



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635

MAY 18 1999

Educational Support Policy  
and Legislation

DoDEA Administrative  
Instruction 1305.1

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

Superintendent's Advisory Councils

- References:
- (a) DoD Instruction 1342.15, "Educational Advisory Committees and Councils March 27, 1987
  - (b) DoD Instruction 1000.15, "Private Organizations on DoD Installations," October 23, 1997
  - (c) DoD 5400.7-R, "Department of Defense Freedom of Information Act Program," December 1980, as authorized by DoD Directive 5400.7, "Department of Defense Freedom of Information Act Program," September 1998
  - (d) DoD Regulation 5400.11, "Department of Defense Privacy Program," August 1983

A. PURPOSE

This Administrative Instruction (AI) reissues and updates Policy Memorandum 98-ES-01, "Establishing Superintendent's Advisory Councils for School Year 1998-99." The Superintendent's Advisory Councils foster community participation in the management of school affairs. These councils parallel the district and theater advisory committees established pursuant to reference (a).

B. APPLICABILITY

This AI applies to all Department of Defense Dependents Schools (DoDDS) area and district superintendents, and to the parents and military command representatives who participate in the advisory councils appointed pursuant to this Instruction.

C. DEFINITIONS

Terms used in this AI are defined in enclosure 1.

#### D. POLICY

1. It is the policy of the DoDDS to involve parents and other stakeholders in the formulation and administration of educational policy affecting children enrolled in its schools.

2. The establishment of superintendent's educational advisory councils at the area and district levels creates a formal channel of communication between the superintendents and representative members of their respective constituencies.

3. The primary membership of the superintendents' advisory councils shall consist of the area superintendent as chairperson, at least one parent (a non-DoDDS employee), a military command representative, and a representative of the principal teachers' bargaining unit. Additional members may be appointed from the ranks of school advisory committees, parents who are active members of and who represent registered private organizations operating on military installations overseas and have expressed an interest and commitment to public education within the DoDDS and school support organizations, the high school senior class, school administrators, and teachers.

4. The area and district advisory councils may advise their respective superintendents on matters of concern to the superintendent that require communication or action internal to DoDDS. Such matters may include issues that arise from school advisory committees and advance to the level of the district or theater advisory committees established by the military under reference (a).

5. The superintendent's office will prepare a written report at the end of each school year describing the activities of the advisory council, summarizing the recommendations made by the council and identifying issues that should be addressed during the upcoming school year.

#### E. RESPONSIBILITIES

1. Each area and district superintendent will:

a. Establish and appoint an advisory council consisting of not less than 4 nor more than 12 members, following the guidance in enclosure 2.

b. Provide such logistical and administrative support as is required to convene meetings of the advisory councils at least twice per school year.

c. Establish the agenda for each meeting, in consultation with the chairperson of the advisory council.

d. Prepare minutes of each meeting and provide a copy of such minutes to each participant of the advisory council and to each principal and superintendent, including the Director, DoDEA, in the superintendent's chain of command.

e. Carefully evaluate the recommendations and advice rendered by the advisory council in reaching decisions on matters considered by the advisory council.

2. Representatives to the advisory councils shall:

a. Attend the meetings of their respective councils regularly.

b. Recommend to the council chair and the respective superintendent those issues and concerns they wish placed on the agenda of the council.

c. Share responsibility to work collectively in supporting their superintendent in the exercise of their respective responsibilities, enhancing programs, and improving the delivery of educational programs and support services to DoDDS students.

d. Identify subjects that the council agrees need to be addressed, and advise the superintendent of those topics with sufficient time in advance of any particular meeting to ensure that the superintendent can consider the issue in preparing the advisory council agenda for each meeting.

(1) Council members will communicate and represent the deliberations of the council with other families affected.

(2) Council members will communicate and represent the decisions and actions taken by other councils in response to recommendations.

e. In cooperation with the Superintendent, establish procedures to provide a comprehensive orientation for new advisory council representatives. This orientation shall include but not be limited to council procedures, organizational relationships and current business.

F. EFFECTIVE DATE

This AI is effective immediately.



Lillian Gonzalez  
Director

Enclosures - 2

1. Definitions
2. Guidelines for Establishing and Operating District and Area Advisory Councils

## DEFINITIONS

1. Parent. Includes the father, mother, legal guardian or person standing in loco parentis whose employment, military status, or payment of tuition is the basis for the enrollment of dependents in the DoDDS.
  
2. Military Command Representative. An officer or employee representative designated (with the consent of the superintendent) by the senior military commander operating within the educational jurisdiction of the area superintendent or the senior community or installation commander operating within the educational jurisdiction of the district superintendent. The representative should be, whenever possible, the parent of a child enrolled in a DoDDS school.
  
3. Private Organizations. Organizations authorized by the military command to operate on their installations. These organizations generally are authorized to operate by DoDI 1000.15 reference (b), and governing military installation regulations.

GUIDELINES FOR ESTABLISHING AND OPERATING  
DISTRICT AND AREA ADVISORY COUNCILS

A. Formation of the Advisory Councils

1. Each area and district superintendent will appoint members to an advisory council to serve for a period of one school year.

2. Eligibility of Candidates

a. A candidate for appointment as a primary member of an advisory council must be:

(1) A parent of a student enrolled in a DoD dependents' school located within the respective district or area, or

(2) A military command representative, or

(3) A student enrolled in the senior year at a high school within the jurisdiction of the district or area, or

(4) A DoDDS employee who is a member in good standing of the principal bargaining unit representing teachers in the respective district or area.

b. Candidates may nominate themselves, be nominated by a member of the community, or be nominated by a School Advisory Council (SAC) by submitting a brief resume and statement of interest to the appropriate superintendent not later than September 15 of the current school year.

c. Additional members may be appointed as necessary.

3. Appointment. Each superintendent will review the nominations and select the candidates he or she believes would best represent the interests of an affected constituency in his or her superintendency.

a. The superintendent may, but is not required to, conduct interviews of prospective candidates.

b. In reaching a decision to select or to identify candidates for nomination, the superintendent may seek the advice and counsel of one or more of the parent-teacher organizations or other registered private organizations, school principals, school advisory committees, labor organizations, military commanders, parents and teachers, and DoDDS school administrators within the jurisdiction of the superintendency.

c. Superintendents will appoint council members not later than September 30 of each school year.

#### 4. Term of Office

a. A member shall be appointed to an advisory council for a term of 1 school year.

b. A member may be appointed to successive terms for a total of 2 school years.

### B. Operation of the Councils

1. Vacancies. The superintendent may appoint a qualified candidate to complete the term of office when the office is vacated by a departing members.

a. A member appointed to a vacancy may be reappointed for two consecutive school years, provided the term of the initial appointment to fill a vacancy was for a period no greater than 4 months during the school year of the appointment.

b. A vacancy may be left unfilled provided the size of the advisory council does not drop below 3 members.

#### 2. Membership

a. Membership shall consist of the Superintendent as Chairperson or designated representative and members appointed by the superintendent consisting of:

(1) A (non-DoDDS employee) parent representative of the schools in the respective area or district.

(2) A DoDDS teacher who is an active member in good standing of the principal bargaining unit in the respective area or district.

(3) A military command representative.

b. The superintendent may appoint one student who is enrolled as a senior in a DoDDS high school and additional parents of students enrolled in DoDDS schools within the jurisdiction of the respective area or district when the parents are active in school activities or organizations that are operating within the respective area or district and have an interest and commitment to public education. Included among such organizations are:

(1) school advisory committees and district or theater advisory committees appointed by the military pursuant to reference (a);

(2) civic organizations that are organized and registered as private organizations on one or more installations within the jurisdiction of the superintendency and have a commitment and interest in public education.

c. The superintendent may appoint one student who is enrolled as a senior in a DoDDS school within the respective superintendency.

d. Members of the advisory councils serve without pay.

e. In order to extend membership among as many families as possible, 2 members of the same family may not serve simultaneously on the same advisory council; and superintendents will endeavor to avoid appointing more than one member from any particular civic organization or activity.

### 3. Responsibilities

a. The advisory council will meet at least 2 times during a school year on a schedule announced by the superintendent, and at other times on the call of the responsible superintendent announced at least 1 week prior to the convening of the meeting.

b. The advisory council may suggest to the superintendent an agenda for the year, and in advance of each meeting, by proposing that agenda to the Superintendent at least one week prior to any meeting.

c. The members may advise the superintendent on any matter of interest to the superintendent, or to a majority of the members of the advisory council. Included within the scope of the matters that the council may consider are any of the matters raised through the advisory committee system established pursuant to reference (a) for consideration when said matter is appropriate for consideration at the corresponding DoDDS district or area superintendency.

d. At the discretion of the superintendent, the advisory council may appoint ad hoc subcommittees to address specific goals or objectives, review specific areas of responsibility or concern such as Special Education, or undertake such additional actions as the advisory council, with the approval of the superintendent, shall direct.

e. Members of the advisory councils may not disclose information which would constitute an unwarranted invasion of the personal privacy of any person, as prescribed by DoD 5400.7-R, reference (c), or the disclosure of which would be inconsistent with DoDD 5400.11, reference (d). Otherwise, communication by members of the advisory council with the community shall not be restricted.

f. Council members have a responsibility to communicate and represent the deliberations of the council with other families affected by issues within the jurisdiction of the council, with parents in other communities, and with school administrators and teachers.

g. Subcommittees appointed pursuant to subparagraph d., above, shall be constituted and appointed, shall fulfill their responsibilities, and hold and manage meetings consistent with such guidance and instructions as shall be prescribed by the advisory council with the consent of the superintendent. Such subcommittees must prepare a written report to the superintendent and the advisory council on the results of their activities and deliberations.

#### 4. Conduct of Meetings

a. Each council appointed shall adopt a set of parliamentary rules for conducting regular meetings and shall establish bylaws for governing the council's internal affairs. A copy of these bylaws shall be provided to the superintendent within 60 days of the first meeting of the council.

b. Such rules shall establish a quorum, rules for reaching agreement on issues, rules for expressing minority opinions, and such other matters as the council deems important.

c. Minutes shall be kept of the proceedings of each meeting. Minutes shall be furnished to the superintendent, within 2 weeks of the completion of any such meeting.

#### 5. Annual Report

The area superintendent, as council chairperson, shall ensure completion of a final report not later than June 30, 1999. The report should be forwarded to the Director, DoDEA, ATTENTION: Chief, Educational Support Policy and Legislation.