



SPECIAL PROJECTS SERVICES

DCAC BYLAWS

ARTICLE I Introduction

The need for support of public education has never been more crucial than at the present time. Informed parents that are involved in educational decisions pertaining to their children are likely to be supportive of the school's programs. Parent advisory committees provide opportunities for parents to be informed and involved in and about education of children. In compliance with Title I law Section 1118, all schools in the Long Beach Unified School District which receive federal or state funding will participate in the district community advisory committee.

ARTICLE II Name of Committee

The name of this committee shall be the Long Beach Unified School District Community Advisory Committee, hereafter referred to as DCAC.

ARTICLE III Objectives

The objective of DCAC shall be to assist the school district by:

1. Providing advice and assistance in the planning, developing, implementing and evaluating of Title I & categorical funded programs.
2. Disseminating information relative to the objectives of the program.
3. Acting as coordinators between district level and school level parent advisory committee to promote more effective parent participation at the school site.
4. Provide Parent Leadership Training.
5. Building parent capacity for strong parent involvement.

This section of the bylaws shall in no way be construed as giving DCAC a veto over Title I & categorical funded programs. The committee shall be an advising, coordinating and evaluating agency in order to further the purpose of education and the specific purpose of these bylaws. DCAC shall have no power to enter into contracts of any nature or to spend public funds. No committee member shall be required to provide any sum of money, property, or service, other than services described herein, to DCAC. DCAC shall have no power to bind any member or the school district to any debt, liability, or obligation. DCAC shall have no powers beyond those expressly set forth herein.

ARTICLE IV MEMBERSHIP

Section 1. **Composition of the Committee**

In order to maximize the achievement of the objectives of this committee, the membership shall be representative of a broad range of interested persons and there will be particular emphasis on involvement of the parents of children who participate in Title I & categorical funded programs. Membership representation shall be as follows:

1. Parents shall constitute a majority of membership of DCAC.
All parent representatives must reside within the Long Beach Unified School District and have a pupil attending a school eligible to receive Title I & categorical funded programs.
2. The nonpublic schools being served by Title I & categorical funded programs shall have parent representation at DCAC.
3. A majority of the parent membership shall be parents of children who participate in the program.
4. The school community worker may be members of DCAC.
5. Other members may be selected from the following categories:
 - a. Office of Special Projects
 - b. Assistant Superintendents
 - c. School Administrators/Counselors
 - d. Office of Research and Evaluation
 - e. Teachers
 - f. Community Services
 - g. Business Agencies
 - h. Other representatives from the nonpublic schools being served by the Title I & categorical funded programs of the Long Beach Unified School District.
 - i. Others as determined by DCAC

Section2. Selection of Members

Requirements for selection of DCAC members are as follows:

1. Each school having Title I & categorical funded programs will select at least two-parent representatives by the Principal.
2. Selection of other members will be determined by the office or organization which the person represents.
3. Members shall disseminate information to the parents at their schools

Section3. Term of Membership for Parent Representative

DCAC Parent Representatives may serve for a two-year term and may have the right to be reappointed for subsequent terms.

Section4. Voting Rights

DCAC members are entitled to vote on each matter submitted.

1. Proxy voting and absentee ballots shall not be permitted.

Section5. Termination of Membership

DCAC, by affirmative vote of two-thirds of all the members of the committee, may suspend or expel a member. Members must be notified in writing of a suspension or expulsion as deemed necessary.

Section6. Resignation

Any member may resign from DCAC by notifying the Program Administrator of the Office of Special Projects.

Section7. Vacancies

Vacancies shall be filled by the alternate. If there are no alternate(s), vacancies shall be filled according to the requirements listed in Section 2.

ARTICLE V

Officers

Section1. Officers

The major officers of DCAC shall consist of 2 co-chairpersons, 2 vice-chairpersons, and 2 recorders (district employees). DCAC may also elect such other officers as the committee may deem necessary.

Section2. Election and Term of Office

The chairpersons and vice chairpersons shall be elected by the members attending the first DCAC meeting in the fall and must have been actively involved in DCAC for no less than one year. All officers shall serve for two years. An officer may be reelected to serve an additional term, not to exceed two years per office, or until the office is filled. DCAC board meetings are for officers only.

Responsibilities of the DCAC Board shall be as follows:

1. Must attend all Board meetings
2. Set the agenda for DCAC meetings
3. Conduct an annual survey and review results

Section3. Removal

Any officer elected or appointed by DCAC may be removed by a two-thirds vote of the members present at DCAC.

Section4. Vacancy

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the elected alternates. If there are no alternates, then an election should be held to fill the position.

Section5. **Responsibilities and Duties of Officers**

1. **Chairpersons** -The Chairpersons shall preside at all meetings of DCAC, and shall sign all letters, reports, and other communications of DCAC and other duties as necessary. The Chairperson shall be a parent of a child attending a Title I & categorical funded programs.
2. **Vice-Chairpersons** - The duties of the Vice-Chairpersons shall be to represent the chairpersons in assigned duties and to substitute for the chairpersons during absence. They shall perform such other duties as may be assigned from time to time by the chairpersons or by DCAC. At least one of the vice-chairpersons shall be a parent of a child attending a Title I & Categorical funded program.
3. **Recorder**- The recorders shall write the minutes of all DCAC meetings, both regular and special, and shall promptly submit the minutes to the Office of Special Projects. The recorders shall be custodian for the true and corrected minutes. The Office of Special Projects Services in turn will have the responsibility for language translation, and distributing minutes at the next DCAC meeting to all DCAC members, school principals, and to other persons in the school district deemed to have an interest. In case of absence, it is the responsibility of the recorder to have the alternate present at the meetings to write the minutes.

ARTICLE VI DCAC Board and Subcommittee

Section1. **Objective**

In order to ensure that the monthly DCAC meetings are meaningful to parents, a standing subcommittee to DCAC shall be established which will meet regularly with the Program Administrator of Special Projects to plan, evaluate and assist in the implementation of the monthly DCAC meetings.

Section2. **Composition of the Board**

Membership representation of the DCAC Board shall include:

1. DCAC officers.
2. Program Administrator from Special Projects
3. Special Projects Support Staff
4. Parents shall constitute a majority of the membership.

Section 3. **Selection of Subcommittee**

Subcommittee shall be appointed by DCAC Board when deemed necessary to complete a given project.

Section4. Standing Rules

The DCAC Board may adopt rules of its own governance not inconsistent with these bylaws.

Section5. Quorum

Unless otherwise provided in the decision of the DCAC Board, a majority of the committee (at least 51%) shall constitute a quorum.

Section6. Meetings

The DCAC Board shall meet as deemed necessary throughout the school year.

Modified August 2010

Revised October 2009

Carol Pratt, Long Beach Unified School District Administrative Assistant

Marilyn King, Long Beach Unified School District, Secretary to Administrative Assistant & DCAC Recorder

DCAC board members: Sandra Scott Co-Chair, Kaco Embery Co-Chair, Rene Woodson, Vice-Chair

Revised September 2005

Ninette Richardson, Long Beach Unified School District Parent Education Coordinator

Alice Sexton, Long Beach Unified School District Teacher on Special Assignment

Nancy Dowell, Long Beach Unified School District Counselor

Sam Keo, Long Beach Unified School District Instructional Assistant Khmer

Marilyn King, Long Beach Unified School District Secretary

Ana Moran, Long Beach Unified School District School Community Liaison

Lydia Marshall, Long Beach Unified School District DCAC Chairperson and parent

Toi Hines, Long Beach Unified School District parent

Sandra Scott, Long Beach Unified School District parent

Revised and approved by DCAC: September 1972, February 1973, January 1976, May 1980, February 1985, January 1987, September 1987, May 1990, April 1997, February 2000, September 2001, October 2003,