

ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS

ADMINISTRATIVE POLICY 9.11 SCHOOL ENGAGEMENT COUNCILS

(1) PURPOSE OF SCHOOL ENGAGEMENT COUNCILS

(a) It is the intent of the Milwaukee Board of School Directors that every school have a School Engagement 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 Engagement 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 ENGAGEMENT COUNCILS

(a) It is the responsibility of each school's leader, in conjunction with his/her School Engagement Council, to 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 — in September, October, November, January, February, March, and April — though more may be scheduled at the request of the Council or school leader.

(3) MEMBERSHIP IN THE SCHOOL ENGAGEMENT COUNCIL

(a) The member of the School Engagement Council shall include at least 51% family and community representation, with at least three (3) family representatives.

(b) School Engagement 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, in which case a nine (9) -member minimum must be maintained, including the school leader and parent coordinator; however, the size of the Council may be larger, as long as at least 51% of the Council is made up of family and community representatives.

(c) A nomination or election process shall 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-Originated, membership of all advisory groups shall be representative of the communities to be served. School Engagement Councils shall strive to ensure that their memberships are representative of their student populations.

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

(f) Even though representatives shall be selected from various categories (e.g., families, staff, students, community), it is the responsibility of every member of the School Engagement Council to communicate with, and represent, all segments of the school population.

(4) AUTHORITY AND RESPONSIBILITIES OF SCHOOL ENGAGEMENT COUNCILS

(a) School Engagement 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 shall request assistance from the Superintendent's designee. The Superintendent's designee will work with appropriate central services personnel to assist the School Engagement 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 for strategies to support student achievement and school improvement.

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

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

(e) Training for School Engagement 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 Engagement Councils.

(g) School Engagement Councils shall assist in the development and implementation of their schools' education plans in alignment with the District's academic goals, focusing 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 (e.g., school uniforms, school-wide activities, parent-teacher conferences) and how best to be involved and to support student achievement; and
3. Effective and Efficient Operations: Discussing the use of resources and budget priorities resulting in the submission of a FY Budget School Engagement Council Signature Page with the final school budget.
4. School Culture: Working with the school leader to develop, conduct, and report the results of an annual survey of parents, guardians, and teachers on issues related to school climate, culture, and conditions.

(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 among council members. The designee shall have the responsibility of enforcing the Councils' 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 Engagement 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 Engagement 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 Engagement Councils.

History: Adopted 11-25-97; amended on 5-26-99; revised 06-29-06, 8-31-17
Cross Ref.: Admin. Policy 1.03 Parent Empowerment
8.18 Student Involvement in Decision Making
9.04 Community Involvement in Decision Making
2.12 Advisory Committees
Admin. Procedure 9.11 School Engagement Councils

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