San Francisco
AFRICAN AMERICAN PARENT ADVISORY COUNCIL
TO LISTEN, EDUCATE, AND ADVOCATE
SUMMARY OF OPERATING PROCEDURES

Note: These Operating Procedures are based on the discussion and engagement of the African American Parent Advisory Council, and are to be used as a guide as we conduct our work. We expect these procedures to be modified over time. These operating procedures will be supported by a 1.0 FTE AAPAC Coordinator.

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MISSION AND ROLE OF THE AFRICAN AMERICAN PARENT ADVISORY COUNCIL

In September 2013, the Office of Access & Equity established the African American Parent Advisory Council, as part of a district-led process to interrupt inequitable outcomes for African American students in the district. The African American Parent advisory Council established the following mission:

*Listen, Educate, and Advocate*

The mission of the African American Parent Advisory Council (AAPAC) is to provide a forum to hear the ideas of the San Francisco Unified School District’s African American parent community, and respond to those ideas by educating and informing parents of district resources, policies, and programs. It is our goal to empower the lives of all African American children and families by providing the knowledge and skills necessary to advocate for a high quality educational experience for our children. The AAPAC works to develop resources that allow parents to more actively support the academic instruction their children receive and engage with educators and administrators in the San Francisco Unified School District. We aim to lift every parent voice and help less engaged parents find their voice through us.

The AAPAC prioritizes reaching out to engage parents who are at present, not actively involved with or familiar with the school district, its systems, procedures, priorities, and resources. We strive to hear from families who traditionally have not been represented in education policy discussions to ensure that their voices are heard and their perspectives are reflected in these discussions and decisions. The AAPAC also supports district and community initiatives to involve parents in school-site and district-level governance.

**Representing Parent Voices to the Board of Education and SFUSD Staff**

The AAPAC will report out to the Board of Education three times a year on our work and to represent parent perspectives on district issues. The AAPAC will at times present longer reports that include findings from community meetings, and our recommendations for Board Policy or the district’s procedures to implement Board policies.

AAPAC members will take turns in presenting to the Board of Education, and all AAPAC members are encouraged to participate in giving AAPAC reports. AAPAC members are encouraged (but not required) to stay for as much of the entire meeting as possible because observing Board meetings is a great opportunity to learn more about issues across the district.

The AAPAC will also meet regularly with SFUSD staff, in particular the Special Assistant to the Superintendent for African American Achievement and Leadership and the AAPAC Parent Coordinator, to provide parent and community perspectives to strengthen the district’s ongoing work. These conversations may include feedback on district proposals or reviews of
AAPAC members work together with district staff and other community groups on larger-scale projects.

**What the AAPAC Does**

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<th>Listen</th>
<th>Educate</th>
<th>Advocate</th>
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<td>• Gather testimony from parents on effective practices occurring at school sites and issues related to instruction, discipline, and family engagement</td>
<td>• Research and collect resources related to appropriate behavior management, rigorous and culturally relevant instruction, and family engagement practices</td>
<td>• Organize districtwide and school-site based campaigns on key issues affecting the lives of African American children and families</td>
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<td>• Distribute an annual “African American Family” survey</td>
<td>• Develop materials and presentations to share resources and knowledge with other parents (videos, one-pagers, rubrics, checklists)</td>
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<td>• Hold community meetings about issues or proposed changes to district policies or programs</td>
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<td>• Attend BOE meetings and meetings with district staff</td>
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**Core Themes**

Through the AAPAC’s strategy to Listen, Educate, and Advocate, we aim to affect two core focus areas: academic achievement and behavior management. We break each of those two core focus areas into the following sub-topics.

**Academic Achievement**

*Managed by the AAPAC Curriculum and Instruction Subcommittee Leadership*

**Potential Topics**

- Closing the achievement gap
- College and career preparation: understanding A – G requirements
- Math instruction and tracking
- Special education: disproportionality
- Culturally relevant and responsive educational service
Behavior Management
Managed by the AAPAC Discipline Subcommittee Leadership

Potential Topics
- Overrepresentation of African American students in the disciplinary system
- Disproportionate identification as emotionally disturbed
- Understanding the disciplinary system
- Improving families’ ability to advocate for children in the disciplinary system
- Effective behavior management in the classroom

Potential Subcommittees
- Parent Engagement
- Instruction
- Discipline
- Finance
- Policy
- Advocacy
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ROLES AND EXPECTATIONS OF AAPAC MEMBERS AND STAFF

Membership

Participation in monthly AAPAC meetings is open to all parents, guardians, and caregivers of black children in the San Francisco Unified School District. District, school-site staff, and other parent groups will participate based on invitation from AAPAC leadership. We particularly seek parent voice from school sites where our data shows African American students and families have the greatest level of need. At each meeting, district liaisons will track attendance at AAPAC meetings and recognize individual parents and school sites that regularly attend.

The AAPAC monthly meetings are led by a team of elected officers and specific bodies of work are addressed by AAPAC subcommittees. Membership in each subcommittee will be based on parent interest and willingness to commit to the goals of the subcommittee, the time commitment required of the subcommittee, and the proposed activities of the subcommittee. Throughout the year, additional members to each subcommittee can only be added after an orientation to the subcommittee’s goals.

The AAPAC elected officers and subcommittee members are expected to:

- Attend and participate in AAPAC meetings, events, and project teams
- Support the AAPAC’s efforts to reach out to hear from families across the district
- Take turns representing the AAPAC at meetings of the Board of Education
- Be thoughtful about representing the AAPAC and stating positions the AAPAC has agreed to
- Be clear when representing your personal opinions rather than AAPAC positions, or when representing organizations other than the AAPAC (for example, your child’s school or a community organization you also volunteer with)

AAPAC Officers

The AAPAC has four elected officers who have specific responsibilities: the two Co-Chairs, Secretary, and Historian. AAPAC officers meet as needed with AAPAC staff to strategize about the AAPAC’s work and identify issues to bring to the whole group.

Officers serve a one-year term, and no member may hold the position of Co-Chair for more than two years in a row. In 2015 – 2016, officers will be elected in the fall.

The AAPAC Co-Chairs are responsible for:

- Convening and chairing the AAPAC’s meetings
- Representing the AAPAC in public and to the media
- Ensuring that the AAPAC is making progress to achieve its goals.

Functions include:
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- Meeting with the AAPAC liaison and the AAPAC’s elected officers to plan meeting agendas
- Meeting with district leaders, community partners, and potential funders
- Helping review and/or present proposals and reports to stakeholders
- Communicating with other AAPAC members to support their efforts.

The AAPAC Secretary is responsible for:

- Ensuring that someone is taking notes during AAPAC meetings that reflect the presentations, discussions, and decisions considered during the meetings.
- Share minutes from previous meetings at the start of each meeting.
- Call votes on presented positions and documents

The AAPAC Historian is responsible for:

- Recording and communication the development of the AAPAC
- Ensuring the AAPAC follows correct procedures and the AAPAC Operating Guide
- Building a welcoming, inclusive organizational culture

The AAPAC Treasurer is responsible for:

- Sourcing funds for AAPAC activities and recording the use of funds

At each monthly meeting, the elected officers will be supported by a note-taker, time keeper, and participation monitor.

The AAPAC has one staff person to support the PAC members’ work and provide stability to the AAPAC as an institution. The Coordinator works for the AAPAC through the Superintendent’s Office.

The AAPAC Coordinator provides administrative, program development and outreach support for the AAPAC, in coordination with the elected officers.

Among other duties, we expect the AAPAC Coordinator to:

- **Articulate a compelling vision** for African American family engagement and AAPAC development in the SFUSD
- **Develop and implement effective strategies for reaching out to parents who traditionally have not been involved in education policy advocacy**
- **Coordinate the recruitment and orientation of new African American Parent Advisory Council (AAPAC) members**
- **Design and lead** workshops, training sessions, and social events for African American families to increase their involvement in and understanding of the school district’s educational processes
- **Promote the academic success** of African American students through direct contact and referrals to resources and support services available in SFUSD
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- **Expand and strengthen the AAPAC’s relationship** with Board of Education commissioners, district staff, parent networks, and community groups and agencies serving SFUSD families and represent the AAPAC in community meetings when appropriate.
AAPAC Meetings

The AAPAC meets once a month during the school year. AAPAC meetings generally occur on the third Thursday of each month but dates are adjusted when they conflict with holidays or other important events.

The AAPAC’s elected officers work to develop a proposed meeting agenda which is sent to all AAPAC members at least four days before the meeting. The agenda is also posted on the AAPAC’s website. Meetings are two and a half hours in length.

We provide dinner and childcare as needed by AAPAC members. AAPAC members should suggest other ways to support participation, or to request specific support they need (for example, rides home after an evening meeting).

The current SY 2015 – 2016 calendar is as follows:

- **AAPAC Monthly Meeting:** Thursday, August 20th, 2015
- **AAPAC Monthly Meeting:** Thursday, September 17th, 2015
- **Black Family Breakfast:** Saturday, September 19th, 2015
- **AAPAC Monthly Meeting:** Thursday, October 15th, 2015
- **Presentation to the Board of Education:** Tuesday, October 27th, 2015
- **Family Empowerment Conference:** Saturday, October 17th, 2015
- **AAPAC Monthly Meeting:** Thursday, November 19th, 2015
- **AAPAC Monthly Meeting:** Thursday, December 17th, 2015
- **AAPAC Monthly Meeting:** Thursday, January 21st, 2016
- **AAPAC Monthly Meeting:** Thursday, February 18th, 2016
- **AAPAC Monthly Meeting:** Thursday, March 17th, 2016
- **AAPAC Monthly Meeting:** Thursday, April 21st, 2016
- **AAPAC Monthly Meeting:** Thursday, May 19th, 2016
- **End of Year Celebration:** Thursday, June 2nd, 2016

Making Decisions and Taking Positions

**General Voting Procedures**

Votes on items or elected leaders will take place at AAPAC monthly meetings. Items to be considered for a vote will be presented for a “first reading” and advertised by flyer. A vote can take place on an item that has gone through first reading as soon as the following meeting. All items eligible for a vote will be sent out to the AAPAC prior to the monthly meeting at which a vote can be taken.
Any parent, guardian, or caregiver of a black child present at a meeting at the time of a vote, is eligible to vote on the topic after seeing the specific draft of the item, hearing the rationale for presenting the item to a vote, the audience that will be affected by the vote, and the expected outcomes of the vote.

**Procedure for Adoption of Position Papers**

To ensure that the adoption of positions by the AAPAC are consistent with the views of a substantial majority of the group, it is essential that there be a predictable process prior to their dissemination to the public. The following guidelines will apply:

- **Discussion of/Drafting the Document**
  Issues that have a considerable impact on the well-being of African American students and families may come from a variety of sources before being brought to the full group for discussion. The decision about whether there is a need for a formal position paper to be developed for dissemination to others will be made by a vote of the group as well as recommended related actions to be taken to have the desired impact. The written draft of a proposed position paper may be submitted for consideration by any member of the AAPAC community and may be revised based upon input from individuals in the group.

- **Consideration by Committees**
  Proposed position papers must be submitted to the appropriate subcommittee for discussion prior to consideration by the full body. Changes in the text incorporated into the document by the author(s) as needed to reflect the input provided and ensure that there is substantial-if not total agreement about the content. It is not essential that the group has total agreement but there must have been discussion and identification of areas of agreement/disagreement to be shared with the large group. Until the proposal/position paper has been approved by the overall body, the signatures of the author(s)/contributing members should be used on the document as opposed to attributing the content to the AAPAC in general.

- **Presentation to the Group**
  The proposed position must be presented to the AAPAC group for determination of the appropriateness of its adoption. It is essential that the presentation is clear for a wide range of the membership.

Both sides of the issue must be presented noting the pros and cons so that group members can make an informed decision about the appropriateness of taking a formal position on the issue.

The presentation will include:

1. Specific draft of the desired statement that the group would like discussed
2. Rationale for highlighting this issue and why it is of particular significant to the adjustment of African American students and/or families. Why the issue is important enough to warrant the development of a position paper
3. Who might be the intended audience
4. Expected outcomes of the dissemination of the document

The group will vote on the adoption of the position in concept and identify the person(s) who will draft the final statement of necessary.

- Adoption and Dissemination of the Final Draft of the Paper
  1. Incorporate suggestions that result from the group discussion
  2. Identify the most appropriate method for dissemination