arlington Public Schools solicits committee input and feedback on the instructional and support
8 programs, facilities, and operations of the division.

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10 Some committees, including the Arlington Special Education Advisory Committee (ASEAC) and
11 the School Health Advisory Board (SHAB), have additional governance at the local, state, or
12 national levels. This special governance is referenced in the References section of this policy.

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14 **Membership**

15 All members of the School Board’s committees are appointed by the School Board, with the
16 exceptions noted under the Arlington Council on Teaching and Learning (ACTL) and Standing
17 Committees. In keeping with the inclusion practices articulated in the School Board Equity Policy
18 (A-30), the School Board seeks a diverse representation of the Arlington Public Schools
19 community on committees, including student members.

- 20 1. The Clerk of the Board will maintain a list of all committees and their membership.
- 21 2. If the membership of a committee includes staff members, the Superintendent makes the
22 staff appointments.
- 23 3. Membership on special committees and task forces continues until the completion of the
24 work designated within the charge of the committee.
- 25 4. All members of School Board committees are appointed for two fiscal year terms by the
26 School Board. Members’ service on any one committee will not exceed six years.
- 27 5. The Committee may have a chair/vice-chair or a chair/co-chair model. In either model,
28 there will be one chair who is designated as the primary point of contact for the committee.
- 29 6. The committee officers consist of the chair, the vice-chair/co-chair, and the secretary.
30 Chairs and vice-chairs/co-chairs are appointed by the School Board for one-year non-
31 renewable terms. The chair is the prior vice-chair/co-chair. Secretaries are appointed by
32 the committee chair for a one-year renewable term. Committees may request that the board
33 waives the one-year term for a sitting chair if it is in the best interests of the committee and
34 the School Board, waivers will be for one year.

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36 Attendance at meetings is expected of all committee members. Members who miss 50% or more
37 committee meetings in a year may have their committee membership terminated. Committees may
38 increase or decrease this percentage with School Board approval. This percentage change must be
39 documented in the committee’s Policy Implementation Procedure.

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41 **Establishment, Operations, and Elimination of Committees**

42 The establishment or elimination of committees occurs only by an affirmative vote of the School
43 Board. Committees may be established, as needed, to advise Arlington Public Schools on all
44 aspects of its instructional and support programs, facilities, and operations.

- 45 1. The School Board adopts a charge for each committee, as well as any specific guidelines
46 for membership and the conduct of business by the committee. Each committee’s adopted
47 charge and guidelines will be made publicly available.
- 48 2. A staff liaison will be assigned to each committee by the Superintendent or designee.

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- 49 3. School Board member liaison is assigned to each committee and may be assigned to specific
50 subcommittees.
- 51 4. When the School Board determines that a special committee is needed, a draft charge for
52 the committee is prepared by the Superintendent or designee stating the issues to be
53 addressed, the method for selecting committee members and a chair(s), the composition of
54 the committee, and the target date for completion of its work.
- 55 5. Before the end of each fiscal year, each committee presents a status report of its work to
56 the School Board. Committees may report more frequently as established in their reporting
57 schedule.
- 58 6. If the School Board determines that a committee is no longer; a) needed and b) is not
59 required by external governance, it may be dissolved.

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61 **Guidelines for Meetings**

62 The School Board encourages the free flow of ideas and opinions within committees. All meetings
63 of committees are open to the public and conducted as required under the Virginia Freedom of
64 Information Act. If a committee wishes to hold a public forum, public hearing, or another open
65 meeting different in structure or purpose from the committee's regular meetings, such an event
66 shall be coordinated with the School and Community Relations office through the staff liaison.

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68 **Guidelines for Working with School System Staff**

69 While the committees may do independent study and research, work should be coordinated with
70 staff and not duplicate or overlap staff work. Any requests related to committee work from
71 committee members should be communicated through the committee chair. Committee chairs
72 should communicate with Arlington Public Schools staff members through the staff liaison. All
73 notices and/or announcements from the committees to the public shall be routed through the staff
74 liaison to the appropriate department for approval and dissemination. Committees may request
75 access to existing data. Staff will make reasonable efforts to provide the data if permitted under
76 Arlington Public Schools student data privacy protections. If a committee feels that Arlington
77 Public Schools should conduct original research, the committee should make a recommendation
78 through the committee's recommendation process. All communications between the committee
79 and the staff liaison shall be timely and conducted in an appropriate manner.

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81 **Limitations on Committee Member Communications**

82 Members must ensure that, unless authorized by the committee, they specifically indicate that any
83 expressed opinions or views on matters pertaining to the committee expressed outside of
84 committee meetings are, in fact, their own.

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86 **Evaluation of Committee Work**

87 Each committee will forward a report of its work to the School Board for review and consideration.
88 In addition, the Superintendent will annually report to the School Board on the outcomes of the
89 committees' contributions toward the Strategic Plan.

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91 **Exceptions**

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

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95 **School Board Standing Committees**

- 96 • **The Advisory Council on Teaching & Learning** assists in the continuous systematic

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97 review of various aspects of the teaching and learning program and in the development of
98 recommendations for instructional improvement. ACTL reports findings, develops
99 recommendations to address findings, and provides feedback on initiatives to improve
100 instruction. The Council uses the Strategic Plan and Program Evaluations to focus its work.
101 The Council consists of appointees from PTAs and Board selected community groups.
102 These appointees are not subject to Board approval. Board-appointed subject area advisory
103 committees support the work of the Council. The Council's work includes:

- 104 1. Reviewing and making recommendations to improve policies and policy
105 implementation procedures, curriculum content, curriculum delivery, and student
106 outcomes;
- 107 2. Making recommendations for and providing input into the development of new
108 programs and practices;
- 109 3. Assisting the School Board in providing the community with information
110 concerning academic programs; and
- 111 4. Reviewing instructional topics from time to time as determined by the School Board.

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113 The ACTL Subcommittees support the work of the ACTL Council by assisting the
114 Council with executing its charge in the area of focus of the Subcommittee.
115 Subcommittees work with ACTL leadership and staff liaisons to establish annual
116 priorities, areas of focus, and deliverables. Subcommittee deliverables from year to year
117 may include but are not limited to findings, recommendations to address findings,
118 annual reports, and other work products.

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120 • **The Advisory Council on School Facilities and Capital Programs** assists the School
121 Board in the continuous, systematic review of school facilities and the capital improvement
122 program by:

- 123 1. Making recommendations to the School Board on the biannual school facilities and
124 student accommodation plan which informs the ten-year capital improvement plan and
125 recommendations for funding thereon;
- 126 2. Providing, upon request, recommendations to the School Board on specific issues;
- 127 3. Providing advice on areas identified by the Council regarding the capital program;
- 128 4. Assisting the School Board in providing the community with information concerning
129 school facilities and the capital improvement program;
- 130 5. Receiving and integrating input from the community concerning school facilities and
131 the capital improvement program; and
- 132 6. Receiving and integrating input from Building Level Planning Committees.

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134 • **Arlington Special Education Advisory Committee (ASEAC)**

135 ASEAC is the local advisory committee for special education, establish per the Virginia
136 Administrative Code 8VAC20-81-230(D). ASEAC is appointed by the School Board and
137 advises the School Board through the division superintendent.

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139 1. Membership:
 - 140 a. A majority of the committee shall be parents of children with disabilities, students
141 with disabilities, or individuals with disabilities.
 - 142 b. The committee shall include one teacher.
 - 143 c. Additional local school division personnel shall serve only as consultants to the
144 committee.

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2. The functions of ASEAC shall be as follows:
 - a. Advise the local school division of needs in the education of students with disabilities;
 - b. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
 - c. Submit periodic reports and recommendations regarding the education of students with disabilities to the division superintendent for transmission to the School Board;
 - d. Assist Arlington Public Schools in interpreting plans to the community for meeting the special needs of students and children with disabilities for educational services;
 - e. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
 - f. Participate in the review of the local school division's annual plan, as outlined in subdivision B 2 of 8VAC20-81-230.
 3. Public notice shall be published annually listing the names of committee members and including a description of ways in which interested parties may express their views to the committee.
 4. Committee meetings shall be held at least four times in a school year and shall be open to the public.

167 ASEAC participates in the ACTL process as a subcommittee for matters relating to the
168 education of students with disabilities.

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- **The Budget Advisory Council** provides advice and insight to the School Board to help maintain fiscal integrity, public confidence, and wise stewardship of taxpayer resources by:
 1. Making recommendations on policies and practices related to the presentation and preparation of the operating budget and the financial management of the school system;
 2. Making recommendations to the School Board on budget priorities before the Board gives its annual budget direction to the Superintendent and at other times as appropriate;
 3. Advising on the degree to which the Superintendent's Proposed Budget supports best fiscal practices and the School Board's priorities;
 4. Assisting in educating the community about the budgeting process and the contents of each year's budget; and
 5. Providing, upon the School Board's request, study, and recommendations on special topics or issues.
 - **School Health Advisory Board (SHAB)**
SHAB is Arlington Public Schools' school health advisory board established per the Code of Virginia § 22.1-275.1. SHAB has no more than 20 members which consist of broad-based community representation including, but not limited to, parents, students, health professionals, educators, and others. SHAB assists with the development of health policy in the school division and the evaluation of the status of school health, health education, the school environment, and health services.

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194 SHAB holds meetings at least semi-annually and annually reports on the status and needs
195 of student health in the school division to any relevant school, the School Board, the Virginia
196 Department of Health, and the Virginia Department of Education.

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198 The School Board may request that SHAB recommend to the School Board procedures
199 relating to children with acute or chronic illnesses or conditions, including, but not limited
200 to, appropriate emergency procedures for any life-threatening conditions and designation of
201 school personnel to implement the appropriate emergency procedures. The procedures
202 relating to children with acute or chronic illnesses or conditions shall be developed with due
203 consideration of the size and staffing of the schools within the jurisdiction.

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205 SHAB participates in the ACTL process as a subcommittee for matters relating to health
206 education.

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208 **Joint County Board and School Board Advisory Committees**

209 Joint Arlington School Board and Arlington County Board Committees are governed according to
210 the bylaws established for the committee. The following joint committees have been established.

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- 212 • **The Joint Facilities Advisory Commission (JFAC)** is an advisory body jointly chartered
213 and appointed by the Arlington County Board and the Arlington School Board to provide
214 input to both Boards on capital facilities needs assessment, capital improvement plans, and
215 long-range facility planning for both the Arlington County Government and Arlington
216 Public Schools.
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 - 218 • **The Advisory Committee on Transportation Choices** is an advisory body jointly
219 chartered and appointed by the Arlington County Board and the Arlington School Board
220 for the purpose of advising the Joint Committee on Transportation Choices, which will
221 develop and implement programs that further transportation choices for Arlington Public
222 Schools students, families, and staff. The mission of the Advisory Committee on
223 Transportation Choices is to advise the Joint Committee on Transportation Choices on
224 strategies and plans of action that will develop and promote those transportation choices.
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 - 226 • **The Aquatics Committee** is an advisory body jointly chartered and appointed by the
227 Arlington County Board and the Arlington School Board that supports aquatics operations
228 at Wakefield, Washington-Liberty, and Yorktown High Schools. The committee advises
229 and makes recommendations on aquatics programs and facilities and shares information
230 with community organizations. The committee also reviews policies governing
231 participation, fees charged, and activities in the facilities, and reviews agreements and
232 policies on the operation and funding of the facilities. In addition, the Committee oversees
233 the use of facilities and programs by Arlington residents and non-residents and facilitates
234 the involvement of businesses and community groups in aquatics programs.
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 - 236 • **The Arlington Partnership for Children, Youth & Families (APCYF) Commission** is
237 an advisory body jointly chartered and appointed by the Arlington County Board and the
238 Arlington School Board. The mission of the APCYF is to improve the health, well-being,
239 and safety of children, youth, and families in Arlington through researching young people's
240 needs, advocating for improved policies and programs to meet those needs, and engaging

241 all members of our community as part of the solution. The APCYF identifies community
242 needs through research and surveys, engages the community to find ways to meet the
243 needs, and advocates for improved policies and programs.
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245 **Special Committees, Councils, Working Groups, and Task Forces**

246 The School Board may from time to time appoint a special committee, council, working group, or
247 task force for a thorough study of a particular topic (e.g. boundaries, capital improvements at a
248 particular building, school naming, etc.) Membership on special committees or task forces is
249 subject to the limitations, operations, and procedures of School Board committees as indicated
250 above. The special committee’s report and recommendations is presented to the School Board.
251 The special committee is dissolved automatically upon the completion of its charge.
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253 **Superintendent’s Committees**

254 In accordance with Policy C-30, the Superintendent or designee may appoint committees made up
255 of students, community members, and staff to assist and advise staff in the work of the school
256 system. The Superintendent will regularly provide updates from these committees to the School
257 Board and will report on the progress, findings, and/or recommendations from these committees
258 as appropriate.
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260 **Evaluation**

261 The School Board monitors the implementation of this policy through monitoring reports and other
262 internal reports as designated by the School Board to ensure that reasonable progress is being made
263 toward achieving the School Board’s goals and that the operation of the school division is consistent
264 with its policies.
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266 **References**

267 Freedom of Information Act 5 U.S.C. §552
268 Code of Virginia, § 2.2-3707, §22.1-18.1 and §22.1-86
269 SHAB governance – Code of Virginia §22.1-275.1
270 ASEAC governance – Virginia Administrative Code 8VAC20-81-230(D)
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272 **Policy Adoption and Revision History**

273 Adopted March 3, 2016, Effective March 3, 2016
274 *Renumbered (former Policy 10-6) effective July 1, 2018*
275 Revised March 13, 2020. Effective March 30, 2020
276 Revised April 28, 2022. Effective July 1, 2022