District Advisory Council Orientation

Purpose

· We serve as a resource to the School Board and the District in an advisory capacity

· We are liaisons between the schools and organizations and the District

Membership

· DAC Representatives must be active members of their school SAC and be appointed by the school Principal, or be appointed by their stakeholder organization (VCCPTA, Federal Programs-Title I, Futures, VUE, ESE Department)

· We also have members appointed by School Board members to represent their District

· High Schools may also appoint a Student Representative

· District Advisory Council members shall serve for one year and may serve additional terms; members continue serving until their successor has been appointed

· To ensure their school's representation at all DAC meetings, Principals may appoint a Representative and an alternate. Only one Representative from each school should attend each DAC meeting

Attendance

· Meetings are held on the first Wednesday of each month (except January, June, July, and August) at 5:15pm, alternating between the east and west sides of the county

· Regular attendance at all meetings is expected, either by the official DAC Representative or the alternate, if one is appointed

· If you are the official DAC Representative and are unable to attend a meeting, and no alternate Representative has been appointed, you may send a substitute from your school SAC or organization to ensure representation. You are responsible for ensuring that your substitute understands and follows the procedures for meeting participation

· If you have an ongoing difficulty attending meetings, you may ask your Principal or organization to appoint another Representative

· If you miss two consecutive meetings, your principal or organization will be notified; after a third consecutive absence, your principal or organization will be asked to appoint another representative

Meeting Procedures

· All members are responsible for signing in upon arrival to ensure accurate records are kept

· Only official appointed DAC representatives are listed on the attendance form; please make sure that Lisa Long in the Community Information office has accurate and updated information for this year

· If you are attending as an alternate or substitute, please sign in as yourself next to your official DAC Representative's name, also indicating that you are signing in "FOR" the Representative

· If you are attending as a guest because the official DAC Representative for your school or organization is present, please sign in and provide your information on a blank line at the bottom of the attendance form

· If there is more than one Representative from a school or organization present, i.e., alternates and guests, only the official Representative may participate in the meeting. High School Student Representatives may share comments and questions in addition to those shared by an appointed school Representative

· Each appointed Representative present shall have one vote; if there is more than one school or organization Representative present, only one vote shall be given

· During meeting discussion, question and answer periods, and Member Comments, participation is reserved for official DAC Representatives. On the occasion of any vote that is deemed to be of a decision-making nature beyond standard DAC business and procedural changes, non-member comment will be allowed prior to the vote

· Members should preface each comment and question with their name and school or organization for which they are the appointed Representative for the meeting

· Members will meet with the School Advisory Committee or appointing organization to discuss issues before presenting to the DAC, as the DAC is not a forum for individual personal issues

· These procedures ensure that issues and concerns shared may be accurately assessed as to their prevalence across the District and their pervasiveness with regard to the elementary, middle, and high school levels

· Meetings shall proceed following Roberts Rules of Order, Revised, including the following guidelines:

- Prior to speaking a member must be recognized by the Chair
- Only one member may have the floor at any time
- Comments should be kept brief; membership may set a time limit for comments if needed
- All members will have the opportunity to participate in discussion if they wish before any one member may speak on an issue a second time

Responsibilities

· Members must maintain regular attendance at their school SAC or organization meetings

· DAC Representatives shall share information with the Principal and the School Advisory Committee or organization by which they were appointed, making sure that each meeting's agenda includes a time to report DAC information

· DAC members are encouraged to participate in their school's School Media Advisory Committee, so they may share information and progress with, and serve as a resource for, their SAC as well as at District Advisory Council meetings

· District Advisory Committee members may be asked to undertake specific studies and make recommendations to the School Board and Superintendent