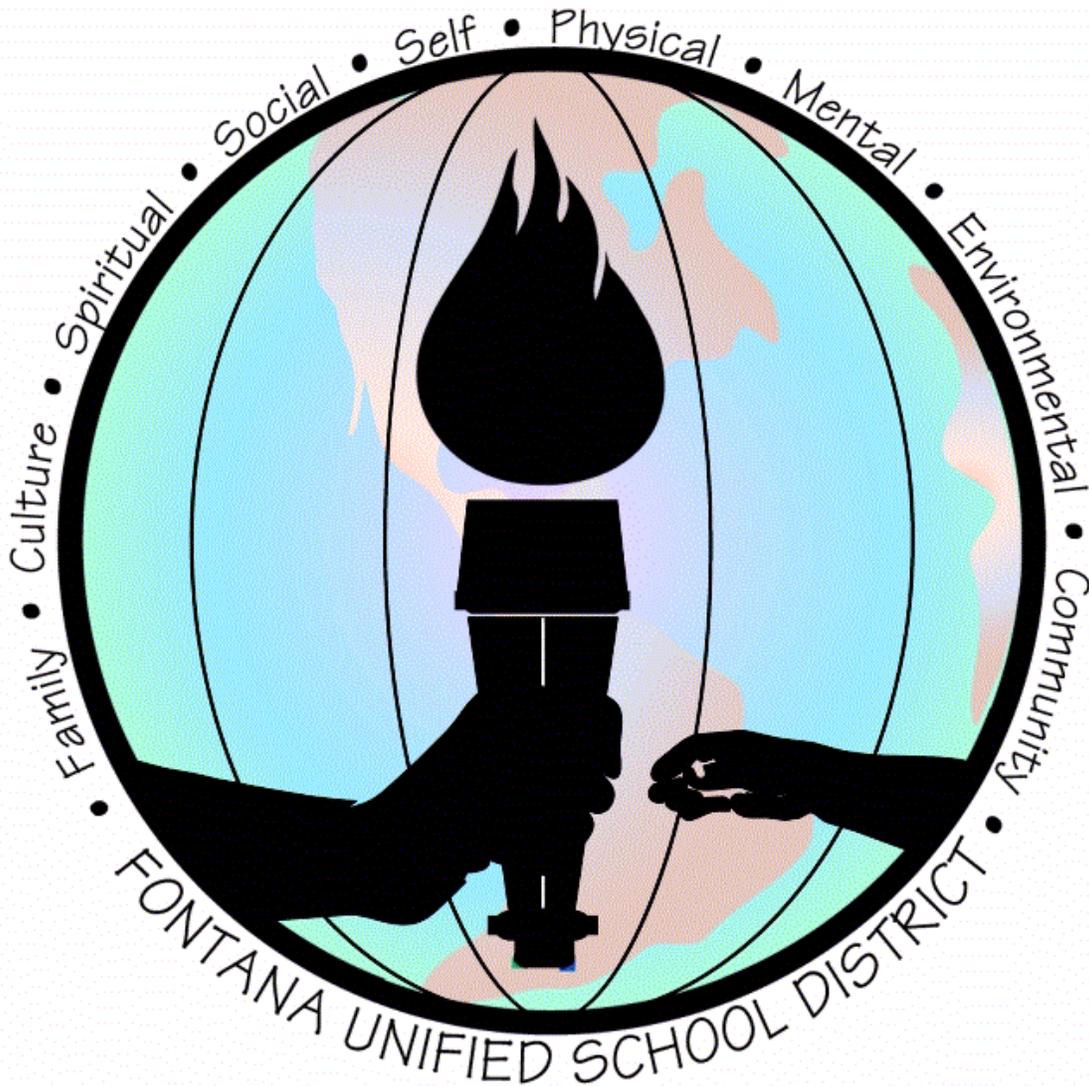


FONTANA UNIFIED SCHOOL DISTRICT

Division of Teaching and Learning
Categorical Programs Department



District Advisory Council (DAC) Member Handbook

2014-2015

Fontana Unified District Advisory Council (DAC) Member Handbook

Welcome to the Fontana Unified District Advisory Council.

Thank you for your willingness to represent the interests of the students, their families, and the staff of the Fontana Unified School District. As a member of the Fontana Unified District Advisory Council (DAC) you will provide input on the Economic Impact Aid - State Compensatory Education Categorical program, promote the achievement of the FUSD Board Goals and act in compliance with all local state and federal laws and policies. Your participation and input is vital to the success of the programs we offer to support student achievement and well-being here in Fontana.

Introduction

This handbook is meant to assist you as a member of the Fontana Unified District Advisory Council (DAC). The following sections contained in this handbook provide you with specific information necessary to effectively and fully participate in DAC meetings. Ongoing training and information will be provided to assist you in fulfilling your roles and responsibilities as a DAC member.

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For General DAC Information:

Laura Parisi, Intermediate Secretary, Categorical Programs: 909-357-7600 ext. 29175 or parilm@fUSD.net

For Other Inquiries:

Sonia Montenegro, DAC Chairperson: 818-720-9268 or susynotary@yahoo.com

Carolyn Ball, DAC Vice-Chairperson: 760-515-0443 or ballcd@fUSD.net

DAC Member Role & Responsibilities (For additional information see Appendix B: DAC Bylaws.)

Your Role as A DAC Member:

- Attend all DAC meetings.
 - *If you are unable to attend a meeting, you must contact the DAC Secretary. You may also contact your site principal. Make arrangements to obtain the information.*
- Serve as a liaison between Fontana Unified District Advisory Council (DAC) and your School Site Council (SSC).
 - You are encouraged to attend all meetings of your school's SSC.
 - Review DAC meeting minutes and handouts with SSC members.
 - *Ask the school principal or his/her staff to make copies of any materials that you need to disperse.*
 - Be prepared to explain the business discussed and acted upon at DAC meetings to SSC members.
 - *When asked to provide information or answer a question there may be a time when you do not have the information or know the answer. In these situations, it is best to let the members know that you will make a note of their request and get back to them or you may defer their question to another person who is knowledgeable in that area.*
- Represent the collective interests of the members of SSC, DAC and others in our school and district community.
 - *Listen and take notes of the opinions, concerns and ideas expressed by others so that you are prepared to accurately represent others when sharing at DAC or SSC meetings when applicable.*
 - *When sharing your personal opinions, be sure to indicate that it is your personal opinion rather than the opinion of a particular group.*
 - *When acting as spokesperson for either SSC or DAC, carefully report facts and information to inform others when applicable.*
- Encourage parents, staff, and community to participate in activities that promote student achievement and well being by publicizing these opportunities.

Your Responsibilities as a DAC Member:

- Review and provide input on the district's Economic Impact Aid - State Compensatory Education – (EIA-SCE) intra-district allocation plan.
- Review and provide input on and the district's Consolidated Application for EIA-SCE funds.
- Promote the achievement of the FUSD Board Goals to prepare students for a productive future.
- Act in compliance with all local state and federal laws and policies.
- Participate in training opportunities provided by the school and the district to effectively participate in SSC and DAC meetings.
 - It is important to be knowledgeable of SSC and DAC Bylaws, District Policies, budgets, guidelines for parent involvement in State and Federal law, and current State and Federal programs that are in place in the District.
 - It is equally important to learn about effective education practices and parent involvement strategies that promote student achievement and well-being.

Meeting Basics

Materials

It is beneficial for each DAC member to bring the following materials to every meeting: DAC handbook, minutes from previous DAC meetings, handouts that have been provided and other information pertinent to DAC business. Maintain these materials in a notebook or folder for safe-keeping and reference.

Sign-In

Please be sure to sign in at every meeting. This serves as a record of who attended and becomes a part of the public record.

Agenda Items

To request an item be placed on the agenda for an upcoming DAC meeting, contact the DAC Chairperson, DAC Vice Chairperson, and/or DAC Secretary. Your request is appreciated a minimum of ten (10) business days prior to the scheduled meeting.

Parliamentary Authority

To ensure democracy and orderly meetings, parliamentary procedures are essential. These will guarantee the “real liberty” of each member to be heard and exercise the rights of membership. All DAC meetings will be conducted under the authority of *Robert’s Rules of Order*. You do not need to memorize these rules verbatim however it is a good idea to review them so that you will be at ease using these procedures during DAC meetings.

Parliamentary procedure is the body of rules, ethics, and customs governing meetings and other operations of clubs, organizations, legislative bodies, and other deliberative assemblies. At its heart is the rule of the majority with respect for the minority. Its object is to allow deliberation upon questions of interest to the organization and to arrive at the sense or the will of the assembly upon these questions. Parliamentary procedure is used in organizations of self-governing people to conduct debate with the least possible friction in order to as efficiently as possible make group decisions. These decisions are usually determined by voting. Robert's Rules is based on the common law of parliamentary procedure found in the United States.

From Wikipedia, the free encyclopedia

Robert's Rules of Order

The Agenda: The agenda includes an explicit starting time and/or specifies the amount of time, for each major section.

- I. **Reading and approval of the minutes.**
(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)
- II. **Reports of Officers, Boards, Standing Committees.**
(This includes correspondence and informational updates.)
- III. **Reports of Special Committees.**
(Each report could conclude with a motion which the assembly must address.)
- IV. **Special Orders.**
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
- V. **Unfinished Business and General Orders.**
(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the chair which items to add to this section.)
- VI. **New Business.**
(It is at this time that announcements, educational programs, and speakers are introduced.)
- VII. **Adjournment.**
(A motion to adjourn may be made at any time of the meeting. The assembly should never be forced to meet longer than it is willing to meet.)

Business Meetings Procedures: Below are some modified procedures used to conduct business at meetings. It is recommended that members have access to a copy of Robert's Rules of Order (10th Edition).

- Motions are made by stating, "**I move to/that...**"
- A motion must be seconded.
- The chairperson restates the motion before passing the motion to the Council: "**It is moved and seconded that Is there any discussion?**" After this action, the Council may discuss and then vote on the motion.
- The chairperson then announces the results of the vote and restates the motion as it is approved or rejected. An example of this would be: "**The motion to ...is carried/rejected.**"
- A motion is null and void if it conflicts with federal, state or local law.
- A motion that proposes action outside the responsibilities of the Council is not allowed.
- A motion is "**not in order**" if it conflicts with a motion that was previously adopted and still in force. However if the member phrases it as a motion to amend something previously adopted, it is in order and requires a majority vote.
- A motion is "**not in order**" when it presents substantially the same question as a motion that was rejected during the same meeting. However, a member can bring up the motion at another meeting. This is known as "**renewing the motion.**"
- A member must obtain the floor and recognition of the chairperson before beginning to speak.
- The member who has made the motion has the right to speak on it first.

Robert's Rules of Order

- A member can speak twice on a motion only when everyone who wants to speak has already spoken.
- Members must not use inflammatory statements or profane language.
- When speaking to a motion, it is important for the member to first let the Council know which side of the issue he/she is on. An example would be: **“I speak for the motion... (then the reasons).”**
- The member who makes the motion cannot speak against it, although the person who seconds it can.
- Council members should not disturb the discussion (i.e., whispering, talking and walking around the room).
- A Council member can only talk about the motion on the floor.
- As a member of the Council, the chairperson has a right to express his other views on the issue before the Council. However, if the chairperson wishes to speak to an issue, he/she must relinquish the chair to another officer. The chairperson resumes the chair when the motion to refer it to a committee, postponed to another time or laid on the table.
- It is beneficial to identify the amount of time an item will be discussed on the agenda prior to the start of the meeting. A Council may assign a member to serve as the timekeeper. If necessary, the Council may vote to add additional minutes to an agenda item.
- While a motion is pending a member can propose a secondary motion. Secondary motions must be taken up in the order in which they are made. The Council discusses the most recently proposed secondary motion instead of the main motion.
- If the chairperson has not stated the motion, the member who made the motion can withdraw it without the permission of the person who seconded it.
- If the member modifies the motion and the person who seconded it withdraws his/her second, someone else must second the motion.
- After the chairperson states the motion, the motion belongs to the Council, not the maker of the motion.
- It is beneficial to simplify motions. Don't include multiple items for approval within one motion. Divide a motion that has several topics into parts and address each part as a separate motion.

Fontana Unified School District
Division of Teaching and Learning
Categorical Programs Department

Fontana Unified District Advisory Council (DAC)

Bylaws

Article I: Name

The district advisory council of the Fontana Unified School District (FUSD), hereinafter referred to as Fontana Unified District Advisory Council and/or DAC, represents the students, their families and the staff of FUSD, provides input on the categorical program Economic Impact Aid/State Compensatory Education (EIA-SCE), promotes the FUSD Goals, and complies with all local, state, and federal laws and policies.

Article II: Duties

Section A: Required Duties

The Fontana Unified District Advisory Council (DAC) members shall review and advise the district on the intra-district allocation plan for the distribution of Economic Impact Aid (EIA) funds. DAC members shall also review and advise the district on the Consolidated Application pages related to Economic Impact Aid/State Compensatory Education (EIA-SCE) funding.

Section B: Adjunct Duties

DAC members may review and advise the district on the following items: the Consolidated Application for other state and federal categorical funds received by the district; the district parental involvement policy; implementation of parental involvement programs to meet the needs of all students and their families; and the Local Education Agency (LEA) Plan. DAC members are encouraged to serve as liaisons between DAC and their School Site Council (SSC). DAC members may provide training and resources to assist SSC with implementing local, state and federal laws and policies for state and federal categorical programs received by the district.

Article III: Membership

Section A: Composition

Fontana Unified District Advisory Council is composed to include participation from every school within the district as follows: two (2) parents/legal guardians of students attending the school and one (1) staff member employed at the school, for a total of three (3) representatives from each school. Membership on School Site Council (SSC) is not a prerequisite.

Section B: Election/Appointment

Each school shall conduct a general election for the purpose of providing parents/legal guardians to serve as members of the Fontana Unified District Advisory Council as follows: Parents/legal guardians of students attending the school shall elect two (2) parents/legal guardians of students attending the school, who are not employed at the school to serve as DAC members. The principal shall appoint one (1) staff member to serve on DAC; since DAC meetings are held in the morning,

principals are encouraged to select a staff member who is not a classroom teacher, to protect instructional time.

Section C: Term of Membership

Members may serve for a term of up to two school years. Membership expires at the end of the second school year served. Members may succeed themselves. Membership may not be assigned or transferred.

Section D: Termination of Membership

When a member fails to attend two consecutive meetings without notifying the DAC Secretary, membership will be terminated. Any member may terminate his or her own membership by submitting a written letter of resignation to the DAC Secretary. The Categorical Programs Department will notify the respective school Principal of the vacancy.

Section E: Vacancy

Any vacancy of a parent/legal guardian DAC member that occurs after the initial general election for that school year shall be filled for the remainder of the current school year by a general election or appointment by the parent membership group of School Site Council. A staff member vacancy shall be filled by the principal.

Article IV: Officers**Section A: Elected Officers**

The officers elected to serve DAC shall be a Chairperson and a Vice-Chairperson. The Chairperson presides at all meetings of the DAC, signs all letters, reports and other communications of the DAC, performs all duties incident to the office of the chairperson, and other duties as are prescribed by the DAC. The Vice-Chairperson serves as an aide to the Chairperson and performs duties as are prescribed by the DAC. In the absence of the Chairperson, the Vice-Chairperson shall perform his/her duties.

Section B: Election

Elections are held every two years at the January meeting by paper ballot of members in attendance. Nominations for officers shall be conducted at the meeting prior, by open nominations from members in attendance. The election shall be conducted by the DAC Chairperson; if this office is vacant then the Vice-Chairperson shall conduct the election.

Section C: Term of Office

Officers will be elected for a two year term, commencing on the day of election and continuing until each successor has been elected. Elected officers may not hold more than one office at a time or serve more than two consecutive terms in the same office.

Section D: Removal of Officers

Officers may be removed from office by a two-thirds vote of DAC members in attendance for failing to fulfill the duties herein, disorderly conduct, or other reasonable cause.

Section E: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of DAC, for the remaining portion of the term of office.

Section F: Appointed Officer– Non-Member

A Secretary shall be appointed from the District Categorical Programs Department to serve as the DAC Secretary; this position is not a member and is not assigned voting rights. If the appointed Secretary is absent, an alternate will be appointed by Categorical Programs. The Secretary keeps minutes of all regular and special meetings, providing an accurate record of all proceedings.

Article V: Meetings**Section A: The Brown Act**

1. Any meeting held by a council or committee shall be open to the public.
2. Any member of the public shall be able to address the council or committee during the meeting within the subject matter jurisdiction of the council or committee.
3. Notice of the meeting shall be posted at the school site-or other appropriate place accessible to the public at least 72 hours prior to the meeting.
4. The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. Notices and agendas should be posted in an area that is visible to all member of the school community, including parents.
5. The council or committee may not take action on any item of business unless; a) the item appeared on the posted agenda, or; b) the council or committee members find, by unanimous vote, that there is a need to take immediate action and that the need for each action came to the attention of the council or committee subsequent to the posting of the agenda.
6. Questions or brief statements made at the meeting by members of the council, committee, or public need not be described on an agenda as items of business if those questions or statements; a) do not have a significant effect on pupils or employees in the school or school district; or b) may be resolved solely by the provision of information.
7. If a council or committee violated the procedural meeting requirements described above, and upon the demand of any person, the council or committee shall reconsider the items at its next meeting after allowing for public input on the item.
8. Any materials provided to a SSC shall be made available to any member of the public who requests the materials according to the California Public Records Act.

Section B: Regular Meetings

Regular meetings of DAC shall be held at minimum of 5 times per school year. Meetings will be held on dates and at times according to the calendar of meetings approved by DAC. Special meetings and/or a change of meeting date/time and/or number of regular meetings may be determined by the FUSD Governing Board, Superintendent, Associate Superintendent of Instructional Services, District Director of Categorical Programs, or by a two-thirds vote of DAC members in attendance.

Section C: Voting Rights

Each member present is entitled to one vote per action item. An absent member automatically waives his/her right to vote. No absentee ballots will be accepted. A simple majority of those present (51%) will be considered approval of a motion unless otherwise stated herein.

Section D: Conduct of Meetings

Meetings of DAC shall be conducted in accordance with the rules of order established in Education Code Section 3147(c) and with Robert's Rules of Order or an adaptation thereof approved by DAC.

Article VI: Subcommittees

DAC may establish and abolish subcommittees of its own membership to perform duties consistent with the purpose of DAC. The subcommittee must, at minimum, be composed of at least two parents and one staff DAC member. Unless otherwise determined by DAC, the chairperson shall at a regular meeting of DAC request volunteers and appoint members to the subcommittee. No subcommittee may exercise the authority of DAC. A subcommittee has no right to incur any debt or involve DAC in any way unless given full authority to do so by simple majority vote of DAC at a regular meeting. Under no circumstances should one or more members of a subcommittee move forward with business of the subcommittee without consensus of a majority of the subcommittee members present. Failure to observe these rules makes such an action "the action of individuals" and is subject to legal action.

Article VII: Amendments

The Bylaws may be amended at any regular meeting of DAC by a vote of two thirds of the members present provided that the amendment is to further carry out the purposes and objectives of the Advisory Council as herein above expresses. Any amendments must conform to the State of California Consolidated Application Program Guidelines and federal Title I Regulations. These bylaws will be reviewed annually.

Fontana Unified District Advisory Council (DAC) Member Handbook

Appendix C

Acronyms and Specialized Terms

Listed below are acronyms most often associated with programs funded through the Consolidated Application. Most of the acronyms include a website address with information on the topic.

ACRONYM	STANDS FOR	WEB ADDRESS
ADA	Average Daily Attendance	http://www.cde.ca.gov/ds/fd/ec/
ADA	Americans with Disabilities Act	http://www.usdoj.gov/crt/ada/adahom1.htm
API	Academic Performance Index	http://www.cde.ca.gov/ta/ac/ap
APS	Academic Program Survey	http://www.cde.ca.gov/ta/lp/vl/improvtools.asp#aps
BTSA	Beginning Teacher Support and Assessment	http://www.btsa.ca.gov
BTTP	Bilingual Teacher Training Program	http://www.cde.ca.gov/sp/el/bt
CAHSEE	California High School Exit Examination	http://www.cde.ca.gov/ta/tg/hs/
CBEDS	California Basic Educational Data System	http://www.cde.ca.gov/ds/ss/cb
CBEST	California Basic Educational Skills Test	http://www.ctc.ca.gov/credentials/CAW-exams.html#CBEST
CDE	California Department of Education	http://www.cde.ca.gov
CELDT	California English Language Development Test	http://www.cde.ca.gov/ta/tg/el
COE	County Office of Education	http://www.cde.ca.gov/re/sd/co/index.asp
COP	Committee of Practitioners (Title I)	http://www.cde.ca.gov/sp/sw/t1/practitioners.asp
CPM	Categorical Program Monitoring	http://www.cde.ca.gov/ta/cr/cc
CSAM	California School Accounting Manual	http://www.cde.ca.gov/fg/ac/sa
CSIS	California School Information Services	http://www.cde.ca.gov/ds/sd/cs
CSR	Comprehensive School Reform	http://www.cde.ca.gov/ta/lp/cs/
CTC	Commission on Teacher Credentialing	http://www.ctc.ca.gov
DAC	District Advisory Council (or Committee)	http://www.cde.ca.gov/sp/sw/t1/eiadasac.asp
DAS	District Assistance Survey	http://www.cde.ca.gov/ta/lp/vl/documents/distassistsrvyl.doc
DSLTL	District/School Liaison Team	
EC	Education Code	http://www.leginfo.ca.gov/calaw.html
EDGAR	U. S. Department of Education General Administrative Regulations	http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html
EIA-LEP	Economic Impact Aid- Limited English Proficient	http://www.cde.ca.gov/sp/sw/t1/eia.asp

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ACRONYM	STANDS FOR	WEB ADDRESS
EIA-SCE	Economic Impact Aid – State Compensatory Education	http://www.cde.ca.gov/sp/sw/t1/eia.asp
EL	English Learner	http://www.cde.ca.gov/ta/cr/el
ELA	English Language Acquisition	http://www.cde.ca.gov/sp/el/ii
ELAP	English Language Acquisition Program	http://www.cde.ca.gov/fg/aa/ca/englishlang.asp
ELD	English Language Development	http://www.cde.ca.gov/ta/cr/el
EO	English-Only (Monolingual English)	
EPC	Essential Program Components	http://www.cde.ca.gov/ta/lp/vl/essentialcomp.asp
ESEA	Elementary and Secondary Education Act	http://www.ed.gov/policy/elsec/leg/esea02/index.html
ESL	English as a Second Language	http://www.cde.ca.gov/ta/cr/el
ESLRs	Expected Schoolwide Learning Results	http://www.acswasc.org/process_ca_comprehensive.htm
FEP	Fluent-English-Proficient	http://www.cde.ca.gov/demographics
FOL	Focus on Learning	http://www.acswasc.org/process_ca_comprehensive.htm
FTE	Full-Time-Equivalent	http://data1.cde.ca.gov/dataquest/gls_fte.htm
GATE	Gifted and Talented Education	http://www.cde.ca.gov/sp/g/
GED	General Educational Development	http://www.cde.ca.gov/ta/tg/gd
HPSGP	High Priority Schools Grant Program	http://www.cde.ca.gov/ta/lp/hp/
IEP	Immigrant Education Program (NCLB, Title III)	http://www.cde.ca.gov/sp/el/t3
IEP	Individualized Education Program	http://www.calstat.org/iep/
II/USP	Immediate Intervention/Underperforming Schools Program	http://www.cde.ca.gov/ta/lp/iu
LC	Language Census	http://www.cde.ca.gov/ds/ss/lc
LCAP	Local Control Accountability Plan	http://www.cde.ca.gov/fg/aa/lc/lcffoverview.asp
LCFF	Local Control Funding Formula	http://www.cde.ca.gov/fg/fr/eb/fundingformulaprojections.asp
LD	Learning Disabled	
LEA	Local Educational Agency	http://www.cde.ca.gov/re/sd
LEP	Limited English Proficient	
NAEP	National Assessment of Educational Progress	http://www.nagb.org
NCE	Normal Curve Equivalent	

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ACRONYM	STANDS FOR	WEB ADDRESS
NCLB	No Child Left Behind	http://www.cde.ca.gov/pr/nclb
NRT	Norm-referenced Test	
PI	Program Improvement	http://www.cde.ca.gov/ta/ac/ti/programimprov.asp
PSAA	Public Schools Accountability Act	http://www.cde.ca.gov/psaa
PTA	Parent Teacher Association	http://www.pta.org
R-FEP	Redesignated Fluent-English-Proficient	
ROPC	Regional Occupational Program and Centers	http://www.cde.ca.gov/rocp/dsp/coord.html
RSDSS	Regional System for District and School Support	http://www.cde.ca.gov/sp/sw/ss/s4directory.asp
SAC	School Advisory Committee	http://www.cde.ca.gov/sp/sw/t1/eiadasac.asp
SABE/2	Spanish Assessment of Basic Education	http://www.cde.ca.gov/ta/tg/sr
SARC	School Accountability Report Card	http://www.cde.ca.gov/ta/ac/sa
SBCP	School-Based Coordinated Programs	
SEA	State Education Agency	http://www.cde.ca.gov
SPSA	Single Plan for Student Achievement	http://www.cde.ca.gov/nclb/sr/le/singleplan.asp
SSC	School Site Council	
STAR	Standardized Testing and Reporting	http://www.cde.ca.gov/ta/tg/sr
UCP	Uniform Complaint Procedures	http://www.cde.ca.gov/re/cp/uc
WASC	Western Association of Schools and Colleges	http://www.acswasc.org