



## BY-LAWS District Advisory Committee

### I. Purpose

The District Advisory Committee (DAC) is an advisory committee to the Board of Education created in accordance with the provisions of Colorado Revised Statutes. The DAC and each School Accountability Committee (SAC) are important elements in the state mandated local program of accountability. The DAC's purpose is to fulfill its responsibilities under these statutes as well as any other charges enumerated by the Board of Education (BOE). The DAC's purpose includes but is not limited to; recruiting members that represent the District, advise on budget priorities, enhance parent outreach, and advise on UIP creation.

### II. Membership

*Total Members* – The DAC shall direct the outreach efforts to help ensure that the parents who serve on the district and school accountability committees reflect representation from across the school district. Members can fulfill more than one representation role provided there has been a good faith effort to recruit individual members for each role in compliance with Colorado Revised Statutes.

1. Parent Representation: One parent from each school in the district, including Charter Schools. Parent members must be active members of their School Accountability Committees (SAC) as a council member and must comply with all applicable Colorado Revised Statutes membership guidelines. Parent members will serve a term of \_\_\_\_ year(s).
2. Teacher Representation: Three teachers who provide instruction at the elementary level, one teacher who provides instruction at the middle school level, and one teacher who provides instruction at the high school level as teacher representatives on the DAC. ***This should include a teacher from the Charter School.*** These members do not need to be a member of their School Accountability Committee. Teacher members will serve a term of \_\_\_\_ year(s).
3. Administrator Representation: One school administrator, either a principal or assistant principal, from any school in the district. The school administrator must be a member of their School Accountability Committee as a council member. Administrators may rotate their attendance at DAC meetings. Administrators will serve a term of one year, unless a rotation schedule is selected.
4. Community Representation: Up to three community members. One of these community members should be a local business person. Community members will serve a term of \_\_\_\_ years.
5. Board of Education Representative: A current board member will serve on the DAC as well. Board member representative will be determined annually by the Board of Education.

Commented [DS1]: Need to discuss teacher representation. How many? What schools?

#### A. Nomination and appointment of members

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1. Parent members will be nominated by their School Accountability Committees. School Accountability Committees may choose to nominate more than one member to participate in the DAC on a rotating basis.
2. Community members will be nominated by the DAC or members of the Board of Education.
3. The district's K-12 principals will nominate administrator members, and teacher members.
4. This board representative will be appointed annually by the Board of Education. Another board member may serve as a substitute in the absence of the appointed board member.

#### *B. DAC Membership determination*

DAC Chairpersons will submit a list of membership to the Board of Education by September 30 of each school year for formal appointment by the board at their October meeting.

#### *C. Vacancies*

1. Any member who is absent for three consecutive meetings of the DAC can be removed from the membership roster. A replacement parent member will be nominated by the affected School Accountability Committee Council, a replacement community member by the Board, and an administrative member by the Superintendent or Assistant Superintendent. If appointed, the new person will serve the remainder of the dropped member's term.
2. In the event that a DAC member is unable to fulfill his/her term for any reason, a new member will be secured in the same manner as a dropped member.

#### *D. Other Attendees*

The Superintendent of Schools, Central Office Administration, or their designees will serve in a resource/advisory role. The public is invited and encouraged to attend and participate in all DAC meetings.

### **III. Meetings**

- A. There will be a minimum of seven (6) DAC meetings conducted per school year.
- B. Notice of DAC Meetings will be sent to DAC members at least 48 hours prior to monthly meetings and include agenda, prior meeting minutes, and any necessary supporting materials.
- C. Meetings may be held in each of the District's schools on a rotating basis or as otherwise determined by members of the DAC.
- D. Public notice will be provided at least 48 hours in advance for every DAC Meeting.
  - a. Notice will be posted in the district administration building.
- E. The DAC membership may temporarily modify the date, time, or place of meetings with at least 48 hours advance notice to DAC members as well as the public.
- F. Meetings will be guided by Robert's Rules of Order.
- G. Special meetings of the DAC may be called by the chairperson if necessary. Notice of date, time, and purpose of a special meeting will be sent to the DAC members and the public not less than 48 hours prior to such meeting.

### **IV. Voting**

- A. For the purposes of voting, a quorum is defined as those members present at any given meeting, as long as the attendees constitute a 51% majority of the membership.
- B. Only appointed members of the DAC are entitled to vote.
- C. Any motion that results in a tie vote is considered not passed.

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## **V. Officers**

Officers consist of a chairperson, co-chairperson, and secretary and must be currently appointed members of the DAC. Only one of these positions may be an employee of the school district. The officers may serve two-year terms. The immediate past chairperson serves in an advisory role with the officers. These officers serve as an executive committee.

### **A. Election of Officers**

1. The officers will be nominated and elected by the members from the DAC membership at the first meeting of the school year.
2. If any officer is unable to or does not fulfill his/her responsibilities or term, a successor will be elected by the members of the DAC to fill that term at the next regular meeting.

### **B. Officer Responsibilities**

1. *Chairperson and Co-chairperson*
  - a. Preside at all regular meetings of the DAC.
  - b. Prepare each monthly agenda with the assistance of the secretary of the superintendent or superintendent designee serving in the resource/advisory role, as available.
  - c. Appoint sub-committees as needed and designate sub-committee chairpersons, if necessary.
  - d. Serve as an ex-officio member of all sub-committees of the DAC.
  - e. Has authority to act on DAC matters consistent with state statutes, DAC by-laws or district policies and regulations, subject to review by the DAC membership.
  - f. Ensure that all meeting publicity is prepared and posted in accordance with the DAC by-laws and Colorado open meeting Law.
  - g. Present DAC findings and recommendations to the Board of Education, at least twice annually.
  - h. Assume other duties as requested by the Board of Education.
2. *Secretary*
  - a. Maintain notes of each board meeting providing them for review and approval at the next meeting of the DAC
  - b. Ensure final approved minutes are provided for posting on the district website.
  - c. Maintain all correspondence for the DAC including any communication between the DAC and stakeholders as a formal record.

## **VI. Non-Officer Members**

Non-Officer Members consist of the parent members, elementary, middle and high school teacher representatives, administrator, and non-parent community members.

### **A. Member Responsibilities**

1. *Parent Members*
  - a. Attend all regularly scheduled DAC meetings.
  - b. Represent school interests when working on DAC business.
  - c. Report information from SAC meetings at each DAC meeting with attention to achievement, budgeting, and safety.

- d. Attend all regularly scheduled SAC meetings for the school you are representing on the DAC.
- e. Report information from the DAC prior to each SAC meeting. Assist the SAC to function in accordance to state statutes and within district policies or regulations.
- f. Participate in sub-committees on the DAC.

2. *Non-Parent Community Representatives*

- a. Attend all regularly scheduled DAC meetings.
- b. Represent community/business interests when working on DAC business.
- c. Participate in sub-committees on the DAC as a member or chairperson of the sub-committee.

3. *Administrative Representatives*

- a. Attend all regularly scheduled DAC meetings.
- b. Report to DAC issues or trends identified at the principal's meetings that may affect schools district wide.
- c. Report to principals issues or information discussed in the DAC meetings.
- d. Participate in sub-committees on the DAC.

4. *Teacher Representatives*

- a. Attend all regularly scheduled DAC meetings.
- b. Represent and communicated to the teachers at the level you represent in addition to the specific school at which you work (ie: elementary, middle or high school).
- c. Report to the DAC issues or trends identified from the individual schools that may affect schools district wide and are specific to teachers in regard to achievement, budgeting and safety (ie: curriculum, professional learning communities, differentiation of instruction, communication, and strategic plan implementation).
- d. Participate in DAC sub-committees.

**VII. Duties of the DAC**

- A. Ensure that DAC charges have been cooperatively determined, at least annually, by the DAC and the Superintendent.
- B. Fulfill the charges established by the DAC in a timely basis.
- C. Ensure that any proposed changes in DAC By-Laws are forwarded to the Board of Education for consideration of action.
- D. Ensure that each parent member reports to his or her school's staff and accountability committee regarding the activities of the DAC after each monthly DAC meeting and forward any input from either to the DAC.
- E. Make recommendations to the Board of Education regarding prioritization for spending district monies.
- F. Ensure that all responsibilities are managed in accord with the Board of Education policies, district regulations, and state statutes.

**VIII. By-Laws Changes/Amendments**

Any proposed changes or amendments to these By Laws must be submitted in writing to the membership of the DAC for review at least 30 days prior to action by the Board of Education.

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