

**BYLAWS**  
**OF THE**  
**DISTRICT ADVISORY COMMITTEE FOR THE IASA/ELEMENTARY AND**  
**SECONDARY EDUCATION ACT (ESEA)**  
  
**TITLE I AND**  
**ECONOMIC IMPACT AID (EIA)/SCE SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**ARTICLE I**

**Name of the Committee**

This committee shall be known as the San Francisco Unified School District IASA/Elementary and Secondary Act, *Title I and Economic Impact Aid/State Compensatory Education (SCE) District Advisory Committee*, and shall be referred to as the District Advisory Committee in the following text.

**ARTICLE II**

**Purpose of Duties**

A. The District Advisory Committee shall advise and assist the District in the planning, developing and monitoring the District's ESEA **Title I** EIA/SCE programs. Therefore the District Advisory Committee shall:

1. Evaluate, in cooperation with the School Advisory Committees (SAC), the needs of the student to be served by *the IASA/ESEA Title I and EIA/SCE* programs as established by the sites and the SFUSD.

a. Draw from other resources such as the community, district, state and national levels in an effort to find solutions to problems of ***children who are failing or most at risk of failing to meet State's challenging student performance standards and having greatest academic need for special assistance.***

b. ***Advises the District on the Implementation and evaluation at the Compensatory education program.***

2. Assist with efforts in providing information about the program to participants, parents, guardians, ***and others in the school community.***

a. Encourage parents to actively participate in their children's education.

b. Hear suggestions, concerns, and/or grievances regarding the programs.

c. Follow district adopted procedures regarding registered grievances (See article V).

d. Inform district staff of suggestions and concerns received and/or develop by the District Advisory Committee.

3. Be knowledgeable about the functions and responsibilities of the *IASA/ESEA Title I*.

B. The District shall review the District's *IASA/ESEA Title I*, EIA/SCE programs and the Consolidated Application, including all amendments prior to submission to the State Department of Education. The District Advisory Committee Chairperson shall sign said application giving assurance to the State that they have read the assurances and been given the opportunity to provide advice in the preparation of the application

1. The District Advisory Committee shall be involved in the processes used in completing the application.

2. Part 1 of the application shall be submitted to the District Advisory Committee in two sessions. The first session being at least four weeks prior to submission to the State Department of Education. The second session shall be two weeks prior to submission to the State Department of Education. The second session shall be two weeks after the first. A special session shall be called to provide the District Advisory sufficient time to review the application.

3. The Department of **State and Federal Funded Projects** shall develop a written time line delineating District Advisory Committee involvement at various levels of the consolidated application process.

C. The District Advisory Committee members shall visit school sites and meet with the School Advisory committees either voluntarily or by invitation to observe and discuss the implementation of their programs.

D. This article shall not be interpreted as giving the District Advisory Committee a veto power over the District's **IASA/ESEA Title I/EINSCE** Programs. The District Advisory Committee shall have no power to enter into contracts of any nature other than for projects approved for the District Advisory Committee by the District and shall have no authority to spend public funds without approval by the Board of Education.

### **E. Lobbying**

*As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certified that:*

*(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;*

*(b) if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form. LLL, "Disclosure Form to Report Lobbying, . In accordance with its instructions;*

*(c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.*

**ARTICLE III**  
**Membership**

A Composition of the District Advisory Committee: The needs and resources of the District require that membership be obtained from a broad range of parents and staff and that there be a maximum effort to involve the parents of children who will participate in the *IASA/ESEA Title I/EIA/SCE* programs. In order to satisfy these requirements, the District Advisory Committee membership shall be as follows:

1. Parent Members: There shall be at least 29 parent members, a majority of whom are parents of participants. Of that number 26 representatives shall be from the public elementary, middle and high schools. Two are parents of participating children who attend non-public schools, and one represents the *Title I* Pre-kindergarten program. These parent members may be employees of the District. There shall be 16 alternate members, the majority of whom shall be parent of children who are project participants, including parents of participating children who attend non-public schools. These alternate parent members also may be employees of the District.

2., Community and Staff Members: In addition to the above parent members, "there shall be 8 community and staff members on the District Advisory Committee. The community and staff members on the District Advisory Committee shall be School Advisory Committee members from the various schools and may be parents of participating children. They may include.

a. Representatives of the school district staff, including administrators, teachers, and other certificated personnel, and non-certificated personnel such as clerks.

b. Representatives from non-public schools agencies, such as private and parochial schools responsible for the education of identified educationally disadvantage children.

c. Representatives of organizations and agencies in the community, such as action agencies or groups and civic, business, labor, parent-teacher, ethnic and religious organization.

d. Representatives of other public health or welfare agencies that provide services to disadvantaged children or families.

B. Membership:

1. All District Advisory Committee members must first be duly elected to a School Advisory Committee. In accordance with Board of Education Policy P.1340 for a term of two years. All District Advisory Committee members must be elected.

2. Community and staff members shall be elected members of a School . Advisory Committee prior to election to the District Advisory Committee.

3. Responsibilities of Membership: All members shall attend all duly announced regular and special called meetings unless ill or having a reasonable excuse. If absence is anticipated, the member shall notify the Chairperson or DAC Office at the Department of State & Federal Funded Projects.

a. A member will receive by mail: relevant materials, the minutes of the previous meeting, and agenda, date, time, and location of future meetings.

b. A member must be present at meetings to receive information and materials available. Materials will be placed in packets by name of absent member to be signed for by that member or his/her designee either at the next meeting or at the Department of State and Federal Funded Projects.

c. Program information will be available to School Advisory Committee through their school sites as provided by the Department State and Federal funded Projects.

4. Termination of Membership: Members shall automatically come under review for possibility of termination when absent from regular and special meetings for three consecutive times. *The District Advisory Committee shall send written warnings about possible termination of membership due to absents from regular and special meetings. If member has not responded to written warning within 2 weeks of date of letter of warning. The District Advisory Committee, by 2/3 affirmative vote of the members present, shall terminate said member. Terminated member shall be notified by certified letter of action taken.*

5. Vacancies on the District Advisory Committee:

a. Any vacancy on the District Advisory Committee shall be filled for the remainder of the unexpired term by the appropriate elected alternate.

b. If a parent member resign or otherwise terminated his/her membership one of the alternate parent members shall be appointed to full membership.

c. If a community or staff member resigns or otherwise terminates his/her membership, he/she will be replaced by a community or staff alternate.

6. The Director of the Department of State Department and Federal Funded Projects and/or his/her designee(s) shall serve as an advisor to the District Advisory Committee and any subcommittees, shall attend all Executive, regular and special meetings, shall have a voice in any and all issues, but shall not be a voting member.

a. Clerical services will be provided to the District Advisory Committee as needed to provide typing and reproduction services, assist with mailing and telephone services, assist with mailings and telephone services, send out notices of meetings and maintain files.

C. Selection of Members and Officers: The selection of members and officers shall be in agreement with the policies of the San Francisco Board of Education.

1. Voting Rights. Each District Advisory Committee member and officers shall be entitled to one vote. The recording secretary's roster of members, as received by the Board, shall be reference in determining who has the right to vote.

a. Membership in the District Advisory Committee is not transferable or assignable. Proxy voting and absentee ballots shall not be permitted.

b. In the absence of a District Advisory Committee member, an alternate shall be eated, if present and may vote in his/her stead.

## ARTICLE IV

### Officers and Duties

A. The officers of the District Advisory Committee shall be elected by its members in a meeting called for that purpose. There shall be a chairperson, a first vice-chairperson, a second vice-chairperson, a recording secretary and any other officers as the District Advisory Committee may deem desirable.

1. **Chairperson:** The chairperson shall preside at all District Advisory Committee meetings and sign all letters, reports and other communications generated by or in the name of the District Advisory Committee. Whenever possible, the District Advisory Committee Chairperson shall not make decisions without the consensus of the total body. In addition the Chairperson shall perform all duties relevant to the office of chairperson and such other duties as may be prescribed by the District Advisory Committee from time to time.

2. **First Vice-Chairperson:** The first vice-chairperson shall represent the chairperson in assigned duties and substitute for the chairperson in his/her absence. He/She shall perform such other duties as from time to time may be assigned to him/her by the chairperson or by the District Advisory Committee.

3. **Second Vice-Chairperson:** The second vice-chairperson shall first vice-chairperson in assigned duties and substitute for the first vice-chairperson in his/her absence. He/She shall perform such other duties as from time to time may be assigned by the Chairperson or by the District Advisory Committee.

4. Recording Secretary: The recording secretary shall take and record the minutes of DAC regular or specially called meetings and promptly send them, with the assistance of the program staff, to each member, the school district, and to other persons as the District Advisory Committee may deem necessary.
- B. **Term of Office:** The term of office of District Advisory Committee Officers shall be two years. District Advisory Committee Officers shall be allowed to serve no more than two consecutive terms in the same office.

Immediate Past Chairperson may: Serve as an ex-officio non-voting member of the District Advisory Committee for (1) year after expiration of the elected term; serve as mentor for the incoming Chairperson for continuity on the board.

1. Any officer elected by the District Advisory Committee may be removed from office for cause by a 2/3 affirmative vote of all members present at a regular or specially called meeting, whenever the best interest of the District Advisory Committee would be served.
  2. Any officer may resign from office by submitting his/her written letter of resignation to the Director of the Department of State and Federal Funded Projects.
  3. A vacancy in any office may be filled for the unexpired portion of the term by 1) Alternate or 2) an appointment by the Executive Board approved by 2/3 of the District Advisory Committee.
- C. **Voting Rights:** The District Advisory Committee Officers shall have full voting rights in all matters, except the chairperson who shall vote only to break a tie.
- D. **Succession In Office:** In the absence of the Chairperson at any meeting, the first vice-chairperson shall preside, in his; her absence, the second vice- chairperson shall preside and in their absence, the recording secretary shall preside.
- E. Executive Board:
1. The officers as stated in A of this article shall make up the Executive Board.
  2. Duties of the Executive Board:
    - a. Set meeting dates
    - b. Plan agendas
    - c. Make recommendations to the full body.
  3. A quorum of the Executive Board will consist of 3 members.
- F. The District Advisory Committee shall conduct official business only when a quorum is present.

## **ARTICLE V**

### **Universal Complaint Procedure**

*The Universal Complaint Procedure and Form, adopted as San Francisco Board Education Policy on August 24, 1993, may be obtained in English and other languages, upon request, at the Department of State & Federal Funded Projects or at the Department of Human Resources, 135 Van Ness Avenue, San Francisco, CA 94102.*

## **ARTICLE VI**

### **Meetings**

- A. Regular Meetings: The District Advisory Committee regular meeting shall be once a month at a time, place and date approved by the body.
  - 1. Each meeting shall be conducted in accordance with the Robert's Rules of order.
  - 2. Each meeting shall follow an agenda.
  - 3. Interpreters shall be provided at the meetings for those members for whom English is not his/her primary language.
- B. Quorum: The District Advisory Committee shall conduct official business only when a quorum is present. A quorum at any meeting shall consist of seven bonafide members. Alternate parent members will be included to determine the presence of a quorum, only if the alternate parent member so included has voting rights at the meeting as provided.
- C. Special Meetings: Special Meetings may be called by the Chairperson whenever necessary. The call to the meeting should include the agenda. Discussion at the meeting is limited to the items on the agenda.
- D. Notice: All meetings, whether regular or special, shall be publicly announced in writing, except as provided in subsection 3.
  - 1. Meetings notices shall be in writing, shall state the day, time and location. It shall be delivered by mail to each member not less than five days nor more than three weeks prior to the date of such meeting. Whenever possible, the notice and the agenda of meetings shall be in the following languages, English, Spanish, Chinese and Tagalog (Ta-ga-la).
  - 2. Any changes in the established date, time or location of a regular or special meeting shall be given by special notice in the manner specified above.

3. All special meeting shall be announced in the manner specified above whenever possible.. In addition, special meetings may be announced by telephone if sufficient written notice cannot be given.

- E. The local Education Agency shall hold ongoing meetings on every area of the project, on every phase of the program planning, implementation an evaluation in order for the District Advisory Committee to have an opportunity to discuss, question and have input.

## **ARTICLE VII**

### **Conference Attendance**

*As consistent with the SFUSD's parental involvement policies and the training of its members, the VAC budget shall adequately provide for the attendance of its elected officers and official members at conferences. Conference attendance shall first be offered to the elected officers, and should no officer decide to attend, then to official members of the committee.*

*Requests to attend a conference must be in writing and on the SFUSD's REQUEST TO TRAVEL FORM and must be presented in written form to the VAC Executive Board for approval by vote of the Executive Board at its monthly meeting.*

## **ARTICLE VIII**

### **Amendments**

These Bylaws shall be reviewed and/or revised every 2 years and may be amended by a *majority of members presented*. Any amendment shall conform to the requirements imposed by State and Federal regulations on consolidated program and shall take effect upon adjournment of such meeting unless a fixed date of effectively is specified.

## **ARTICLE IX**

### **Special Provision**

Reviewed and presented for adoption by the Sub-Committee on District Advisory Committee Bylaws this seventh day of November 1996 in a Executive Board meeting at 135 Van Ness Avenue.