



St. Michael – Albertville Independent School District

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Excellence is Our Tradition

St. Michael-Albertville District Advisory Committee (DAC) By-Laws

- I. PHILOSOPHY
 - A. The philosophy of the District Committee (DAC) is to ensure that members of the public and educators can work together in a positive way to improve the quality of education for children in the community.
- II. PURPOSE
 - A. The basic purpose of the DAC is to advise the School Board regarding curriculum, assessment, programming and other related matters.
 - B. Member Responsibilities
 - Act as a liaison between the district and the community in an advisory capacity.
 - Be informed of the curriculum review process, student achievement goals and measures, district assessments, and programming funded by federal Title grants.
 - Make recommendations about the means to improve students' equitable access to effective and more diverse teachers..
 - C. DAC Responsibilities
 - Present the community's viewpoints of educational excellence.
 - Inform the public of educational issues.
 - Provide feedback and recommendations for district improvement in the areas addressed by meeting agendas.
- III. MEMBERSHIP
 - A. The basic plan for public input into curriculum, instruction and assessment matters is through the DAC, which is composed of the following:
 - Parents/Community Members
 - School Board Member
 - School Staff Development Chairpersons
 - Director of Teaching & Learning,
 - Director of Testing & Assessment
 - Support Staff Representative
 - Student
 - B. Parents and/or community members shall comprise at least 50% of the membership.
 - C. Members serve for one three year term; Multiple terms are acceptable.
 - D. All recommendations shall be made by consensus of members present. If consensus cannot be reached, polling of members shall take place. Simple majority will rule provided at least one-third of parent/community members are present.
- IV. MEETING PROCEDURES
 - A. Four meetings will be held each year.
 - B. Complete minutes will be recorded and sent out by e-mail to each DAC member.
 - C. The Director of Teaching & Learning will set meeting agendas and e-mail to members prior to each meeting.



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V. BY-LAWS AND METHOD OF CHANGE

- A. All recommendations for change in the by-laws shall be made by consensus of members present. If consensus cannot be reached, polling of members shall take place. Simple majority will rule provided at least one-third of parent/community members are present.
- B. Any change in the by-laws must have final approval by the Board of Education.

VI. EXPECTATIONS OF CURRICULUM COMMITTEE MEMBERS

- A. Members will operate in a positive manner during discussions, keeping in mind that the DAC represents the entire community. The goal is to work toward meeting the needs of all students in the community.
- B. Members must attend meetings **regularly** or notify the Director of Teaching & Learning if personal schedules do not permit continuance.

VII. COMMITTEE PROCEDURES

- A. A yearly report will be made to the DAC on the following topics:
 - September:**
 - Assessment Results from Previous School Year
 - School Improvement Plan Goal Results from Previous School Year
 - January:**
 - Title I Programming Update
 - Title III (English Learner) Programming Update
 - Equitable Access to Effective and Diverse Teachers Evaluation Plan
 - March**
 - Curriculum Review Team Reports
 - Assessment Calendar
 - May**
 - School Improvement Plans & Goals for Upcoming School Year
- B. On major issues the DAC will not make recommendations unless the topic was planned to be acted upon as a published agenda item. The issue will be acted upon at a subsequent meeting.
- C. The DAC may request specific assistance or information from the Director of Teaching & Learning to facilitate the committee's work.
- D. When the DAC is not in agreement with the school district's present or intended action, it is the obligation of the DAC to report a majority/minority report with alternate suggestions to the Board of Education relative to the issue under discussion.
- E. Annually the DAC will review and make recommendations concerning the:
 - 1. Current curriculum review process
 - 2. New textbook selections
 - 3. Student achievement information and data
 - 4. School improvement plans & goals
 - 5. Programming supported by federal Title grants
 - 6. Students' equitable access to effective and more diverse teachers



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- F. The Director of Teaching & Learning will be responsible for bringing all official DAC action to the Board of Education including minority reports. The committee's school board representative(s) will aid in reporting unofficial action to the Board of Education.