

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE PROCEDURE 9.11

SCHOOL ADVISORY COUNCILS

(1) OVERVIEW

(a) It is the intent of the Milwaukee Board of School Directors that every school have a school advisory council that enables families, staff, students (when appropriate), and community to work to support and inform shared leadership, equity and cultural relevance resulting in increased student achievement.

(b) School advisory council members serve as representatives of different groups and have responsibilities to be liaisons between those groups and the council. Even though representatives will be selected from various categories (e.g., families, staff, students, community), it is the responsibility of every member on the school advisory council to communicate with, and represent, all segments of the school population.

(c) These guidelines serve as a minimum standard for schools in the operation of school advisory councils in adherence with Administrative Policy 9.11.

(d) All guidelines are to be followed as stated, and in lieu of school-specific bylaws, these guidelines shall serve as the bylaws for school advisory councils.

(2) SCHOOL ADVISORY COUNCIL MEMBERSHIP

(a) School advisory council (council) membership shall include at least 51% family and community representation, with at least three (3) family representatives.

(b) Councils must have a minimum of eleven (11) members unless a school does not have middle or high school grades, then a nine (9) member minimum must be maintained, including the school leader and parent coordinator; however, the size of the council may be larger so long as at least 51% of the council is made up of family and community representatives.

(c) Members shall be defined as follows:

1. Family Representative: A family representative is a person at least 18 years of age who supports, cares for and helps ensure the educational success of an MPS student at home. A family member who is also a paid employee of his/her child's school shall not serve in the capacity of "family representative" on the council, but may serve as a staff representative.
2. Community Representative: Any resident of the City of Milwaukee is eligible to serve on a council. Individual residents and those representing business, community or faith organizations that partner with the school are categorized as "community representatives".
3. Staff Representative: All school staff are eligible to participate on the council in this category. School leaders and parent coordinators are mandatory members of the council and are categorized as "staff representatives" any other staff serve in a voluntary capacity.

4. Student Representative: A student representative is a person enrolled at a school with middle or high school grades at the time of the election process.

(3) SCHOOL ADVISORY COUNCIL ELECTIONS

(a) General Guidelines

1. The school leader and parent coordinator shall oversee the nomination or election process for the council and track term limits for all members.
2. Council membership must be in place by September of each year. Members may be added throughout the year but all changes must be reported to the Superintendent's designee.
3. School leaders and parent coordinators must demonstrate proactive recruitment measures for family representatives based on what communication method historically works best with families. Examples include: mailings, autodialer, folders home, school website, texting, etc.

(b) Term Limits

1. Each council member shall serve for a two-year term. Individual members may serve additional terms; however, no more than six consecutive years may be served to ensure an opportunity for all to participate.
2. All term timelines begin in August of the current school year, regardless of when in the year membership was obtained. (Example: if a representative joins in February 2016, their two year term is up in June 2017.)

(c) Election Process

1. School advisory councils may choose to determine a school-specific nomination and election procedure that best fits their school. Approval for a school-specific nomination and election procedure must be secured by May of the previous school year from the Superintendent's designee in order to implement that school-specific procedure the following year.
2. In lieu of an approved school-specific nomination procedure, all eligible individuals that are nominated shall be given membership to the council.
3. All representatives must be in place by the September meeting. Schools may choose to implement their recruitment process in the spring at the end of the previous school year, or in the fall prior to the September meeting.
4. Family Representatives
 - a. Family representative positions must be well advertised by the school (examples: website, mailings, newsletter, folders home, autodialer, etc.).
 - b. Individuals interested in serving as a family representative must submit a nomination form to the school leader or parent coordinator.

- c. Councils must have a minimum of three family representatives, but may exceed this number.
5. Staff Representatives
 - a. The staff at a given school shall be made aware of the opportunity to voluntarily serve on the council and submit a nomination form to the school leader.
 - b. School leaders and parent coordinators, as part of their job duties, are required staff representative positions to ensure continuity and support for the school advisory council.
6. Student Representatives
 - a. Schools with middle and high school grades must have student representatives.
 - b. Students shall be made aware of the opportunity and submit a nomination form to the school leader.
7. Community Representatives
 - a. Community representatives interested in participating on the council shall submit a nomination form to, or be recruited by, the school leader prior to the September meeting. School leaders may choose to extend an invitation to serve on the school advisory council based on connection to and support of the school.

(4) SCHOOL ADVISORY COUNCIL ROLES

(a) Chair

1. During the October meeting of each year, a Chair shall be selected from among the council members. This will be done through a nomination and voting process of the council. The Chair's term shall be until the following October when another nomination and vote shall take place.
2. The Chair's responsibility is to serve as a spokesperson for the council and to work with the school leader to establish each meeting's agenda and ensure all voices on the council are heard.
3. The Chair will co-facilitate meetings with the school leader.
4. School leaders and parent coordinators may not be the Chair.

(b) School Leader

1. The school leader's responsibility is to collaborate with the Chair to establish each meeting's agenda and ensure all voices on the council are heard.
2. School leaders will co-facilitate meetings with the Chair.
3. If a parent coordinator is unable to attend a meeting, the school leader shall assume their responsibilities.

(c) Parent Coordinator

1. The parent coordinator's responsibility is to take minutes at each meeting.
2. Agendas, minutes and activities of school advisory councils should be communicated to the entire school community by the parent coordinator. How this is communicated may be determined based on what works best for each school (school website, newsletter section, etc.).
3. Parent coordinators must submit monthly agendas and minutes within 15 days of the meeting to the Superintendent's designee.

(d) District Advisory Council (DAC) Representatives

1. The council is responsible for identifying two representatives from their school to serve on the District Advisory Council either by election or appointment, or school determined process.
2. Determining representatives to the DAC shall occur no later than the September meeting of the council. DAC representatives do not need to be members of the council, but they can be. Once selected, the *DAC Representative Form* must be completed and submitted by the school leader to the Superintendent's designee.
3. It is the responsibility of each DAC Representative to serve as the liaison between the council to the DAC and to solicit feedback from the school community on various DAC meeting topics throughout the year.

(5) SCHOOL ADVISORY COUNCIL MEETINGS

(a) The council shall have at a minimum seven (7) meetings during the school year – September, October, November, January, February, March, and April, though more may be scheduled at the request of the council or school leader.

(b) All meetings of school advisory councils shall be open to the public and anyone may join. As such, these meetings must be properly noticed pursuant to procedures provided by the Office of Board Governance. Additionally, revising or cancelling meetings are subject to public notice protocols.

(c) Until the school advisory council has reached the required 51% family and community representation with at least 3 family representatives, every meeting must be advertised to all families within the school above and beyond the required public notice.

(d) Agendas of school advisory council meetings should be established by the school leader and school advisory council chair prior to the meeting. All agendas must include a space for new business where members of the school advisory council can bring up topics of interest or on behalf of the groups they represent. All agenda items up for discussion must include supporting information and data to inform data-based decision making.

(e) School leaders should seek input from school advisory councils on the following items throughout the year by putting specific items on the agenda:

1. Academic Achievement: Discussing and reviewing the success of school improvement strategies.
2. Student, Family & Community Engagement: Providing voice for families, community, students and staff on major school decisions (i.e. school uniforms, school-wide activities, parent-teacher conferences, etc.) and how to best be involved and support student achievement.
3. Effective and Efficient Operations: Discussing the utilization of resources and budget priorities resulting in the submission of a FY Budget School Advisory Council Signature Page with the final school budget.

(6) SCHOOL ADVISORY COUNCIL SUPPORT AND REPORTING

(a) The Superintendent shall appoint a designee to oversee all councils and their operations. Council members shall have the right to request the designee's involvement in dispute resolution between council members. The designee shall have the responsibility of enforcing council decisions in cases of dissent and of ensuring the continuity and effectiveness of each council.

(b) Reporting must be done each month to the Superintendent's designee to ensure compliance and provide support as needed. Required reporting includes:

1. Each month after the school advisory council meeting, it is the responsibility of the parent coordinator to submit the meeting agenda, sign-in sheet, and minutes within 15 business days.
2. After the September meeting, it is the responsibility of the school leader to submit a membership sheet, signed conflict of interest statements and DAC representatives to the Superintendent's designee within 15 business days.
3. If there are additions to membership throughout the year, the school leader must resubmit the membership sheet and conflict of interest statement within 15 business days.

(7) EXCEPTIONS TO PROCEDURES/SCHOOL-SPECIFIC PROCEDURES

(a) Requests for exceptions to these procedures may be submitted to the Superintendent's designee for review and approval no later than each May in order to take effect for the following year. These requests must be submitted on the *School Advisory Council Exceptions Form*.

(b) All requests for exceptions must, at a minimum, meet the standards set forth in these procedures in order to receive consideration. The request must include a reason for seeking the exception (i.e. collective impact approach, community schools model, etc.).

Cross Ref.: Admin. Policy 9.11 School Advisory Councils