## Combined CSC/ELA District Advisory Committee Sample Elections Letter

**Combined CSC/ELA-DAC Elections Letter**

(Insert School Name)

2016-2017

Dear <Insert position or title>:

Every public school in the Denver Public School District has some important organizations that help families get involved. One such organization is the Collaborative School Committee (CSC). The CSC brings together staff, parents, students, and community members to create and implement a plan to promote high achievement within the school. Another organization, present at every English Language Acquisition (ELA) Program school, is the ELA Parent Advisory Committee. At a district level, there is the ELA District Advisory Committee.

We would like to welcome you to join these organizations. Please read below for details.

**Collaborative School Committees (CSCs)**

Being a part of the CSC is an exciting opportunity to be involved in our school community, not to mention to participate in the education of all our students. Our school is working towards some great goals and we believe that by working together, we can achieve them!

**This year we have <insert number> openings on our CSC, and you are invited to join!** We meet <meeting date> every month and will have a few extra meetings during the month of February through April. We ask that CSC members participate in the meetings and commit to being a member for two years (or one year, where applicable).

If you are interested in your name being placed on the ballot, see below. If you would like more information concerning the CSC before making a decision, please feel free to contact <insert committee member’s name> at <insert committee member’s phone number or contact information> or speak with a current CSC representative. We will be happy to answer any questions you may have.

**ELA Parent Advisory Committees**

Every English Language Acquisition (ELA) Program school has a Parent Advisory Committee. ELA Parent Advisory Committees (ELA-PACs) provide information regarding the school’s ELA Program, increase communication between English learner parents and the District, review implementation of the school’s ELA Program, and listen to concerns of parents. Meetings are open to all parents of English learners. Check your school’s newsletter for more information about when your school’s ELA-PAC meets.

**ELA District Advisory Committee**

The ELA District Advisory Committee (ELA-DAC) is a district-level committee for parents of English learners that meets monthly to discuss issues affecting English learners and their families. One exciting opportunity available to our Parent Advisory Committee members is **joining the DAC Board**. The DAC Board is a leadership committee within the DAC that plans DAC agendas, leads DAC meetings, and outreaches to other parents and community groups. DAC Board members are elected by network to ensure that the Board reflects the diversity of English learner parents across the District. Additionally, the top languages spoken by English learners in the District (Spanish, Vietnamese, and Arabic) each have three DAC Board positions set aside. There are also two positions set aside for parents identifying as refugees.

This year we have three positions on the DAC Board per network. The DAC Board meets at least once monthly, with occasional additional meetings as needed. We ask that Board members participate in the monthly DAC meetings and commit to being a member for the entire year.

If you would like more information concerning the DAC Board before making a decision, please feel free to contact <insert committee member’s name> at <insert committee member’s phone number or contact information> or speak with a current DAC Board member. We will be happy to answer any questions you may have.

**Nomination process**

If you are interested in the (parent, teacher, …representative) openings on the CSC, or the ELA District Advisory Committee Board, please fill out the nomination form included in this letter and return it to the main office by <insert nomination deadline>.

There will be a CSC Orientation session that will be held on (insert date) where you can learn more about the CSC and bring in your nomination ballot. DAC Board nominees will be announced at the DAC meetings on September 6th and 7th with network-based elections to follow.

Thank you,

<Name, Title>

**CSC & ELA-DAC**

**Nomination Form**

2016-2017

Denver Public Schools

(Name of Your School)

Your School Network

This is a great opportunity for us to further participate in the education of our young people. **Please return this nomination form to your school’s office by <insert nomination deadline>.** Together we can promote a new world of education for the next generation.

I would like to nominate: ☐ Myself

☐ Another person

For: ☐ Collaborative School Committee (CSC)

☐ ELA District Advisory Committee (ELA-DAC) Board

*If nominating for ELA-DAC Board…*

*Please select primary language:*

☐ English ☐ Spanish ☐ Vietnamese ☐Arabic

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Do you identify as a refugee or asylee?*

☐ Yes ☐ No

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Continued on following page)*

Please state briefly why you are (or your nominee is) the best candidate to be on the committee(s) selected above.

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Let us know about you (or your nominee). Please provide us a brief description about yourself (or your nominee) that we can include next to your name (or their name) on the ballot:

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I agree to attend all meetings each month. I also understand that the frequency of CSC meetings may increase during the months of February through April.

Nominee's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Timeline*

(Date): Nomination Forms due to Main Office

(Date): Letter to all parents with Ballots

(Date): Ballots due to Main Office

(Date): CSC Results posted on CSC Communication Board

9/7/16 : ELA-DAC Board nominees announced