

# Albemarle County School Board

Achievement Gap Advisory Committee Charter (Draft)\*\*

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## I. Purpose

The Achievement Gap Advisory Committee (“Committee”) is established by the Albemarle County School Board (“School Board”) to provide guidance, analysis, and recommendations to the Board on matters related to identifying, monitoring, and eliminating opportunity, access, and achievement gaps within Albemarle County Public Schools (ACPS).

The Committee’s work is grounded in the ACPS Strategic Plan, *Learning for All*, including the division’s mission to end the predictive value of race, class, gender, and special capacities for student success and the goal of ensuring thriving students through equitable outcomes.

For the purposes of this Committee, “achievement gap groups” shall be defined using:

- Virginia Department of Education (VDOE) reporting groups; and
- ACPS Strategic Plan success measures and equity data (e.g., achievement, access, participation, and outcome metrics).

In support of this purpose, the Committee shall:

- Review and analyze disaggregated student data and outcomes
- Identify systemic barriers contributing to disparities
- Elevate the lived experiences of students, families, and staff
- Provide recommendations to the School Board to improve equitable outcomes

The Committee serves in an advisory capacity and does not exercise decision-making authority on behalf of the School Board.

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## II. Authority

The Committee is advisory to the full School Board.

The Committee may:

- Review data, reports, and equity dashboards

- Request information and briefings from division staff
- Develop recommendations for School Board consideration

The Committee may not:

- Speak on behalf of the School Board unless expressly authorized
- Direct staff or make operational decisions

All official actions must be approved by the full School Board in accordance with established policies.

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### III. Membership

Consistent with School Board policy, membership shall reflect broad-based community representation and include perspectives aligned with the committee's purpose.

#### Composition

The Committee shall include:

- **Two (2) School Board members**, appointed by the Chair
- **Students (2–3 members)**, including representation from the Student Senate
- **Parents/Guardians (4–6 members)**
- **Community members (2–4 members)**
- **Educators (3–5 members)**
- **School administrators (2–3 members)**

#### Representation Expectations

Membership shall:

- Reflect the **demographic diversity of ACPS**
- Include individuals representing **enrollment groups most impacted by identified achievement gaps**
- Prioritize both **representative diversity and lived experience**
- The School Board shall maintain a representation matrix to ensure that feeder patterns, participant segments (staff, students, and so forth), and demographic groups are represented both initially and as turnover occurs.

#### Student Role

Student members shall serve as **full participants** in the Committee's work, including:

- Contributing to discussions and recommendations
- Helping shape agenda topics
- Participating in the design and facilitation of student engagement strategies

## Terms

- Members shall serve **two-year terms**, consistent with advisory committee policy
  - Members may be reappointed for one additional term (maximum of four consecutive years)
  - Terms will be staggered to ensure continuity
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## IV. Staff Support

The Committee shall be supported by:

- **Department of Instruction (lead liaison)**
- **Department of Accountability, Research, and Evaluation**
- **Office of Community Engagement**

Staff responsibilities include:

- Providing data, analysis, and research support
  - Supporting meeting planning and facilitation
  - Ensuring alignment with division initiatives and the Strategic Plan
  - Assisting in translating recommendations into actionable guidance
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## V. Responsibilities

### A. Data Review and Monitoring

- Review disaggregated data aligned to VDOE reporting groups and ACPS strategic plan success measures
- Monitor progress toward closing achievement, opportunity, and access gaps
- Identify trends and priority areas for action

### B. Identification of Barriers

- Examine policies, practices, and systems contributing to inequities
- Incorporate both quantitative data and qualitative insights
- Identify systemic and structural barriers impacting student outcomes

## C. Recommendations to the School Board

- Provide actionable, evidence-based recommendations
- Suggest policy, programmatic, or resource allocation changes
- Align recommendations to the Strategic Plan and division priorities

## D. Student and Community Voice

- Ensure meaningful engagement of students and families
- Elevate perspectives from those most impacted by achievement gaps
- Serve as a bridge between the School Board and the community

The Committee may recommend strategies such as:

- **Student listening sessions**
  - Focus groups with families and staff
  - Community engagement forums
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## VI. Executive Planning Group

To ensure focused and effective meetings, the Committee shall establish an **Executive Planning Group**.

- The Executive Planning Group shall consist of **no more than six (6) members**, including:
  - At least one School Board member
  - At least one student member
  - Additional members representing the broader committee

The Executive Planning Group shall:

- Meet between regular Committee meetings
  - Develop agendas and identify priority topics
  - Coordinate with staff to ensure data, materials, and presentations are prepared
  - Ensure that each meeting is purposeful, aligned, and outcomes-driven
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## VII. Meetings

- The Committee shall meet at least **quarterly**

- Meetings shall comply with the **Virginia Freedom of Information Act (FOIA)** and applicable School Board policies
  - Agendas and materials shall be prepared in advance
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## VIII. Reporting

The Committee shall:

- Provide regular updates to the School Board
  - Present recommendations for Board consideration
  - Submit an **annual report** summarizing:
    - Key findings
    - Progress toward closing gaps
    - Recommended next steps
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## IX. Annual Review

The Committee shall review this Charter annually and recommend any revisions to the School Board for approval.