FCCPS AI in Schools Ad Hoc Advisory Committee
Team Charter (Draft v1.0 - for Feb 6, 2026 review and vote)

Period: Jan-May 2026 (8 scheduled meetings; additional sessions if approved) | Authority: Falls Church City School Board (AI policy development process)

Mission: Recommend an age-appropriate, human-centered approach to AI that personalizes learning and prepares students for the future while protecting fairness, belonging, safety, and integrity.

Objectives:

- **A)** Human-centered learning: strengthen learning and creativity without replacing effortful learning or student agency.
- **B)** Safety, equity, trust, integrity: clear expectations that protect well-being and academic/professional integrity.
- **C)** Practical guardrails that scale: grade-banded guidance and a governance model that adapts as tools evolve.
- **D)** Implementation readiness: PD recommendations, classroom exemplars, communications guidance, and friction reduction.

Deliverables:

- **April 2026 Board work session package**: 1-page executive summary; policy principles/definitions; grade-banded student and staff guidance; assessment integrity and attribution expectations; governance/access model + review cadence; implementation recommendations (PD, examples, comms, evaluation).
- **Community engagement support**: attend town halls as listeners when feasible; encourage participation.
- **May 2026 response package**: review proposed policy language; must-fix / should-fix / nice-to-have recommendations.

Scope: **IN** teaching/learning guidance; student/staff use norms; assessment integrity; privacy/data; tool governance/access; equity/accessibility; comms and implementation supports. **OUT** individual discipline cases; personnel actions; vendor award decisions; legal determinations; work not tied to the AI policy effort.

Operating model (workstreams):

- **Research & Shared Baseline** - Lead: Tom Colvin; Co-lead: Elizabeth Chua; Contrib: Susan Nelson
- **Policy/Recommendation Drafting** - Lead: David N. Berol; Co-lead: John Black; Contrib: Tom Colvin, Jillian Burkley, Anubav Vasudevan
- **Classroom Practice & Examples** - Lead: Anubav Vasudevan; Co-lead: Susan Nelson; Contrib: Adriana Palacios, Tom Sabo, Tina Beaty
- **Assessment & Integrity** - Lead: David N. Berol; Co-lead: TBD; Contrib: John Black
- **Data Privacy & Security** - Lead: Jillian Marie Burkley; Co-lead: John Black; Contrib: TBD
- **Equity & Access** - Lead: Tom Sabo; Co-lead: Elizabeth Chua; Contrib: Jillian Burkley, Adriana Palacios
- **Communications & Community Input** - Lead: Tina Beaty; Co-lead: Adriana Palacios; Contrib: all members
- **Implementation/PD & Change Adoption** - Lead: Jillian Marie Burkley; Co-lead: Adriana Palacios; Contrib: John Black

How we work:

- **Meetings**: noticed in-person meetings are the forum for deliberation and votes.
- **Between meetings**: independent work (research, drafting, data calls). Submit inputs via webform or direct message to chair/workstream leads; avoid reply-all deliberation.
- **Draft-first**: circulate early text, options, and examples; meetings resolve decisions.
- **Feedback**: direct, specific, constructive; propose alternative wording when critiquing.
- **Records**: agendas, minutes, decision log, and action tracker maintained; avoid student PII; assume public records requirements apply.

Decision method:

- **Default**: consent ("good enough to try") unless a reasoned objection ties to mission, safety/well-being, equity/access, legality/compliance, integrity, or feasibility.
- **High-stakes** (safety, equity, privacy/security, integrity baseline): strive for consensus.
- **If blocked and time-sensitive**: vote in a noticed meeting - substantive recommendations target supermajority (about 7/10); procedural decisions use majority of members present.

Team norms:

- **IN**: assume positive intent; challenge ideas, not people; share airtime; timebox disagreements; keep decisions visible; assign owners and due dates.
- **OUT**: sarcasm, side conversations, posturing; endless rehashing; scope creep; reply-all debate between meetings; "gotcha" critique without alternatives.

Roles:

- **Chair (John Black)**: facilitation and decision flow; synthesis and drafting; agenda design; decision log and action tracker; publish pre-reads and artifacts.
- **Project manager/operations (Adriana Palacios)**: coordination; timeline/dependencies; capture stakeholder voice into communications and implementation planning.
- **School Board liaisons / FCCPS support (Jerrod Anderson, Bethany Henderson) and staff liaisons**: charge clarification, constraints, district context, process guidance.
- **Workstream leads/co-leads**: own outputs; coordinate contributors; deliver drafts on schedule.
- **Members**: contribute to assigned workstreams; complete between-meeting tasks; provide timely input.

Collaboration tools: Miro board (shared artifacts); email (broadcast-only for notices/materials); webform or direct message (primary channel for inputs/edits).