

Waterbury Schools

Title I District Parent Advisory Council DPAC

Special Meeting

Election of Officers

Date: Wednesday, September 12, 2018

Time: 5:00 P.M. to 6:00 P.M.

Location: Jonathan Reed Elementary School

33 Griggs Street

Your VOTE Counts!

Article 111-DPAC Structure

Section 1: Officers

1.1 The following officers of the DPAC shall be elected by majority vote at a special meeting:

- DPAC Chairperson
- Vice Chairperson
- Secretary
- Corresponding Secretary
- Timekeeper
- Membership Liaison

ALL OFFICES ARE OPEN. Any Waterbury school parent or guardian is eligible. If you are interested in serving or know someone who would be a good officer for the DPAC, please provide the following information and return by Friday, September 7, to gwright@waterbury.k12.ct.us or 203 574-8044:

Name _____ School _____

Email _____ Telephone _____

Section 3: Duties of the DPAC Members:

- Maintain a district-wide perspective on issues
- Regularly attend BOE meetings
- Regularly attend and participate in school meetings
- Participate in information and training programs
- Act as a link between the DPAC and community
- Encourage the bi-lingual community to participate in the DPAC
- Encourage participation of parents and others in the school community

Article III – DPAC STRUCTURE

Section 1: Officers

1.1 The following officers of the DPAC shall be elected by majority vote at a special meeting:

- DPAC Chairperson
- Vice-Chairperson
- Secretary
- Corresponding Secretary
- Timekeeper
- Membership Liaison

Section 2 Election of Officers

- 2.1 Elections shall be advertised within the Title I school's community and open to all members of DPAC
- 2.2 New elections for officers will be conducted at a special meeting before the Annual Title I Meeting
- 2.3 Each officer is elected to a two-year term
- 2.4 No officer may run for more than two terms in a single position

Section 3: Duties of Officers

3.1 Chairperson:

- Prepare the agenda in consultation with the Community Liaison
- Have overall responsibility for the affairs of the DPAC
- Ensure that all orders and resolutions of the DPAC are put into effect
- Ensure minutes of the DPAC meetings are recorded and filed
- Communicate regularly with the Title I schools and other parent groups
- Ensure there is regular and ongoing communication with the Title I schools and community
- Consult with the Chief Academic Officer as required
- Report to the DPAC, the Community Liaison, and the Education Liaison

- 3.2 **Vice-Chairperson:**
- In the absence of the chairperson, perform the duties and exercise the powers of the chairperson as well as perform other duties asked of him/her by the team from time to time
- 3.3 **Secretary:**
- Attend all meetings of the DPAC, act as clerk thereof, and be responsible for recording all votes and minutes of all proceedings in the books to be kept for that purpose
 - Give notice of all meetings to all members of the DPAC and perform such other duties as may be prescribed by the DPAC or chairperson under whose supervision he/she shall work
- 3.4 **Corresponding Secretary:**
- Attend all meetings of the DPAC and assist the secretary with the responsibility of writing and reading communications, and other secretarial related duties as may be prescribed by the DPAC or under the chairperson whose supervision/he/she shall work
- 3.5 **Timekeeper:**
- Keep meeting items on schedule and announce to the group when the allotted time has expired
- 3.6 **Membership Liaison:**
- Keep a record of those attending DPAC meetings and help encourage other parents/legal guardians to attend and become members

Section 4: Attendance, Resignation and Removal of DPAC Officers

- 4.1 Officers unable to attend a meeting should contact the chairperson or the community liaison by phone or e-mail and an excused absence will be accepted by the DPAC
- 4.2 Officers will be removed if they have THREE (3) consecutive, unexcused absences, and will be reminded/notified in writing after the second absence
- 4.3 Officers may resign their seat by delivering a written letter of resignation to the DPAC

Section 5: Filling Vacancies

- 5.1 If a vacancy occurs, an alternate, duly elected by DPAC Officers, will assume the vacant position with the same rights and privileges
- 5.2 The alternate will complete the expired term of the officer