# DAC Board Form Samples

## DAC Board Sample Elections Letter

**DAC Board Elections Letter**

(Insert School Name)

2016-2017

Dear <Insert position or title>:

Every English Language Acquisition (ELA) Program school within the Denver Public School District has a Parent Advisory Committee (PAC). The PAC brings together parents of English learners (ELs), staff, and administration to provide information regarding the school’s ELA Program, increase communication between EL parents and the District, review implementation of the school’s ELA Program, and listen to concerns of parents.

One exciting opportunity available to our PAC members is the election of District-wide Advisory Committee (DAC) Board members. The DAC is a district-level committee for parents of ELs that meets monthly to discuss issues affecting ELs and their families. 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 EL parents across the District. Additionally, the top languages spoken by ELs 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 or asylees.

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 are interested in your name being placed on the ballot for the DAC Board for your network, please fill out the nomination form included in this letter and return it to the main office by <insert nomination deadline>. DAC Board nominees will be announced at the DAC meetings on September 6th and 7th with network-based elections to follow.

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.

We encourage you to participate in this great work.

Thank you,

<Name, Title>

## DAC Board Sample Nominations Form

**DAC Board Nomination Form**

2016-2017

Denver Public School

(Name of Your School)

**Nomination Form for DAC Board, <Insert position\*>:**

This is a great opportunity for us to further participate in the education of our young people. **Please return this nomination form to the 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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:

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