

ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE POLICY 9.11

SCHOOL GOVERNANCE ADVISORY COUNCILS

(1) PREAMBLE PURPOSE OF SCHOOL ADVISORY COUNCILS

(a) ~~It is the policy of the Milwaukee Board of School Directors to endorse and support parent, staff, student, and community involvement in school governance. It is the intent of the Milwaukee Board of School Directors that every school will have a school governance advisory council that enables parents families, school-staff, students (when appropriate), and community to work together in facilitating quality educational plans that engender continuous improvement of to support and inform shared leadership, equity and cultural relevance resulting in increased student achievement. It is the responsibility of the school leader to develop and maintain effective organizational structures and processes for advisement in each school in conjunction with its school governance advisory council.~~

(b) ~~The following guidelines are designed to facilitate the development and operations of school governance councils 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 designee.~~

(2) PURPOSE OF SCHOOL GOVERNANCE COUNCILS

~~The purpose of a school governance advisory council is to provide a forum for parents, teachers, community members, students, and school leaders to work together in providing continued analysis and improvement of public school policies, curriculum, educational plan goals, and general student well-being. the council shall also be a clearinghouse for information collected from outside organizations, including student groups, parent-teacher groups, teacher associations, etc. the council's decision-making 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 cover letter with its school's annual budget and the school's annual educational plan. Council participation shall be on a voluntary basis via a school based election process. Councils are not intended to replace parent organizations.~~

(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 and the school's annual educational plan.~~

(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 GOVERNANCE ~~ADVISORY~~ COUNCIL MEMBERSHIP

~~(a) School governance advisory council membership shall include at least 51% parent family and community representation, with at least three (3) family representatives, at least one student at the middle (including K-8 schools) and high schools, community representatives, staff members, and the school leader. The size of the school governance council will be based upon a percentage of total student enrollment at a given school.~~

- ~~1. The number of council participants shall equal one percent (1%) of the total student enrollment, or a minimum of nine (9) members, including the school leader; however, the size of the council may exceed 1% where desired by the individual school.~~
- ~~2. If the percentage results in an even number of participants (e.g., 1,100 students x 1% = 11 + school leader = 12 members), the number of participants shall be increased by one member (e.g., 12 + 1 = 13 members).~~

(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, 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.

~~(b) Members shall be defined as follows:~~

- ~~1. Parent: A parent is a person at least 18 years of age who is the natural, adopted, or stepparent of a child enrolled or about to be enrolled in the school at which the council serves, and includes those people acting as legal guardian or registered custodian of the child, such as grandparents. A parent who is also a paid employee of his/her child's school shall not serve in the capacity of "parent member" on the council, but may serve as a teacher representative or support-staff representative.~~
- ~~2. Teacher/Support Staff: All teachers and support staff are eligible to participate on the council in this category.~~

3. ~~Student: A student enrolled at a school with a middle school component (grades 6-8) or high school at the time of the election process is eligible to serve on the council for that particular school.~~
4. ~~Community Member: Any resident of the City of Milwaukee is eligible to serve on a council.~~
5. ~~School leader: The school leader or employee serving as the leader of the school shall serve on its council.~~

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

~~(d)~~(f) Even though representatives will be selected from various categories (e.g., ~~parents~~ families, school-staff, students, ~~business~~, community), it is the responsibility of every member on the school governance advisory council to communicate with, and represent, all segments of the school population.

~~(4)~~ SCHOOL GOVERNANCE COUNCIL ELECTIONS — MEMBERSHIP

~~Members will be selected through a fair and open election process. Each constituent group (parents, teachers, non-certificated staff, students) will oversee the process for electing school governance council representatives. The process for the election of representatives will be as:~~

~~(a)~~ Parent Representatives

1. ~~Every year, no later than the third week of March, the school leader/designated administrative leader of each school shall mail, via first-class postal service, information sheets regarding the school governance council and the school election timeline to all households of the school's student body (one mailing per household) for the purpose of soliciting parent/guardian nominations for Council membership. Parents who are interested in serving on the council shall complete a ballot information sheet and return it either by mail or in person on or before April 15. All eligible parents shall be included on the ballot.~~

2. ~~The ballots (bearing a specific logo) shall be mailed via first-class postal service to all parents during the first week in May, with all of the nominees listed. Ballots shall be numbered sequentially for accountability purposes only. In addition, the school leader/designated administrative leader is to plan an open meeting for nominees to speak relative to their candidacy for election to the council. Parents shall return either in person or by mail the completed ballots to the school on or before May 31. The number of parents to be elected shall be at least 51% of the total number of participants on the council.~~

3. ~~Two members of the established parent group will assist the school leader with the counting of the parents' ballots.~~

4. ~~A record of the number of votes for each candidate shall be maintained at the local school until the end of the following school year. In the case of resignation, recall, or death, a parent member shall be replaced by the runner-up candidate not elected to the council the previous election period.~~

(b) ~~Teacher/Staff Representatives~~

The faculty and support staff at a given school shall be responsible for selecting its representatives to the council. Selection shall be completed on or before May 31.

© ~~Student Representatives~~

Schools with grades 6-8 (middle and K-8) and high school student representatives of the council shall be elected by the student body through existing student government procedures. If no student government exists, students shall be permitted to campaign for the position of Council representative at a general assembly of the student body, and the student body shall make their selection by voice vote or ballot during the general assembly.

(d) ~~Community Representatives~~

Community representatives interested in participating on the council shall make their interest known at the open meeting held for parent nominations, although community members shall not be selected by the public at large. Community representatives shall be elected at the first meeting of the incoming Council held at the beginning of the new school year.

(e) ~~School leader Representatives~~

The school leader of the school is entitled to automatic participation on the council at that school.

(5) ~~SCHOOL GOVERNANCE COUNCIL ELECTIONS — PROCESS~~

(a) ~~Following the initial election process, the council shall manage the election process.~~

(b) ~~The school governance council must be in place by the end of September each school year. The term of office for the smallest number greater than half of the council shall be elected for two (2) years at the first election. All other members of the council shall be elected for a one year term at the first election. All Council members thereafter shall be elected to two year overlapping, staggered terms. The candidates receiving the fewest votes serve 1 year terms after the first election. All candidates thereafter will serve two year overlapping, staggered terms.~~

(64) ~~AUTHORITY AND RESPONSIBILITIES OF SCHOOL GOVERNANCE~~ ADVISORY COUNCILS

(a) ~~School governance 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, contracts, or laws and regulations, or district agreements impede a school's restructuring process or strategic planning, 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. obtain the support of the appropriate Central Services personnel to assist the school governance council with requests for adjustments, waivers, or memoranda of understanding from the appropriate body. School governance councils shall not discuss wages, hours, or working conditions unless a bargaining unit waiver has been secured. The Division of Labor Relations will assist schools in securing requested waivers.~~

(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. Non-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. School governance councils shall establish procedures to be followed by members to ensure that conflicts of interest are prevented.

(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.

~~(de) All newly elected council members will participate in inservice/training sessions. Related costs for these sessions shall be funded by local school funds. Inservice/training sessions will focus on the development of quality educational programs and high standards with respect to team building, school policies and procedures, increasing parental involvement, consensus building, leadership skills, financial procedures (audits, budgets), committee work, and other issues that affect student achievement. Common documents (cover letters for the schools' annual educational plans and annual budgets, formats for agendas and written records of council meetings, etc.) will be developed by the Office of the Deputy superintendent — Operational Leadership. Training for school advisory council members will be provided annually by the District Advisory Council on the first Thursday in October.~~

(ef) The Administrative Procedure 9.11 shall serve as a minimum standard for schools in the operation of school advisory councils. School governance councils shall develop and publish their own bylaws. Bylaws shall be guided by the principles of the Open Meetings Law, and all meetings shall be open to the public unless permitted to be closed under the law. The Department of Human Resources, in consultation with the Office of the City of Attorney, shall provide assistance in this regard. The definition of a meeting shall be included in each school's bylaws and shall be consistent with the Open Meetings Law definition. Written records for all school governance council meetings shall be taken at each council meeting and maintained in one binder. Minutes shall be on file and available for review at each school.

(fg) ~~Council authority and responsibilities will be advisory as referenced below~~ School advisory councils will provide feedback and insight to school leaders on the following items throughout the year:

- ~~1. — The council shall participate in the selection and evaluation of school staff in a manner consistent with federal and state statutes, Board policy, and collective bargaining agreements. Members of school governance councils shall interview and recommend school leader appointments to the superintendent in a manner consistent with Administrative Policy 6.23: "The superintendent shall have the sole right of nomination for employment and promotion of certificated personnel, and the appointment of any nominated candidates shall be effected only with the approval of the Board. In the case of rejection, the Board may request another nomination."~~

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.
2. 3. The council shall participate in the development of the annual school educational plan and 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 annual final school budget.
3. ~~The council shall regularly review and assess the annual school educational plan and the annual school budget. The council shall have the authority and responsibility to submit an accompanying cover letter when its school submits its annual educational plan and annual school budget to the superintendent. The cover letter will bear the signatures of each council member, thereby indicating the council's participation in the development of both documents.~~
4. ~~The council will regularly review and assess school performance with respect to:
 - a. ~~student achievement;~~
 - b. ~~parental involvement;~~
 - c. ~~dress code expectations;~~
 - d. ~~character and value building;~~
 - e. ~~behavioral concerns;~~
 - f. ~~scheduling procedures;~~
 - g. ~~building maintenance;~~
 - h. ~~suspension/disciplinary procedures.~~~~
5. ~~The council, in cases in which the school leader of the school has volunteered in writing to have the council's evaluation included in his or her professional evaluation, shall conduct such an evaluation of the school leader's performance.~~
6. ~~In the absence of a coordinated health team, the School Governance Council will function in that capacity.~~

(7) ~~COUNCIL PROTOCOL~~

~~(a) The first council meeting of the new school year shall take place during the month of September, at a date and time agreed upon by all elected members. During the first meeting, the council shall select at least one person in the community to participate as a member of the council, based upon interest previously shown by eligible parties. Thereafter, the council shall have at least nine (9) monthly meetings during the school year.~~

~~(b) During the first meeting, council members shall elect an executive committee, which shall include a chair, vice chair, recording secretary, and corresponding secretary. The school leader will serve as a resource to the executive committee of the school council.~~

- ~~1. The chair shall conduct each meeting and shall execute all business necessary between meetings to ensure that each meeting is run in a smooth and orderly process.~~
- ~~2. The vice chair shall assist the chair with his/her responsibilities and shall assume the responsibilities of the chair upon his/her absence.~~
- ~~3. The chair and vice chair shall make themselves available to answer questions from the public in general, including from members of other organizations.~~
- ~~5. The recording secretary shall keep the written notes of each meeting, and make sure the minutes of the previous meeting are distributed to members of the council prior to each subsequent meeting, together with a reminder of the time and place of the next meeting. The corresponding secretary shall be responsible for making available to the public, by whatever means agreed upon by the council, the agenda of each upcoming meeting and the minutes of the previous meeting. Members of the public wishing to speak at any upcoming meeting with regard to a particular agenda item may contact the corresponding secretary to ask to be added to the agenda.~~

~~(8) DUTIES OF COUNCIL MEMBERS~~

~~The Council will be made up of parents, teachers, students, community members, and the school leader. Each constituency represented shall have a corresponding set of responsibilities.~~

~~(a) Parents~~

~~Council parents are responsible for soliciting input from the parental community with respect to issues of concern to the council. Parent members shall relay council activities to the parent community at large, as well as to parent organizations. The council shall have the responsibility of training and informing incoming parents elected to a subsequent council. Parent members shall have the responsibility of promoting the organization of a parent group where none is in existence for the particular school at which they serve.~~

~~(b) Teachers/Support Staff~~

~~School staff council members are responsible for soliciting input from the faculty and support staff with respect to issues of concern to the council. School staff members shall report to faculty and support staff, as well as outside teacher/staff organizations. Faculty members shall present the school's educational plan to the council for input. Faculty members shall be responsible for playing an active role in addressing issues such as curriculum additions and deletions, grading practices and standards, test scores, building concerns, staffing needs, and resource/budget concerns.~~

~~(c) Students~~

~~Student members shall report council activities to the student body and shall solicit student input and areas of concern for presentation to the council. Student members shall be responsible for organizing student government associations where there are none.~~

(d) School leader

The school leader is responsible for keeping the council informed of all relevant school information. The school leader shall take the lead role in promoting new programs at the school. The school leader shall report to the council with respect to school leader meetings, building meetings, etc. The school leader shall seek the active participation of the council in deciding all school budget matters and shall present to the council in a timely fashion all information dealing with programming and budget items. The school leader shall be responsible for creating and distributing a newsletter of council activities and agendas to school members, and shall provide administrative service support for council members needing supplies or resources. The school leader may not serve on the executive committee, but shall have a vote equal to all other council members.

(9) REIMBURSEMENT OF EXPENSES

No members of school governance councils are to receive compensation or additional compensation for their service, with the exception of reasonable reimbursement for expenses resulting from their work on school governance councils. The expenses are to be paid from the school budget. Reasonable parameters shall be determined by the school leader.

(105) COUNCIL LIAISON

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

(116) EXCEPTIONS TO PROCEDURES

(a) The Administrative Procedure 9.11 serves as a minimum standard for schools in the operation of school advisory councils. Requests for Exceptions to these procedures outlined in this policy may be submitted to the superintendent for review and approval, with such action to be reported to the Board may be requested by following the process outlined in Administrative Procedure 9.11.

~~(12) RELATION TO EXISTING AGREEMENTS~~

(a) ~~Nothing in this policy shall in any way reduce the powers or responsibilities already authorized at schools with ongoing governing councils, including Andrew Douglass School, Fritsche Middle School, La Escuela Fratney, HiMount Community School, Madison University High School, Malcolm X Middle School, North Division High School, Palmer Street School, South Division High School, or any other MPS school that already has such powers or responsibilities.~~

(b) ~~Nor shall anything in this policy in any way reduce powers or responsibilities assumed by school governance councils consistent with federal and Wisconsin statutes, Board policy, or collective bargaining agreements, as proposed by school governance councils and authorized by the superintendent.~~

(c) ~~All schools, however, including these those with approved exceptions to procedures, are expected to adhere to all provisions of this policy regarding school governance councils with regard to the manner of representation and conduct of elections.~~

(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 Milwaukee Board of School Directors 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—♦—