

# Appendix 6: Advisory Council Roles & Responsibilities

**To:** Current & Potential Advisory Council Members

**Re:** Pillsbury United Communities, Office of Public Charter Schools Advisory Council Roles & Responsibilities

## Overview of the Office of Public Charter Schools

### Pillsbury United Communities

PUC creates choice, change and connection in underestimated populations across Minneapolis. Through PUC's interconnected network of community centers, schools, and social enterprises, PUC fosters the resilience and self-sufficiency of individuals, families, and the community as a whole. PUC is creating multidimensional solutions to move individuals faced with multiple and complex challenges to economic stability. Therefore, PUC's programs and services address a spectrum of intersecting needs in five impact areas—education, youth and family services, wellness and nutrition, employment and training, and asset creation.

### PUC Office of Public Charter Schools (PUC-OPCS)

PUC has been a charter school authorizer since the 1990s. In 2010, after Minnesota law changed to require charter school authorizers to be approved by the Minnesota Department of Education, PUC submitted its charter school authorizer application and was approved, effective July 2011.

**Vision:** Authorized schools are committed to creating communities where students can excel academically and socially to realize their opportunities and potential for higher education, citizenship, self-sufficiency and personal fulfillment.

**Mission:** PUC's charter schools will: offer bold and innovative educational strategies; provide an environment that promotes respect for all students and their individual identities; and engage students in academic and authentic learning opportunities, service learning and personal development.

**Values:** We are motivated by the success of the people we serve; We value open and honest communication; We work in partnership and collaboration, and participate in peer review; We value diversity in all of its forms; We strive toward continuous improvement; We value transparency; We understand that fiscal responsibility is required; We value quality board training and development.

## About the Advisory Council Role

The Advisory Council serves as the decision making body for the Office of Public Charter Schools. Discussions at the council level include but are not limited to:

- Contract renewal,
- Authorization transfer,
- School closure,
- New school development, and
- Pillsbury United Communities' portfolio of charter schools.

**Term:** 2 years. Each advisory council member will be awarded a \$500 stipend at the end of each term year (Jan 31).

**Proposed Meetings:** The Advisory Council will meet at PUC Urban Institute unless otherwise determined on a quarterly basis. Ad hoc site visits for contract renewals of schools & other immediate/ pressing concerns as determined. Dates will be planned in conjunction with the Advisory Council members' and PUC-OPCS' schedules.

**Number of Advisors:** PUC-OPCS will maintain a 5-10 member Advisory Council. All members have extensive operational, financial and academic experience that allow them to review PUC documents to ensure appropriate

decision making. At least one member will be a director of a charter school within the PUC network of schools, upholding PUC's value of participatory decision making.

**Method of Decision Making:** In order to recommend a decision to the PUC Board of Directors, a quorum of advisory council members must be present. Additionally, a majority of advisory council members present must approve the action (i.e. approval of a new school, expansion, closure, contract renewal term). Each individual may vote in favor or against any action. For example, if there are eight members on the advisory council, five members are a quorum and three of five members are needed to approve an action.

**Intermittent Training:** During service as an advisory council member, PUC-OPCS may request a one on one or group meeting to train on new initiatives, supplement knowledge on specifics of the charter landscape, or further expertise on charter school operations, finances and/or academics.

## Responsibilities of an Effective Advisory Council Member:

**Advance Preparation.** PUC-OPCS preps material a week before each Advisory Council to allow for adequate discussion during meetings. Advisory Council members are encouraged to properly prepare for each meeting by reading the material mailed or faxed in advance.

**Respecting Time.** Every effort is made to start and end meetings with regard to allocated time. Advisory Council meetings should start and end on time and be no longer than 90 minutes in duration.

**Thoughtful Decision Making.** After discussion and investigation, the Advisory Council determines which items need to be presented for information and/or a decision by the Pillsbury United Communities Board of Directors. Generally, the procedure will be that items presented at one meeting will be acted on at the following meeting so that members have an opportunity to think about which way they will vote.

**Integrity of Agenda.** PUC-OPCS captures the conversation of the Advisory Council on pivotal decisions of the PUC-OPCS. The Advisory Council's recommendations are presented to the Pillsbury United Communities Board of Directors for their final recommendation.

**Attend and Participate.** Members should be sensitive to their effectiveness and participation at Advisory Council meetings. Advisory Council members are expected to positively represent the Agency at community functions and events and throughout the course of their work and personal life.

## Next Steps

If you are interested in participating in the Pillsbury United Communities Office of Public Charter School's Advisory Council, please conduct the following:

1. Meet with a member of PUC-OPCS to learn more about the portfolio of schools, strategic initiatives, and the general landscape of the Minnesota charters. This required training introduces the specifics of the PUC network of charter schools.
2. Submit a written intention to participate including the rationale to be on the advisory council
3. Draft a short biography (paragraph) on your professional expertise and knowledge on charter schools.

PUC-OPCS will review candidacy, including relevance of expertise, and present appropriate members to the PUC CEO/President for final approval. Note advisory council members, alongside PUC-OPCS, reports to the PUC Board of Directors. Approved advisory council members will be notified by PUC-OPCS.