

**Fontana Unified School District
Gifted and Talented Education
District Advisory Committee**

Procedures and Standing Rules

The Fontana Unified School District has established an Advisory Committee to bring about cooperation and coordination of community resources. This Advisory Committee should ensure that the schools serving the community of Fontana develop comprehensive plans to take advantage of all available community resources, as well as the State source of funding, for the Gifted and Talented Education program. The principal function of this District Advisory Committee is to assist and advise the school district in:

1. Mobilizing and coordinating community resources to enrich the opportunities for gifted and talented students.
2. Overall program planning, development, implementation, evaluation, and dissemination of information relative to the objectives of gifted and talented students.
3. Hearing proposals of an individual or group who may want to submit additions or changes in the district's proposed Gifted and Talented Education programs.

ARTICLE I – NAME

Section I: The name of the organization shall be the District Advisory Committee for Gifted and Talented Education (GATE District Advisory Committee).

ARTICLE II – PURPOSE

Section I: Represent their respective schools by hearing concerns from parents of gifted and talented students or community members for the purpose of providing suggestions during GATE District Advisory Committee meetings.

Section II: Provide advice to the Gifted and Talented Education Coordinator, K-12, which reflects the needs, feelings, etc., of parents, students, and school site parent organizations for the overall planning, development, and evaluation of the Gifted and Talented Education program.

Section III: As appropriate provide progress and/or status reports of various aspects of the District program and report the information to respective school sites.

Section IV: Provide advice regarding any proposed major changes, additions or deletions from the existing, written, district GATE project.

Section V: Provide suggestions to the Coordinator for any community resources which might be used to enrich the opportunities for gifted and talented students.

Section VI: Report school site activities to the GATE District Advisory Committee.

Section VII: Support activities that encourage parent and community awareness on behalf of Gifted and Talented Education.

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ARTICLE III – MEMBERSHIP

Section I: Membership in the GATE District Advisory Committee will consist of one voting representative for each of the K-12 schools, community at large members, and teachers.

Section II: The membership list must be approved by the Board of Education.

Section III: A designated representative shall:

- a. attend meetings.
- b. report actions of the GATE District Advisory Committee to respective school sites.
- c. perform any other duties deemed necessary by the committee.

Section IV: Not less than 50 percent, plus one, of the total membership will be parents of project participants.

Section V: The Gifted and Talented Education Coordinator shall service as ex-officio member.

ARTICLE IV – VOTING

Section I: Each member shall be entitled to one vote and may cast it on each matter submitted to the advisory committee.

Section II: Proxy voting and absentee ballots shall not be permitted.

Section III: Issues will be decided by a majority of members present.

ARTICLE V – MEETINGS

Section I: There shall be a minimum of five regular meetings of the membership during the academic year. Additional meetings may be called as needed.

Section II: Members shall be individually notified approximately one week prior to each meeting, in writing and by phone in both English and Spanish.

Section III: New business items must be submitted to the chairperson at least 10 days prior to the meeting.

Section IV: The agenda will be posted one week prior to each meeting.

ARTICLE VI – OFFICERS

Section I: The GATE District Advisory Committee shall nominate officers during the last meeting of the school year.

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Section II: Voting for officers will take place by mailed ballot to each member of the GATE District Advisory Committee. Ballots will be mailed within one week of nominations and must be returned to the GATE Office within two weeks of mailing. Results will be publicized 4 weeks following nominations.

Section III: The officers shall serve from July 1 to June 30.

Section IV: The officers shall consist of a Chairperson, Vice Chairperson, and Secretary.

Section V: No officer shall serve more than two years in the same office.

Section VI: The Chairperson shall not be a Fontana Unified School District employee.

Section VII: The Chairperson shall be a parent from a representative school.

ARTICLE VII – DUTIES OF OFFICERS

Section I: The Chairperson shall preside over all meetings, be responsible for agendas, shall appoint sub-committee chairpersons as deemed necessary, and shall serve as ex-officio member of any committee. The chairperson shall perform all other duties as prescribed in the Procedures and Standing Rules. In case of a vacancy, members will be canvassed for their desire to serve and a recommendation for appointment of the new officer will be made by remaining officers. The appointment will be ratified by a majority vote of members present at the meeting at which the recommended appointment is made.

Section II: The Vice-Chairperson shall, in the absence of the Chairperson, preside over meetings and shall assist the Chairperson in the function of the committee, and serve as Parliamentarian.

Section III: The Secretary shall record, maintain, and be responsible for the distribution of minutes of all proceedings at the meetings. The Secretary shall obtain and maintain a membership list.

ARTICLE VIII – RULES OF ORDER

Section I: The committee shall be governed by *Robert's Rules of Order*.

ARTICLE IX – AMENDMENTS

Section I: Proposed amendments shall be presented at a regular meeting of the GATE District Advisory Committee. Notice of the amendments shall be given in writing to the members of the committee and a vote thereon shall be taken at the next regular meeting. Amendments to the Procedures and Standing Rules shall be by two-thirds vote of the members present.