



## **FCCPS AI Advisory Committee Agenda**

**Date of Meeting:** Friday, January 23, 2026

**Location of Meeting:** FCCPS School Board Office (Multi-Purpose Room)

**Time of Meeting:** 8:30–9:30 AM (in-person). Pre-meeting level-set recorded 8:05–8:30 AM; recording ended ~9:36 AM.

- Adoption of the Agenda
- Welcome & Introductions
- Adoption of the Minutes from the Previous Meeting (N/A – inaugural meeting)
- Public Comments (if any)
- Review of the School Board Charge
- School Board Liaison Report (Jerrod Anderson; Bethany Henderson)
- Division Staff Liaison Report (William Bates; Steve Knight)
- Topic/Action Item: Open-meeting requirements (Virginia FOIA / Sunshine Laws), records retention, and meeting minutes process
- Topic/Action Item: Committee workplan and collaboration approach (Miro board; resource intake; email etiquette; web form)
- Discussion of Future Action Items (vision/purpose, inputs, schedule, town halls, April School Board AI meeting deliverable)
- Adjournment



## FCCPS AI Advisory Committee Minutes

**Date of Meeting:** Friday, January 23, 2026

**Location of Meeting:** FCCPS School Board Office (Multi-Purpose Room)

**Time of Meeting:** 8:30–~9:36 AM (in-person). Pre-meeting level-set recorded starting 8:05 AM.

Members Present: Members Absent:	<p>Members Present: Co-Chairs: John Black (Chair); Adriana Palacios Bonarrigo (Vice Chair) School Board Liaisons (non-voting): Jerrod Anderson; Bethany Henderson Division Staff Liaisons: William Bates; Steve Knight Committee Members (present): Elizabeth Chua; Anubav Vasudevan; Jillian Burkley; Tom Sabo; David Berol; Susan Nelson; Tina Beaty; Thomas Colvin Board Attorney / FOIA guidance: Patricia Minson</p> <p>Members Absent: None noted.</p>
<b>Item:</b>	<b>Notes:</b>
Adoption of the Agenda	<ul style="list-style-type: none"> <li>• Agenda reviewed.</li> <li>• No objections noted; agenda adopted by consent.</li> </ul>
Welcome & Introductions	<ul style="list-style-type: none"> <li>• Board liaisons welcomed members and confirmed the committee's advisory role.</li> <li>• Co-chairs introduced a structured facilitation approach focused on usable drafts.</li> <li>• Members introduced themselves and shared perspectives on opportunities/risks of AI in K-12.</li> </ul>
Adoption of the Minutes from the Previous Meeting	N/A – inaugural meeting.
Public Comments	No public comments were offered.
Review of the School Board Charge	<ul style="list-style-type: none"> <li>• Charge framed as synthesizing best practices, learning from other districts, and incorporating general public input.</li> <li>• Parallel input streams noted: staff/teacher working group, student input process, standing committees, and upcoming public town halls.</li> <li>• Committee deliverable: recommendations (and suggested policy language elements) for the April School Board meeting dedicated to AI.</li> </ul>
School Board Liaison Report	<ul style="list-style-type: none"> <li>• Open-meeting expectations emphasized (Virginia FOIA / Sunshine Law): avoid multi-member email threads and real-time back-and-forth outside noticed meetings.</li> <li>• Broadcast communications allowed (e.g., agenda distribution) but reply-all discouraged.</li> <li>• Additional meetings or extensions may be scheduled in advance if needed.</li> </ul>

Division Staff Liaison Report	<ul style="list-style-type: none"> <li>• Staff working group shared current work (Compass framing and AI readiness/integrity considerations).</li> <li>• Teacher and student feedback mechanisms described (surveys/focus groups) to inform professional development and guidance.</li> <li>• Need reinforced for practical tools and training to support staff implementation.</li> </ul>
Topic/Action Item	<ul style="list-style-type: none"> <li>• Meeting minutes and records: required elements of minutes reviewed (date/time/location, members present, summary of matters proposed/deliberated/decided, and any votes).</li> <li>• AI transcription (Otter AI) discussed: permitted, but minutes must remain concise and accurate; committee reviews/approves minutes at the next meeting.</li> <li>• Records-retention implications noted: AI transcripts/recordings can increase FOIA/FERPA burden; balance transparency with administrative feasibility.</li> </ul>
Topic/Action Item	<ul style="list-style-type: none"> <li>• Collaboration tools: Miro board introduced for organizing resources and displaying work products.</li> <li>• Constraint confirmed: members should not co-edit a shared board asynchronously; view-only access recommended; contributions routed 1:1 to co-chairs (or via web form).</li> <li>• Email etiquette discussed: avoid reply-all; maintain a clear contact list; use a web form to intake resources/ideas safely.</li> </ul>
Discussion of Future Action Items	<ul style="list-style-type: none"> <li>• Co-chairs to solicit purpose/vision inputs and compile for synthesis.</li> <li>• Members to complete “My User Manual” and an assessment of dominant logic/Competing Values (as shared by co-chairs).</li> <li>• Members encouraged to attend district AI town halls as listeners and to recruit community participation.</li> <li>• Target: recommendations prepared for April School Board AI meeting.</li> </ul>
Adjournment	Meeting concluded at approximately 9:36 AM. No votes were taken.

### Action Items (captured from discussion)

- **John Black:** Draft and send a 1:1 email (or web form) to collect members’ purpose/vision responses and other inputs for synthesis.
- **John Black:** Create a web form to collect ideas/resources from committee members and distribute it to members.
- **Co-Chairs:** Maintain the committee Miro board; post submitted resources; provide individual “spaces” for contributors (view-only for members).
- **Bethany Henderson / Jerrod Anderson:** Send committee orientation materials, initial framing/scoping document, and public statement to members by email.
- **FCCPS Staff Liaisons:** Share the district Compass document and the staff readiness survey (and any available results) with the committee.
- **FCCPS Staff Liaisons:** Share staff working-group conclusions/observations about AI with the committee (overview presented to the group).