

# FRYSC

Kentucky Family Resource and Youth Services Centers



*Creating Partnerships for Student Success*

## ADVISORY

## COUNCIL

*TOOLKIT*

JULY 2025



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## WHY DO WE NEED A FRYSC AC?

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The FRYSC Advisory Council brings together parents, community members, school staff and students to develop and evaluate strategies to address student's non-academic barriers to learning. At its core, a center's Advisory Council is about engaging new and existing partners and stakeholders in different, intentional ways.

Assuring a wide range of people and groups are connected to the center ensures that its strategies continue to be responsive over time. Different stakeholders bring new expertise, connections, resources, information and perspectives to the table- all qualities that support long-term sustainability. Those diverse voices and experiences ensure that the center's Advisory Council is not just guessing at the priorities of students and families and provides a broader range of supports who might know how to access new resources.

### **Continuous Quality Improvement**

The ongoing work of the advisory council might begin during the planning phase and continue through implementation. This work often includes:

- ✓ Monitoring progress toward agreed-upon outcomes, using data to assess progress (or not).
- ✓ Sharing out the work of the advisory council to the broader community of school, family and community stakeholders.
- ✓ Engaging other stakeholders on an ongoing basis, specifically around building relationships that support and sustain FRYSC strategies. For example, advisory councils might expand over time to include other municipal agencies or community partners who bring new ideas and resources (including but not limited to funding) to the table.
- ✓ Celebrating team successes, like arriving at a shared vision and goals, landing on an implementation plan, or finding new partners and resources.

# BUILDING YOUR ADVISORY COUNCIL

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**Advisory Council** – a group of people that are going to give you advice on what is mission related (perspective).

## **Step 1. Understand the purpose: Why does the group exist and articulate it.**

- To make sure you're keeping the population's needs at the perspective of everything you do.
- Advertisements, program plans, diversity (represent people with the lived experiences).

## **Step 2. Decide who you need to be a part of the council.**

## **Step 3. Determine a timeline.**

- Ex. Minimum commitment of 2 years but it is an ongoing council.
- Allows members to know what they're committing to.

## **Step 4. What do meetings look like?**

- Explain *how and when* members are going to participate.
  - Bi-monthly, As-needed, etc.
- Make requests of what members are working on that can help prompt questions and think about how their experience can impact your work.
- Agendas, Notes

## **Step 5. Determine the benefits of the members of the council. *Time is a valuable resource.***

- Put on website/Social Media highlight that they volunteer and what that contribution looks like.

## **Step 6. Create job descriptions.**

- Unproductive groups happen when people do not know their role or what they're supposed to be doing.
- Explain perspectives that you want brought to the group and put the expectation that they're going to have to contribute to each meeting while they're on the council.



- Make sure everyone has a role so that they are engaged and have ownership in what they're bringing to the meeting.
- Allow time on the agenda for members to speak.
- Create policies as a group – example: members who no longer attend or have missed several meetings.

#### **Step 7. Verify commitment.**

- Explain the value you feel that they will add.
- Create something for them to sign that shows they're committing to contribute to the council.
- Helps to ensure that all members know their role and expectations prior to membership agreement.

## THE PLAYERS: AC MAKEUP

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FRYSC Advisory Councils must have a minimum of 6 members and be comprised of the following:

- ☐ AT LEAST 1/3 Parent or Guardian representatives
  - Parent/guardian representatives **cannot include anyone who receives any type of compensation from the school or district in any capacity.**
- ☐ You can have NO MORE THAN 1/3 school representatives.
- ☐ The remaining members are community representatives and students.
- ☐ For YSCs and FRYSCs, total membership must include at least 2 student representatives.

*NOTE: Non-voting members are not counted in the total membership. Coordinators, center staff, persons paid with center funds, assistant principals, principals, or district administration are not counted as voting members.*

- **Community Partners:** For example, faith-based organizations, local government, business owners, social service organizations.
- **Parents and Guardians:** Schools working in meaningful partnership with parents have better learning outcomes for students. A diverse group of caregivers should be included on the advisory council, representing the community's diversity.
- **School Representatives:** School staff are an integral part of the Advisory Council. Think beyond only including classroom teachers; office personnel, janitors and nutrition services can be beneficial partners.

**Additional recruiting tips can be found in [Appendix I](#).**

## WHAT THE AC SHOULD NOT LOOK LIKE

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The goal of advisory council development is to assemble a team of diverse stakeholders with different expertise and perspectives to share. Your Advisory Council is not:

- **A group of “yes” people.** The team’s goal is not to “rubber stamp” decisions made by the coordinator or principal. Rather, the team’s role is to co-create strategies alongside school and FRYSC leadership.
- **A group that steamrolls** the process to advance a particular agenda. It’s important to ensure that all advisory council members’ experiences and perspectives are honored and valued. It is also critical that advisory council members “show up” for this work and each other in collaborative, respectful and collegial ways. Last, advisory council members always center their work on what’s best for students (and families), and not on any particular agenda they may be bringing to the table.
- **Passive.** The advisory council members take an active role in community school planning and implementation. They do the work – they do not passively receive reports on the work.
- **The usual suspects.** While an existing team can step into the role of community school advisory board (e.g., MTSS steering council), it is important to ensure that advisory council membership includes new voices, including people you and other school and district leaders may not already hear from, and informal leaders (in addition to people with leadership titles). The advisory council should also include voices from the community, including community-based partners, parents/caretakers and students.
- **Infrequent collaborators.** On the contrary, advisory councils meet regularly and work consistently to accomplish their charge.

# ADVISORY COUNCIL RESPONSIBILITIES

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The Cabinet for Health and Family Services' contract with local school districts states the advisory councils shall maintain oversight of the center operations through an ongoing review of:

- **Budget Amendments**
- **Needs Assessments**
- **Budget Review at least every other month**
- **Continuation Program Plan updates and amendments**
- **Evaluation of activities for achievement of outcomes and program effectiveness**
- **Review implementation of programs**
- **Implementation of the Standards for Program Quality**
- **Plays a role in the selection of a Family Resource and Youth Services Center Coordinator.**

# ADVISORY COUNCIL APPROVALS & REVIEWS

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## **Items Requiring Advisory Council Approval**

- Annual Budget and Budget Amendments
- Purchase Requests
- Bylaw Changes
- Continuation Program Plan
- Staffing Pattern
- Site Changes
- Action Component Changes

## **Items Discussed & Reviewed by Advisory Council**

- Bylaws (at least bi-annually)
- Implementation Fields
- Impact Report
- Standards of Quality as it relates to CPP strategies
- Needs Assessment Data

## ADVISORY COUNCIL ROLES

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Each center should be comprised of individuals who share in the role of making the center's advisory council successful. The advisory council should, at a minimum, include:

- **Chair** – ensures the meeting runs efficiently while keeping the discussion focused and on track.
- **Secretary** – maintains meeting minutes and manages the official records.
- **Timekeeper** – responsible for tracking time to ensure that each agenda item and speaker adheres to a predetermined time limit.

# ADVISORY COUNCIL BYLAWS

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Each center advisory council shall adopt bylaws by which the council will be governed. These bylaws provide a framework for the ongoing success and continuity of the council. Well worded bylaws allow all members of the council to understand the mission of the center, the role of the advisory council, and the expectations of individual members. They also give structure to the council and enable the officers of the council to provide productive and consistent leadership. Center bylaws shall, at a minimum, include the following:

- Name of the council
- Purpose of the council
- Membership & decision-making strategy
- Meetings
- Officers
- Process to amend
- Process for removing inactive members
- Narratives detailing criteria and limits for expenditures for
  - Individual awards, recognition, incentives
  - Food for center programs and activities
  - Trips and travel for individuals other than center staff
  - Basic needs or emergency assistance
- A policy relating to the FRYSC AC's involvement in the screening and recommendation for the position of Coordinator
- Selection process for new members

Councils should be wary of making their bylaws too restrictive and therefore limiting their ability to function. The Division encourages councils to consider their decision-making strategies such as formal voting or consensus. This allows the council the latitude to operate in a flexible manner. Further, it is advisable for bylaws to include the manner in which new members are selected. This ensures that the process can be monitored efficiently by the council. Other suggested ideas

include term limits for members/officers, committee usage and meeting format. These guidelines ensure that all council members are aware of what is expected of them as members. It is also suggested that the bylaws be revisited at least bi-annually to ensure that new members are fully aware of their contents and that any required changes can be addressed.



# BEST PRACTICES

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**[Advisory Council Member Agreements](#) – [Click here](#) for word template**

## **Discussing Donations/Contributions at Meetings**

**Once you create an FRYSC Advisory Council, remember to:**

- ❖ Make sure they know their purpose and role (orientation)
- ❖ Have meetings that fit your members' schedules.
- ❖ Value and respect their time.
- ❖ Survey what they are good at (besides serving on your council)
- ❖ Make sure each member has a voice and is given time to share during your meetings.
- ❖ Offer beneficial training(s)
- ❖ Remember your AC's purpose as a coordinator.
- ❖ Show them that you appreciate their work.

## **Video PPT Resources:**

Advisory Council Basics – The 5 W's (& a H) of Advisory Councils – DFRYSC

<https://www.youtube.com/watch?v=ZfCngMhzdaE&t=937s>

## **FRYSC Peer Videos:**

What makes a strong Advisory Council?

<https://youtu.be/iso2vmbG95U>

How do you ensure members are engaged and actively participating?

<https://youtu.be/KdAAGE3nYwU>

How do you determine the best parents, staff, youth, & community to recruit?

<https://youtu.be/RjUikS2TOWs>

How do you conduct your meetings and why?

<https://youtu.be/7a-nSzEQow>

# APPENDICES

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## FRYSC Advisory Council Membership Ratio Guide



### Advisory Council Membership Requirements

1. You must have AT LEAST 1/3 parent/guardian representatives.
  - a. Parent/guardian representatives cannot include anyone who receives any type of compensation from the school or district in any capacity.
2. You can have NO MORE THAN 1/3 school representatives.
3. The remaining members are community representatives and students.
  - a. For YSCs and FRYSCs, total membership **must include at least 2 student representatives**.
4. Advisory Councils **MUST** have a minimum of 6 members.

NOTE: *Non-voting members are not counted in the total membership. Coordinators, center staff, persons paid with center funds, assistant principals, principals or district administration are not counted as voting members.*

### Advisory Council Membership Ratio Chart

If you have a <b>total membership</b> of this many people:	You <b>must</b> have <i>at least</i> this many <u>parents/guardians</u>	You may have <i>no more</i> than this many <u>school</u> representatives
6	2	2
7	3	2
8	3	2
9	3	3
10	4	3
11	4	3
12	4	4
13	5	4
14	5	4
15	5	5
16	6	5
17	6	5
18	6	6
19	7	6
20	7	6
21	7	7
22	8	7
23	8	7
24	8	8
25	9	8
26	9	8
27	9	9
28	10	9
29	10	9
30	10	10

UPDATED MAY24

# FRYSC Advisory Council – Sample Agenda



***Your Center Name Here***  
*Advisory Council Meeting*  
*Tuesday, May 17, 2022*  
*4:00pm*

I. Call Meeting to Order

II. Approval of Minutes from last meeting (March 8, 2022)

III. Review and Discuss Budget

- A. 2021 - 2022 Budget is zeroed out
- B. 2022 - 2023 Budget needs approval

IV. Program Reports

- A. Groovy Girls (**Standards E2 & E3**)
- B. BAM Club @ SJE
- C. Manners & Etiquette Classes/luncheons
- D. Early Intervention programs

V. Upcoming Events

- A. Summer School
- B. Music Time Summer 2022 (**Standards FC3, FS2, DEI1 & CS1**)

VI. Standards of Quality

VII. Adjournment

VII. Next Advisory Council Meeting is scheduled for September 6, 2022.

# FRYSC Advisory Council – Sample Meeting Minutes



**Your Center Name Here**  
Advisory Council Meeting Minutes  
Tuesday, March 8, 2022

### Meeting Called to Order

Mrs. Annette, council chairperson, called the meeting to order at 4:03pm.

### Approval of Minutes

A copy of the last meeting's minutes was provided to each council member. Members silently read over the minutes. A motion to approve the minutes as submitted was made by Jennifer Miller and seconded by Scott Darst. Motion unanimously passed.

### Budget

Mrs. Lowe provided the council with a copy of the center's budget. An amendment needs to be made to the budget, with an addition of \$128.95. Council discussed putting the additional funds in Students Activities. The council also discussed moving \$400 from Travel to Student Activities and moving the reminder \$141 in Registration to Students Activities. A motion to approve the budget was made by Cathy Robinson and seconded by Jennifer Miller. Motion unanimously passed.

### Program Reports

Mrs. Lowe reported on activities and programs provided by the center, as reflected in the FRYSC Monthly Activities Report. Members reviewed program evaluations for feedback and improvement.

### Upcoming Events

Mrs. Lowe reported on upcoming programs and activities provided by the center as reflected in the FRYSC Monthly Activities Report. Members were asked to volunteer for upcoming programs.

Next council meeting will be Tuesday, May 17, 2022. This will be the final meeting of the year.

### Standards of Quality

Council reviewed Standard FS 1 – Center recognizes and affirms families' existing strengths and resilience and is responsive to their concerns and priorities. Discussion included that center met foundational quality with FB and newsletters sharing community resources and conducting home visits. Members brainstormed ideas for adding formal structure to home and center visits by creating strength-based intake form and goal setting section.

### Adjournment

A motion to adjourn was made by Lucy Anderson and seconded by Cathy Robinson.

Members present for today's meeting: Annette Almjeld, Lucy Anderson, Scott Darst, Jennifer Miller, Cathy Robinson, and Bethany Smith



# FRYSC Advisory Council Virtual Meeting Guidance



## Advisory Council Meeting Guidance

Advisory Councils are required to meet 5 times per year. If meeting in person is not an option, blended (in-person and virtual) or virtual meetings can be a solution. Quality is a priority and Advisory Council participants must be seen, heard and able to engage in discussions and decision-making processes. All participants should have access to any documents that will be referenced prior to the meeting.

There are many virtual platforms available. Please work with your district's office of technology to determine the appropriate platform to use for your Advisory Council meeting.

If a virtual meeting is to be held, open meeting requirements must be met. The public must be informed of the virtual meeting and given instructions on how they can participate. We suggest using the same methods currently used to advertise Advisory Council meetings. It is also recommended that you take the following steps when planning a virtual meeting:

- Use a password protected platform.
- Consider providing an email address before the meeting to take questions or comments from the public.
- Share the agenda publicly prior to the meeting, only cover the items on the agenda during the virtual meeting.
- Designate a second person to monitor attendance/admittance and chat, email or Q&A functions used.
- Allow virtual attendees the opportunity to share.
- Record your meeting to share.
- Allow for virtual attendance to in-person meetings in certain circumstances. For example, a member who does not have transportation for a meeting or a member who is immunocompromised at the time of the meeting. (to be determined on a case-by-case basis by the center coordinator).
- Live stream the meeting, if possible, to encourage participation.
- To ensure an open meeting, post an email address that anyone can use to request an invitation/link to the virtual meeting.
- Indicate in notice of meeting if special accommodations are needed that they be requested prior to the meeting.
- Be aware of time restrictions associated with the virtual platform.

## Record Keeping/Evaluation

- Coordinators should note in meeting minutes how AC members participated, in person or virtually.
- Collect required signatures by scan, mail or in-person meeting. Electronic signatures are acceptable. Sign in sheets will not be required.
- Advisory Council members must be able to be seen, heard and engage in discussions and decision-making processes.
- A survey will be conducted after the first of the year to collect feedback from coordinators and evaluate effectiveness.

# FRYSC Advisory Council – Reviewing the Standards & Indicators



### Prior to Advisory Council Meeting #1:

Prepare by watching this video model of a coordinator presenting the Standards to her advisory council:

<https://youtu.be/fyp5ljfxuzY>

***\*\*Note: The video was made prior to the Standards update (Spring, 2021), so some of the language may be outdated.***

### Advisory Council Meeting #1: Lay the Foundation (4 steps):

**Step 1: Give Overview** “This is what the Standards are & where they come from National standards are

from the National Family

Support Network, putting us on same level as anyone else in the educational system. Standards are based on the Principles of Family Support and on the Strengthening Families Framework Protective Factors. It is not a particular program or activity but instead an approach to the way we work with families.”

**Check for understanding.**

### **Step 2: Introduce Standards**

“National Standards include 5 sections (Family Centeredness, Family Strengthening, Diversity, Equity and Inclusion, Community Strengthening, and Evaluation) which includes 15 Standards In your information packet for the meeting, I have included all of the standards in its corresponding section. When looking at the Standards as they are written, replace the word “Program” with the word, “Center”. This way, we can focus on the center as a whole instead of just individual programs or activities”.

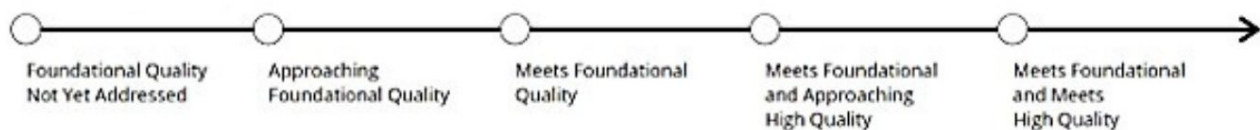
**Check for understanding.**

### **Step 3: Introduce Continuum**

Show Continuum (see graphic below).

“Growth is developmental and will happen in stages. As you can see, Foundational Quality is not low quality - it is where quality *begins*. As we go through the Standards, we may determine that we are—already doing quality work in various areas, and we can also identify areas that need more work. Where are we on this continuum?”

**Continuum of Quality Practice**



#### **Step 4: Explain how you move along the continuum**

“Elements are how we improve our work. Questions to ask are: Is there a formal structure? Do we have family partnership? Are we providing staff training? (Staff includes coordinators, people we work with – teachers, AC, FRYSC Corps, community partners)”

#### **Advisory Council Meeting #2: Begin reviewing Sections of Standards, as they apply to your activities.**

Review the Element section from meeting 1 and then present findings from the section you choose (Family Centeredness, Family Strengthening, Diversity, Equity and Inclusion, Community Strengthening, or Evaluation).

Then ask your Advisory Council, “What can we do better? (Thinking about elements (formal structure, family partnerships, staff training))”

#### **Future Advisory Council Meetings:**

Review other Sections of Standards as above, until all Sections have been reviewed with your Council.



# FRYSC Advisory Council Meetings & Roberts Rules of Order



**Robert's Rules will help your meeting run more effectively – and you only need to know a few key concepts...**

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group. It is a set of rules for conducting a meeting that allows everyone to be heard. It gives the group structure and a consistent format which helps them make decisions and achieve their goals and objectives democratically. Robert's Rules of Order is the most widely accepted guide to parliamentary procedure. They keep a meeting organized and flowing.

The genius of Robert's Rules is that they work well for groups of all sizes and types. How you apply the rules of parliamentary procedure is entirely up to you and your group. Large groups (i.e. legislature) will adhere to the strictest strict interpretation. Smaller groups i.e. FRYSC Advisory Councils, school PTAs, etc. can be more flexible, i.e. by only using the basic procedures.

Basic meeting management:

1. **Conduct business one item at a time.** Jumping around from one item to another can be confusing, and it generally delays progress on any of the items.
2. **Let the chairperson do their work.** The chair is the gatekeeper for the meeting. A good chairperson keeps the group on task and the meeting flowing.
3. **Let committees do their work.** Your general meeting is to resolve the major issues. Save everybody's time by letting committees deal with the smaller details.
4. **Don't allow too much crosstalk.** This helps you keep control and ensures everyone will hear the business at hand. Allow time for socializing before or after the business part of the meeting.
5. **Limit discussion to the topic at hand.** Keep things focused, and don't be shy about asking speakers to deal only with the current topic.
6. **Cut off discussion when it becomes redundant.** For controversial issues, setting a time limit for each speaker can help. When discussion becomes circular, summarize the points on each side and ask for anything new—or shut off discussion by calling for a motion.

An orderly, well-run meeting is better for all those attending. You'll get more business done in a shorter time, and everyone will be happier. Groups – especially Advisory Councils that have busy parents, community and school representatives - that limit meetings to one hour have much better luck getting people to return the next month. As for the terms and procedures you find in Robert's Rules, there are a few fundamentals that you should know.

## Agenda

The agenda is a detailed list of specific items, in the sequence in which they will be covered. Use a consistent order of business from meeting to meeting and distribute hard copies of the agenda to attendees. Post the agenda ahead of time at the school and on your website so members know what issues will be discussed at the upcoming meeting. And be specific. Don't just list "unfinished business." State what items of unfinished business will be covered.

A typical order of business for a regular Advisory Council meeting might be:

1. Welcome
2. Approval of minutes (from last meeting)
3. Budget report
4. Coordinator's report on Activities and Needs
5. Committee reports (if any)
6. Unfinished business
7. New business
8. Standards
9. Announcements (including date and time of the next meeting)
10. Adjournment

## Motion

A motion is a formal way to propose something on which the group should vote. The proposer says, "I move that..." and clearly states what is being considered. Someone else "seconds" the motion. Guided by the Chairperson, the group discusses the motion until they are ready to vote. Finally, the Chair asks for an indication of "all those in favor" followed by "those opposed." There is no need to ask for "abstentions" (those who choose not to vote at all), because abstentions are not counted toward the outcome of the motion.

## Tabling a Motion

If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone ("table") it until the next meeting. Technically there should be a new motion to table the current motion, but most groups can agree to delay discussion without layers of parliamentary procedure. Often, it helps to appoint a committee or a member to study the issue and report back to other members at the next meeting. This tactic can save time on circular debate, especially when all of the facts aren't available.

## Quorum

A quorum is the minimum number of members required to conduct business at a meeting. Usually this number is stated in the group's bylaws. If a quorum is not indicated in the bylaws, Robert's Rules of Order sets it at a majority of members.

## Minutes

The minutes are the permanent record of the business conducted during a meeting, typically prepared by the group's secretary, if there is one. They include details such as the date, time, and location of the meeting, who was present, whether a quorum was present, and the presiding officer. Specific motions and their outcomes (but not exact vote counts) are also included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for the assembly's approval at the next meeting.

## Adjournment

Adjournment is simply a formal way to close a meeting, so everyone knows the session has come to an end. The time of adjournment is recorded in the meeting minutes.

## Resources

There are many guides to Robert's Rules. If you'd like a reference, go with an abridged version such as Webster's New World Robert's Rules of Order, Simplified and Applied. Sticking to a few simple rules can make meetings more pleasant for everyone, from the president to first timers.

### **Compiled from:**

"Robert's Rules: What You Should Know", by Christy Forhan; [www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know](http://www.ptotoday.com/pto-today-articles/article/402-roberts-rules-what-you-should-know)

"Parliamentary Procedure 101", by Paula Tarry, Barren Co. Extension Agent for 4-H Youth Development; for Region 11 FRYSC Region Meeting, March 10, 2009.



## FRYSC Advisory Council – Bylaws Review Checklist



- ☐ Name of Council
- ☐ Purpose of Council
- ☐ Membership and decision-making section
  - o **BEST PRACTICE IDEAS:**
    - ☐ Composition (ratio parents/caregivers/school/community/students)
    - ☐ Diversity (race, gender, age, to reflect the school/community)
    - ☐ Length of term
    - ☐ Process for removing non-active members.
    - ☐ Who are non-voting members?
    - ☐ Consensus or formal vote?
    - ☐ Is a quorum needed? What constitutes a quorum?
- ☐ Selection process for new members.
  - o **BEST PRACTICE IDEAS:**
    - ☐ Describes how new parents/caregivers, community members, and school staff members are selected. Coordinator nominates? Parent/Caregiver reps nominate?
    - ☐ If YSC, how new student members are selected. Coordinator nominates? Staff nominates?
- ☐ Meetings
  - o **BEST PRACTICE IDEAS:**
    - ☐ How often (*i.e.*, "At least 5 meetings per year, every other month excluding June & July")?
    - ☐ How is the public notified about meetings?
    - ☐ How are members notified?
    - ☐ Who calls special meetings?
    - ☐ How are meetings conducted? Roberts Rules of Order, Open Meetings Laws, or other?
- ☐ Officers
  - o **BEST PRACTICE IDEAS:**
    - ☐ Which "officer positions" will the Council have?
    - ☐ Process for how they are chosen.
    - ☐ Length of term
- ☐ Process to amend.
- ☐ Process for removing inactive members.
- ☐ Narratives detailing criteria and limit expenditures for:
  - ☐ Basic Needs and emergency assistance
  - ☐ Food for center programs and activities
  - ☐ Individual awards, recognition, incentives
  - ☐ Trips and travel for individuals other than Center staff
- ☐ A policy relating to the advisory council's involvement in the screening and recommendation for the position of coordinator.
  - o **BEST PRACTICE IDEAS:**
    - ☐ Who from the council will be involved? How are they selected?
    - ☐ How will AC be involved (*i.e.* Screen applications, Interview, Recommend candidate)?
- ☐ By-laws should be revised at least once every three years.
  - o **BEST PRACTICE IDEAS:**
    - ☐ Date By-Laws are reviewed and revised by Advisory Council
    - ☐ Suggested that the bylaws be revisited at least bi-annually to ensure that new members are fully aware of their contents and that any required changes can be addressed.

# FRYSC Advisory Council – Sample Bylaws



### Thoroughbred FRYSC Advisory Council By-Laws

Revised and approved 8/10/18

Revised and approved 8/8/20

#### Article I: Name

- Section 1. The name of this organization will be the Thoroughbred Family Resource Youth Services Center Advisory Council.

#### Article II: Purpose

- Section 1. To assist the center coordinator in realizing the mission of the FRYSC program by promoting the healthy growth and development of children and youth; identifying and addressing home or community barriers to a child's success in school; and promoting young people's progress toward capable and productive adulthood.
- Section 2. To assist the center coordinator in assessing the needs of the school community and developing programs and services to meet those needs.
- Section 3. To assist the center coordinator in evaluating center services and activities for effectiveness.
- Section 4. To promote a positive and strong communications system between the community, community organizations, businesses, parents, the school and the Thoroughbred FRYSC.
- Section 5. To enhance the public image of the Thoroughbred FRYSC.
- Section 6. To assist in the hiring of the new center coordinator in the event of a vacancy.

#### Article III: Membership and Voting

- Section 1. Membership in this council shall not discriminate due to race, creed, age, gender, religion or sexual orientation.
- Section 2. The council shall consist of at least 9, but no more than 15 members.
- Section 3. Representatives shall be at least 1/3 parents, no more than 1/3 school staff, 2 students, and the remainder from community. Parents and student may serve on the council as long as they are affiliated with the schools served by this center. Members shall reflect the diverse make-up of this school community.
- Section 4. The center coordinator, center staff, school principals and district-level administrators shall serve ex-officio. These members attend meetings and have input, but are not counted in the quorum for voting.
- Section 5. The advisory council will have the option to replace any member who is absent from three consecutive meetings.
- Section 6. Members shall serve a two-year term and may serve an additional term if they still qualify.
- Section 7. New members shall be selected as follows:

- Parent representatives shall be recommended by the center coordinator and/or current parent members.
- Community members shall be recommended by the center coordinator or current community representatives.
- School representatives shall be recommended by the center coordinator, principal and/or school staff.
- Student representatives shall be recommended by the center coordinator, principal or school staff and/or current student representatives.

Section 8. A quorum will be the majority of members present. An official vote can only be called in an actual council meeting, where there is opportunity for discussion. Consensus is preferred for passing a motion, but if consensus cannot be reached a majority vote will suffice.

#### **Article IV: Meetings**

Section 1. Council meetings will be held every other month, except June and July. The meeting site will alternate between Thoroughbred Elementary School and Thoroughbred Middle School.

Section 2. Meetings are open to all, and will be publicized within the community in advance.

Section 3. Special meetings may be called by the chairperson.

Section 4. The advisory council shall conduct meeting business according to Roberts Rules of Order.

#### **Article V: Officers**

Section 1. The officers of the council shall be a Chairperson and Secretary. Both officer positions will be for one, two-year term. Officers will be selected by nomination (can be self-nominated) and vote by secret ballot.

#### **Article VI: Committees**

Section 1. Ad hoc committees can be created by the council chairperson as needed.

Section 2. In the event of a coordinator vacancy, an advisory council hiring committee will be activated by the chairperson. At least one representative from each category of council members (parent, community, school) will serve on the hiring committee along with the building principals. This committee shall screen and interview candidates, and recommend their choice of candidate to the SBDM and superintendent.

#### **Article VII: By-Law Amendments**

Section 1: Proposed amendments to the by-laws must be distributed one week prior to a scheduled meeting, at which time the vote to amend will be taken.



## Article VIII: Financial Policies

### Section 1: Basic Needs Expenditures:

Center funds (state allocation and non-state) can be utilized to provide for the basic needs of students after community resources have been attempted. "Basic needs" is defined for this center as: Food, school supplies, clothing, medical/health/dental/vision care assistance. No more than \$1,000. will be allocated for basic needs expenditures per year. A maximum of \$75. Per student per school year is allowed. Assistance for utility and housing costs will be referred to community helping agencies.

### Section 2: Food Expenditures

Center allocation and non-state funds can be utilized to provide food for FRYSC programs and activities, when it is agreed that doing so may increase the quality of and/or attendance at the program. No more than 2% of grant funds will be spent on food.

### Section 3: Incentives, Awards and Recognition Expenditures

Funds may be used to purchase incentive, award or recognition items or activities students or parents participating in FRYSC programs for reaching academic, behavioral, or other goal or achievement as a part of that program at a maximum of 1% of grant funds.

### Section 4: Travel Expenditures for Non-FRYSC Staff

FRYSC funds can be used to provide travel expenses for the following person(s) and activities (Maximum \$1,200):

- a. Students: FRYSC designated field trips only
- b. Parents: As part of parent involvement efforts, i.e. transportation to/from school for academic/education purposes, parent attendance at school conferences, etc.

(Thanks to Estill Co. Middle School YSC, Harlow Early Learning Center/Mercer Co. Intermediate School FRC, and Breckinridge Co. Ben Johnson/Custer FRC for contributing to these sample by-laws)

# FRYSC Advisory Council – Recruiting Tips



### **Recruiting *Parents/Caregivers*:**

- ❖ Ask a teacher, staff member, an administrator, or counselor about parents/guardians in your school.
- ❖ Ask cafeteria workers which parents/caregivers eat lunch with their child.
- ❖ PTA members- they often know dependable individuals who show up to volunteer.
- ❖ How about the parent/guardian sitting in the car rider line?
- ❖ Kindergarten Parents (Wow-they could serve several years!) Recruit during Kindergarten Registration
- ❖ Ask parents/guardians that you have worked with to reduce barriers.
- ❖ Ask parents who have students that participate in extra-curricular activities.
- ❖ Recommendations from feeder schools regarding parents who participated on their advisory council.

### **Recruiting *Community Members*:**

- ❖ Do you have a “best partner” that works with your school?
- ❖ Do you know individuals that work in the business sector that would be willing to serve?
- ❖ What faith-based organizations reach out to your school or assist with holidays?
- ❖ Meet with a business to share with them what you do; many coordinators have recruited AC members this way.
- ❖ Interagency councils

### **Recruiting *School Employees and/or Students Members*:**

- ❖ What teachers/staff members collaborate with you? Title 1 teachers, PE teacher, or Tech teacher?
- ❖ What teachers/staff members assist with families?
- ❖ Consider student volunteers in your center.
- ❖ What students have you worked with to reduce barriers?

*\*Immediate family members of center staff may not be AC members, as this is a conflict of interest.*



# FRYSC Advisory Council – Setting the Tone



To set the tone for an advisory council meeting, start by clearly stating the purpose of the gathering, emphasizing collaboration and open dialogue, welcoming diverse perspectives, and showing appreciation for the council members' expertise while ensuring a structured agenda that allows for thoughtful discussion and active participation from everyone; the meeting facilitator should actively listen, guide the conversation, and encourage balanced input from all members.

### **Key elements to consider:**

#### **Welcome and introductions:**

Begin by warmly welcoming everyone, taking a moment for brief introductions to foster familiarity and connection.

#### **Clear agenda and objectives:**

Clearly outline the meeting agenda, highlighting key discussion points and desired outcomes to ensure everyone is aligned on the goals.

#### **Positive and collaborative attitude:**

Express gratitude for the council members' time and expertise, emphasizing that the meeting is a space for collective brainstorming and constructive feedback.

#### **Active listening and respectful dialogue:**

Encourage open sharing of ideas, actively listen to all viewpoints, and facilitate a respectful discussion where everyone feels heard.

#### **Facilitation techniques:**

Utilize techniques like round-robin discussions, brainstorming sessions, and open-ended questions to solicit diverse perspectives and promote engagement.

#### **Acknowledge expertise:**

Highlight the unique knowledge and experience each council member brings to the table, valuing their contributions.

#### **Time management:**

Stick to the agenda, allocate appropriate time for each topic, and be mindful of everyone's time commitment.

#### **Follow-up and action items:**

Clearly communicate next steps, assign action items, and ensure everyone understands their role in moving forward.

## FRYSC Advisory Council Membership Agreement

As a member of the Advisory Council of \_\_\_\_\_, I have an ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I support the purpose and mission of \_\_\_\_\_ and pledge my commitment to assist in carrying out its work.

As a council member, I will consistently act responsibly and prudently. I understand my duties to include:

1. Fiscal and moral responsibility, along with my fellow council members, for the well-being of this organization. As such, it is my responsibility to:
  - a. Be familiar with the center budget and take an active part in the budget planning process.
  - b. Know and approve core component program strategies and oversee their implementation.
  - c. Take responsibility for making decisions on center issues and council matters.
  - d. Interpret FRYSC's work and values to the community, represent FRYSC and serve as a spokesperson.
  - e. Excuse myself from discussions, decisions and votes where I may have a conflict of interest.
2. Attendance at \_\_\_\_\_ advisory council meetings per year. Should I be unable to attend a meeting, I will, if needed, be available for telephone or email consultation.
3. Active participation in one or more center program strategy activities.
4. Working in good faith with my fellow council members and staff toward the achievement of the center's goals.

Should I fail to fulfill these commitments to the organization, I understand that the center coordinator will call upon me to discuss my responsibilities. Should there come a time where I am no longer able to fulfill my obligations to the organization, it will be my responsibility to resign my position as a member of the Advisory Council.

As an Advisory Council member, I understand that the center will be responsible to me in the following ways:

1. I will be given, without request, bi-monthly financial reports, and an update of FRYSC activities that allow me to meet the "standards of a reasonable person" in the law. Further, I expect that I will have information about programs and policies, goals and objectives as appropriate.
2. Opportunities will be provided for me to discuss with the center coordinator and the other council members, the organization's programs, goals, activities and status.
3. It is expected that council members and the center coordinator will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal and moral responsibilities to the organization.
4. Council members and the center coordinator will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I may call upon the Advisory Council Chair and Center Coordinator to discuss the organization's responsibilities to me.

\_\_\_\_\_  
Print Name – Advisory Council Member

\_\_\_\_\_  
Signature – Advisory Council Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name – Center Coordinator

\_\_\_\_\_  
Signature – Center Coordinator

\_\_\_\_\_  
Date

# FRYSC Advisory Council Meeting Approvals & Reviews



### Items Requiring Advisory Council Approval

- Annual Budget and Budget Amendments
- Purchase Requests
- Bylaw Changes
- Continuation Program Plan
- Staffing Pattern
- Site Changes
- Action Component Changes

### Items Discussed & Reviewed by Advisory Council

- Bylaws (at least bi-annually)
- Implementation Fields
- Impact Report
- Standards of Quality as it relates to CPP strategies
- Needs Assessment Data

# FRYSC Advisory Council – Best Practices



### **Brand the council and market the center.**

- ☐ Share on social media.
- ☐ Recognize members in newsletters; give token gifts of appreciation.
- ☐ Attend AC Community members' agency meetings and speak/educate about FRYSC to others to retain more resources and bring additional supports to the center and school.

### **Vote for meeting chair.**

- ☐ Have your members vote for council chair.

### **Schedule meetings ahead.**

- ☐ Schedule all meetings a year in advance and share dates/reminders with council members.

### **Have Summer meetings.**

- ☐ Hold a Summer meeting to celebrate members,
- ☐ Allow time for members to socialize.

### **Involve council members.**

- ☐ Incorporate service projects to engage members in programming (ex. mentoring groups, shopping for supplies, organizing center clothing closet, etc.).
- ☐ Invite and take parent/caregiver with you to other agency meetings to help them develop their own voice in advocacy for themselves and their peers. This allows parents/caregivers the opportunity to further their leadership skills and moves the center to higher quality in the Community Strengthening standard.

### **Create binders and/or send electronic documents.**

- ☐ Provide binders with information that AC members can take home.
- ☐ Send out documents electronically before the meetings to cut down on agenda time.

### **Provide center updates.**

- ☐ Email updates about the center during months meetings aren't held.