

MIAMI-DADE COUNTY PUBLIC SCHOOLS

TITLE I ADMINISTRATION

DISTRICT ADVISORY COUNCIL (DAC)

DAC BY-LAWS

AMENDED NOVEMBER 2013

ARTICLE I - NAME OF ORGANIZATION

The name of the organization is the Miami-Dade County Public Schools (M-DCPS) Title I District Advisory Council (DAC).

ARTICLE II - GOALS AND DUTIES OF THE DAC

SECTION 1 - *General Goals*

The DAC represents parents of students participating in Title I schools in an effort to achieve the following objectives at the school and local educational agency levels:

1. recommend local goals and assist in developing local applications as well as participate in the evaluation of the Title I Program;
2. develop jointly with Title I Administration, a written parental involvement plan;
3. evaluate the parental involvement program and recommend steps needed to be taken to improve it;
4. suggest home and school activities that improve children's achievement;
5. assist in informing parents of participating children of the Title I Annual Parent Meeting, District meetings, and other parent meetings, as appropriate; and
6. request resources to support their goals and objectives.

SECTION 2 - *General Duties*

In addition to the above, the DAC may help parents to carry out their rights and duties by supporting the provisions of the following:

1. support for parents to become advisors and advocates for their children;
2. information in a timely manner and in a form and language they understand;
3. information on specific requirements of Title I;
4. copies of all plans, evaluations, policies and other public documents, as applicable;

5. meaningful consultation with M-DCPS and school personnel that is systematic, ongoing, informed, and timely in relation to programmatic decisions--timely response to parent recommendations is also an essential part of the consultation;
6. comprehensive range of opportunities to participate in the program;
7. regular meetings that address parental involvement issues;
8. training, to the maximum extent practicable, for parents to work with their children to attain instructional objectives, understand program requirements and standards, build home-school partnerships, and ways to work with educators to improve student achievement;
9. materials which build their capacity to improve their children's learning; and
10. Regions and District parent centers providing access to technology and other resources for parents.

ARTICLE III - MEMBERSHIP

SECTION 1 -DAC Executive Board Membership

The Title I DAC Executive Board will consist of no more than thirteen members. Approximately 40%-50% of the members shall be parents of children currently attending Title I schools, whether public or private. In an effort to ensure that higher ranking members of the DAC Executive Board have had M-DCPS leadership experiences, Vice Chairpersons of DAC must have served as a Vice Chairperson of PAC or on the DAC Executive Board for at least two years. The other members shall be parents of former Title I children, advocates, community leaders, or supporters of the Title I Program. The highest ranking National Coalition officer that is a resident of the District's community may be invited to join the DAC Executive Board.

SECTION 2 –Region Parent Advisory Council (PAC) Membership

The Title I Region Parent Advisory Council is open to all parents of children attending Title I schools, advocates, and community leaders. At the appropriate time, the Region PAC will convene an election, with a DAC Representative and an appointed DAC Title I Program representative. The respective Region PAC elected officers shall be made up of a chairperson (CIS), vice-chairperson (parent), secretary and assistant secretary.

SECTION 3 - School Site Parent Advisory Council Membership

Membership in the school site Parent Advisory Council -- Parent Representatives made up of two (2) representatives and one (1) alternate -- is open to all parents, advocates, community leaders, and/or parent organization members. It is recommended that these parent representatives are elected at the annual Title I Annual Parent Meeting at school sites.

ARTICLE IV - OFFICERS, DUTIES, ELECTION OF OFFICERS AND REPRESENTATIVES FOR DAC AND PAC

SECTION 1 - Officers

The officers of the DAC will consist of:

- A. Chairperson (Parent)
- B. 1st Vice Chairperson (Parent)
- C. 2nd Vice Chairperson (Parent)
- D. 3rd Vice Chairperson (Parent)
- E. Secretary (Staff)
- F. Assistant Secretary (Parent)
- G. Parliamentarian - (non-elected position, Staff)
- H. Immediate Past Chairperson (Parent)
- I. National Coalition Member (Staff)

The officers of the PAC will consist of:

- A. Chair - (Community Involvement Specialist recommended)
- B. Vice-chair - (Parent recommended)
- C. Secretary – (CIS or Parent)
- D. Assistant Secretary – (CIS or Parent)
- E. Immediate Past Chairperson

The DAC Officers listed above; and the Chairs of the Region PACs, will constitute the DAC Executive Board. (9 DAC + 4 PAC Chairs = 13 Members, 6 of which must be parents, 46%)

Note: All elected/appointed DAC/PAC members will work collaboratively within any new configuration of M-DCPS Regions, upon authorization of the School Board of Miami-Dade County, FL, through the end of their terms. At the end of their terms, members will be elected/appointed and serve on the Title I DAC and PAC as delineated in the By-Laws.

SECTION 2 - Duties

The duties of the DAC Executive Board officers will consist of the following:

- A. The chairperson will preside over all meetings of the DAC Executive Board. He/She will serve as the official representative of the DAC and may delegate others to act in his/her behalf. *Due to possible conflict of interest, this position cannot be held by any employee of M-DCPS.*

Additionally, the chairperson will:

1. Open all meetings and ensure the presence of a quorum, (see Article VI, Section VII).
2. Make sure any person that is to speak at a meeting states his/her name and if

they are representing a school, they must state the name of the school.

3. Appoint members to fill vacancies or positions left vacant to either PAC or DAC as per Article IV, Section 1.
 4. Appoint committee chairpersons.
 5. Make recommendations on parental involvement issues with the approval of the District DAC Executive Board, to Title I Administration.
 6. Serve and/or appoint representatives to serve on all Title I parental involvement committees formed by the District.
 7. Review District Title I budget prior to approval for usage for the following fiscal year.
- B. The 1st vice chairperson will serve in the absence of the chairperson. The 2nd and 3rd vice chairpersons will serve as Ad Hoc committee chairpersons.
- C. The secretary will keep an accurate record of all meetings and handle all correspondence. Copies are to be submitted to the Title I Administration District Office within 3 business days of the DAC Executive Board meeting.
- D. The assistant secretary will serve in the absence of the secretary.
- E. The Immediate Past Chair will act as an advisor to the DAC Executive Board. He/She will resume the duties of the DAC chairperson in the absence of both the chairperson/vice chairperson.
- F. Any of the above officers who do not comply with his/her assigned duties will be dismissed by a majority vote of the DAC Executive Board.
- G. As a result of dismissals, replacements for vacant position(s) will be nominated by the DAC Chairperson, and/or presiding officer and approved by majority vote of the DAC Executive Board.

The duties of the PAC Region officers will consist of the following:

Written approval from Title I Administration is required prior to implementing meeting calendars. Title I Administration agenda template will be used for meetings.

- A. The Chairperson and Vice-Chairperson will develop together the meeting agendas (inclusive of scheduling guest speakers) for each meeting, secure meeting dates, locations, and develop PAC calendar of events for the year. By the end of the second month of the school year, the planned meeting dates, times, and locations, will be sent to Title I Administration for review and approval in accordance with federal requirements and District policies. Regions and Principals will receive copies of these planned dates. (Please note that these dates may be subject to change.)
- B. The Chairperson will disseminate flyers, announcements, etc., with meeting dates and information in a timely manner, as well as ensure that materials, handouts, etc., are

prepared to be distributed at the PAC meetings.

- C. The Chairperson will preside over all meetings of their Region PAC.
- D. The Vice-Chairperson will ensure that speakers (with questions, announcements, etc., from the audience) are allowed time (within reason) to speak. Additionally, they will be sure to state for the record the speaker's name and school(s) represented.
- E. The Secretary will conduct a roll call of schools in attendance, and record minutes of each meeting. Copies of minutes and meeting attendance rosters will be sent to Title I Administration within 3 business days of the PAC meeting completion.
- F. Region PAC Chairperson, Vice-Chairperson and Secretary will attend Title I DAC Executive Board and DAC General meetings. It is recommended that they participate in Title I Program activities.

The duties of the School-site PAC (Parent Representatives) will consist of the following:

- A. Attend DAC General Meetings, and PAC Region meetings. It is also recommended that they participate in Title I Program activities.
- B. Assist in planning workshops and activities for members and other parents at their school.

SECTION 3 - *Election of Officers and Representatives*

- A. All officers and representatives of DAC and PAC will comply with the Jessica Lunsford Act.
- B. The DAC Nominating Committee chairperson will be appointed by the DAC Chairperson. Its membership shall consist of volunteers from the DAC Executive Board membership. The Nominating Committee will submit/email its report to the DAC Executive Board before their second meeting of every election year.
- C. The PAC Nominating Committee chairperson will be appointed by the PAC Chairperson. Its membership shall consist of volunteers from the PAC membership. The Nominating Committee will submit its report to the DAC Executive Board before their second meeting of every election year.
- D. Election of officers for PAC Regions will be held and election/appointment of officers for the DAC Executive Board by May, and both of every election year. The term of office for both DAC and PAC will be two (2) years. Officers for both DAC and PAC may be reappointed/re-elected for an additional two (2) year term - not to exceed a maximum four consecutive years at the same position.
- E. District Advisory Council members who are administrators in M-DCPS shall not hold an office.

- F. Installation of the new DAC and PAC officers will be conducted during the second DAC Executive Board meeting of the election year and duties will commence at the onset of the following school year and continue through the end of the 2 year term.
- G. Elected Region PAC Chairs and Vice-chairs will be mentored by appointees of the DAC Executive Board Chairperson and by assigned Title I Administration staff, in order to prepare them for possible officer positions on the DAC Executive Board.
- H. In the event that any elected DAC or PAC officers cannot complete their term in office, the DAC Chairperson (with approval of the DAC Executive Board) can appoint someone to finish out their term.

a. Region PACs

All Region PAC officers will be elected at their Region PAC meetings by their Region Title I Schools. Each school will be allotted one vote. All elections will be by secret ballot in the following manner:

1. Present slate of officers from the Nominating Committee report (one candidate per office).
2. Take nominations from the floor.
3. Close nominations.
4. Vote by secret ballot (one per school).
5. Please note: Community Involvement Specialist with highest number of votes will be declared chairperson.
Parent with highest number of votes will be declared vice-chairperson.
6. Names of incoming elected officers will be sent to Title I Administration within 3 business days of the PAC meeting.

b. DAC

All DAC Executive Board officers will be elected/appointed by May of the election year. Each Title I school will be allotted one vote. All elections will be by secret ballot in the following manner:

1. Present officer from Nominating Committee report (one candidate).
2. Take nominations from the floor.
3. Close nominations.
4. Vote by secret ballot (one per school).
5. Name of incoming elected officers will be sent to Title I

Administration within 3 business days of the DAC meeting.

c. School Site Advisory Council (Parent Representatives)

1. Two (2) representatives and one (1) alternate shall be elected by the parents of the Title I school, preferably at the Title I Annual Parent Meeting at school sites, to represent their school at the Region PAC meetings.
2. Complete and submit FM 6996 Title I DAC/PAC Representatives form to Title I Administration within 3 business days.

ARTICLE V - COMMITTEES

SECTION 1 - Committees

There will be two standing committees for enhancing the operation of the Title I DAC. These committees will be:

A. DAC By-Laws Committee

1. This committee will be chaired by the Parliamentarian and will be responsible for modifying and clarifying sections and statements of the document. Upon the completion of the DAC By-Laws Committee's amending of existing By-Laws, Title I Administration will be responsible for updating the said document according to the Committee's recommendations. The revised document will be presented to the DAC Executive Board for recommendation and final vote.
2. The Title I Parental Component District Director (Ex-Officio) will serve as a guide and provide assistance to this committee.

B. Nominating Committee

1. The DAC and PAC Nominating Committee chairpersons will be appointed by the DAC and PAC Chairpersons. The committees' membership shall consist of volunteers from either the Region PAC or the DAC Executive Board membership, respectively. The Nominating Committee will submit its report to the DAC Executive Board or the Region PAC officers before their March meeting of every election year. Membership shall include five (5) or seven (7) persons, only.

ARTICLE VI - MEETINGS

SECTION 1 - DAC Executive Board Meetings

- A. There will be two DAC Executive Board meetings during the school year. Meeting calendar will be distributed at the onset of the school year (1st DAC Executive Board meeting). A written reminder notice will be sent via fax or mail to each board member prior to the meeting. Minutes of each meeting

will be recorded and disseminated at the following Board meeting. Copies of minutes will be sent to Title I Administration within 3 business days of meeting completion. During this meeting a time clock will be used to monitor speakers (2 minutes speaking time max; only speak once to an item). Parliamentarian will enforce Parliamentary Procedures and control clock during meeting.

- B. In cases of extreme need, the DAC Executive Board may also hold emergency meetings, not exceeding two emergency meetings a school year. Telephone notice will be given to executive board members at least twenty-four hours before the meeting date.

SECTION 2 - DAC General Membership Meetings

There will be two DAC General meetings during the school year. Meeting calendar will be distributed at the onset of the school year. A reminder flyer with topics for meeting will be sent via M-DCPS mail to each school site prior to the meeting. It is recommended that school site administrators distribute meeting information and dates to parents.

SECTION 3 - Region PAC Meetings

The elected officers of the Region PAC will hold two (2) regular meetings during the school year. It will be the responsibility of the Region officers, in cooperation with the Title I Administration offices, to disseminate information on such meetings, as well as, of other relevant issues that affect Title I parental involvement. Accordingly, typewritten records of such meetings will be maintained by the Region PAC secretary and District Title I Administration office. One of the two (2) meetings should be held before the month of April for the purpose of electing their Region PAC officers.

- A. A Region PAC officer, or any Title I parent or advocate may suggest an idea, voice a concern, and/or air out a problem that needs to be discussed and/or acted upon by the DAC general membership.

SECTION 4 - School-site PAC Meetings

The elected parent representative of the school site PAC will be encouraged to convene their regular meetings (conceivably together with the PTA/PTSA two (2) times during the school year. These parent representatives, in cooperation with school staff, should disseminate information on such meetings, as well as on matters affecting their school. Likewise, minutes of such meetings will be maintained by the designated parent representative.

SECTION 5 - *DAC Standing and Ad Hoc Committees and Meetings*

- A. The two (2) standing committees of the DAC will determine meetings for planning and implementing specific tasks, preparing reports on committee proceedings, and deliberations will be made to the DAC Executive Board, prior to their dissemination to the DAC general membership. Minutes of such meetings will be maintained and delivered to Title I Administration within 3 business days of meeting completion.
- B. Ad-Hoc Committees and meetings may be established accordingly to respond to special tasks and/or concerns the DAC Executive Board may want to address. Minutes of such meetings will be maintained and delivered to Title I Administration within 3 business days of meeting completion.

SECTION 6 - *Absence at Meetings*

Any member of the DAC, DAC Ad Hoc Committees, or Region PAC, who is absent for two (2) consecutive meetings, without an excuse acceptable to the DAC Executive Board, will be replaced by the DAC Executive Board Chair with support of Title I Administration; and approved by majority vote with the DAC Executive Board. Note that the Secretary of DAC or PAC, respectively, must be notified of your intended absence. In cases of extreme emergencies, contact Title I Administration (District) or the respective chairperson.

SECTION 7 - *Length of Meetings*

All meetings will be limited to one and one-half (1 1/2) hours, unless the majority present elect to extend this time for an additional 15 minutes.

SECTION 8 - *Quorum*

Fifty percent (50%) of the elected representatives of the DAC Executive Board plus one (1) will constitute a quorum for the DAC Executive Board meetings. Region PAC, and School-Site PAC meetings do not need to have a meeting quorum to hold meetings.

ARTICLE VII - APPOINTED POSITIONS

The following shall be appointed by the DAC chairperson with the consensus of the DAC Executive Board and Title I Administration.

SECTION 1 - *Parliamentarian*

Parliamentary procedures will be followed during PAC and DAC meetings and business proceedings will be governed by Robert's Rules of Order.

ARTICLE VIII - AMENDMENTS TO BY-LAWS

The By-Laws may be amended by majority vote, at a DAC Executive Board meeting, or verbal roll call vote conducted by DAC Chair . When By-Laws are amended and adopted by majority vote, they will become effective immediately. Should there be eliminated positions in the new By-Laws, at expiration of term, said position(s) will not be included in the DAC Executive Board's slate of officers for the following election period. However, the DAC Executive Board officers (in current positions), whose positions have been eliminated, will remain in office through the duration of the term.

ARTICLE IX – BY-LAWS REVISION

At least every three years, the By-Laws will be reviewed for Federal, State or M-DCPS District's regulations/guidelines compliance and amended accordingly.