

ADMINISTRATIVE POLICY 9.11

SCHOOL ADVISORY COUNCILS

(1) PURPOSE OF SCHOOL ADVISORY COUNCILS

(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) Any specific procedures and processes for operations of school advisory councils not contained in this Administrative Policy shall be determined by the Superintendent of Milwaukee Public Schools or his/her designee.

(2) OPERATIONS OF SCHOOL ADVISORY COUNCILS

(a) It is the responsibility of each school's leader to, in conjunction with their school advisory council, develop and maintain an effective and equitable organizational structure that includes a process of advisement on school matters.

(b) The council shall also be a clearinghouse for information collected from outside organizations, including student groups, parent-teacher groups, teacher associations, etc.

(c) The council's authority is advisory with respect to all duties, powers, and responsibilities, with the sole exception of the council's authority and responsibility to submit a signature page with its school's annual budget.

(d) Council participation shall be on a voluntary basis via a school-based nomination or election process, with the exception of school leaders and parent coordinators who have membership as part of job expectations.

(e) Councils do not replace the need for schools to establish parent organizations in accordance with Administrative Policy 1.03, Parent Empowerment.

(f) The council shall have at least 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.

(3) SCHOOL ADVISORY COUNCIL MEMBERSHIP

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

(b) School advisory councils must have a minimum of eleven (11) members with at least one middle/high school student representative 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) A nomination or election process will be held each year as needed to fill open positions. This process shall be guided by Administrative Procedure 9.11.

(d) In accordance with Administrative Policy 2.12, Advisory Committees: Administration-Oriented, membership of all advisory groups shall be representative of the communities to be served. School advisory councils shall strive to ensure their membership is representative of the student population.

(e) There shall be a good-faith effort made to secure representation; however, a school advisory council will continue to function even if full representation cannot be achieved. Every effort will be made to ensure that each school advisory council has full representation.

(f) 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.

(4) AUTHORITY AND RESPONSIBILITIES OF SCHOOL ADVISORY COUNCILS

(a) School advisory councils are empowered and limited in function by policies and procedures adopted by the Milwaukee Board of School Directors. If current policies and procedures or laws and regulations impede the work of the council, the school leader will request assistance from the Superintendent's designee. The Superintendent's designee will work with appropriate central services personnel to assist the school advisory council.

(b) The role of the school leader in terms of authority and responsibility for school management is not changed by this policy. Ultimately the school leader is responsible and accountable to the Superintendent. The intent of this policy is to provide school leaders with access to an advisory group that is representative of the school community to ensure a collective vision for the school and on strategies to support student achievement and school improvement.

(c) The Milwaukee Public Schools' Code of Ethics applies to all employees. All school advisory council members will be required to sign a statement that they understand and acknowledge their conflicts of interest and will not participate in advisement which represents a conflict of interest.

(d) Service on school advisory councils is voluntary, with the exception of the school leader and parent coordinator. No other members of school advisory councils are to receive compensation for their service.

(e) Training for school advisory council members will be provided annually by the District Advisory Council on the first Thursday in October.

(f) Administrative Procedure 9.11 shall serve as a minimum standard for schools in the operation of school advisory councils.

(g) School advisory councils will provide feedback and insight to school leaders on the following items throughout the year:

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.

(5) COUNCIL LIAISON

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.

(6) EXCEPTIONS TO PROCEDURES

(a) Administrative Procedure 9.11 shall serve as a minimum standard for schools in the operation of school advisory councils. Requests for exceptions to these procedures may be requested by following the process outlined in Administrative Procedure 9.11.

(b) All schools, however, including those with approved exceptions to procedures, are expected to adhere to all provisions of this policy.

(7) EVALUATION AND MONITORING

School Advisory Councils shall submit reports to the Superintendent or his/her designee, as described in Administrative Procedure 9.11. The Administration shall present a yearly report to the Board on the activities of School Advisory Councils.

History: Adopted 11-25-97; amended on 5-26-99; Revised 06-29-06

Cross Ref.: Admin. Policy 1.03 Parent Empowerment
 2.12 Advisory Committees: Administration Oriented
 8.18 Student Involvement in Decision Making
 9.04 Community Involvement in Decision Making
 2.12 Advisory Committees—0—