

Bylaws of the Bi-lingual Parent Advisory Committee (BPAC) for School District #308

MISSION STATEMENT:

To be an organization that supports and nurtures the social, emotional, academic growth and development of our bilingual community. In addition, the organization represents the interests and needs of the bilingual community in SD308 through active participation in the educational process of our students and decision making that will have an impact in the education our children receive. We will work to foster a transparent, trusting and positive relationship among School District, School Board and Bilingual Community.

Article 1. NAME AND LOCATION

Section 1.1 Name. The name of this organization shall be the bi-lingual parent advisory committee or BPAC.

Article 2. PURPOSE

Section 2.1 General Purpose. The BPAC exists to support, represent and nurture the educational growth and development of our children in need of academic support. The BPAC supports the parents/guardians of these children in their pursuit of EL studies.

Section 2.2 Autonomous Operation on Behalf of EL. The BPAC is autonomous so that it may carry out its affairs including the election of officers and the establishment of internal rules, guidelines and procedures (section 14C-10 of the school code).

Section 2.3 Program Planning. The **BPAC members** shall participate in the planning, operation, and evaluation of programs (ISBE Illinois administrative code 228 Title 23: Education & cultural resources subtitle A: Education chapter I: state board of education subchapter f: Instruction for specific student populations' part 228 transitional bilingual education). Such participations could be but not limited to:

- State/Federal Grant
- Curriculum changes
- Expansion of programs
- Meeting Administration on behalf of parents

Section 2.4 Grant Approval Responsibilities. The BPAC is required to review certain grants toward the programs. The Council works closely with the Director of EL or special programs.

Section 2.5 Translation of this document. Any time there is an update to this document, it shall be translated into the corresponding Spanish document. The changes should be reflected in the history table at the end of this document and the "naming" versions of both English and Spanish shall match.

Article 3. MEMBERSHIP

The BPAC consists of any parent or legal guardian with a child or children attending programs in Oswego Community Unit School District 308.

Article 4. MEETINGS

Section 4.1 Meetings. At least four (4) meetings will be held each academic year. Meetings are held to discuss issues, concerns and needs related to the children's education, programs and services. The BPAC encourages inclusion of all to build community among the EL families. All parents are welcomed and encouraged to attend. Meetings will be held in the appropriate language as needed and to the best of its abilities according to resources available. Notice shall be given at least seven days in advance of the

meeting. Bilingual notice shall be given by email, phone or through children's weekly folders. All parents are welcomed and encouraged to attend. The BPAC should communicate about meetings to all parents to the best of their ability.

Section 4.2 Quorum. Members present at a properly called meeting shall constitute a quorum for the transaction of business. A majority of the voting members present shall be required for all actions.

Section 4.3 Meeting Rules. Robert's Revised Rules of Order shall govern the general order of all business when applicable and not in conflict with these bylaws. The privilege of holding office, making motions, debating and voting shall be limited to members of the Council except as otherwise defined in the bylaws.

Section 4.4 Open Meetings Act. All BPAC meetings should follow the Open Meetings Act. The meeting notices should be sent in advanced and the agendas should be posted electronically at least 48 hours prior to the meeting.

Article 5. EXECUTIVE BOARD

Section 5.1 Executive Board. The Executive Board (hereafter referred to as "the Board") shall consist of the elected officers of the BPAC as identified in Article 6 of the bylaws. The Board may transact business of this organization in an emergency; however, no action shall be in conflict with that taken by the voting body of the Council and the Board.

Section 5.2 Quorum. Meetings shall be held at the call of the President or a majority of the Executive Board, with all members duly notified. In the event of an emergency, telephone or electronic notification of meetings is acceptable. A majority of the officers currently elected shall constitute a quorum.

Article 6. OFFICERS AND ELECTIONS

Section 6.1 Officers. All officers shall be elected preferably. The officers of the BPAC shall consist of a President, First (1st) Vice President, Second (2nd) Vice President, a Recording Secretary, a Corresponding Secretary, [*and a Treasurer*]. Additional officer positions may be created as needed by resolution of the Board.

Section 6.2 Nominating Committee. There shall be a nominating committee composed of three (3) members from the Board, namely, the Corresponding Secretary, the Recording Secretary, the First (1st) Vice President, and the Second (2nd) Vice President [*the Treasurer*].

- (a) It will be the duty of the Nominating Committee to nominate an eligible person for each office to be filled and report its slate of officers at a regular Council Meeting. At that time, additional nominations may be made from the floor.
- (b) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office. No one may be eligible for election who has not been a member of the organization for at least one (1) year.

Section 6.3 Election. The officers will be elected by the Members of the Council by majority vote of those in attendance.

Section 6.4 Installation and Terms. Officers shall be installed at the final Organization Board meeting at the end of the current school year. It is preferred but not required that all officers will serve a staggered term of two academic years to ensure goals of the BPAC are met. A majority vote by the Council may change the time period as needed.

Section 6.5 Vacancies. A vacancy occurring within the executive board shall be filled by the Board accordingly. It is preferred that the new appointee is a current runner up from the last election. However, if there are no runner ups, a new election within the BPAC Board should be held.

Section 6.6 Recall. If it is determined that an officer is not fulfilling duties adequately, the Council may recall officer by vote of members present.

Article 7. DUTIES OF OFFICERS

Section 7.1 President.

- The President shall serve for a term of two (2) academic years.
- The president shall supervise the business and affairs of the Council.
- The president or his/her designee shall preside at all Council meetings.
- The president shall coordinate the work of the officers and committees of the Council in order to achieve the entire Purpose as stated in these bylaws.
- The president will maintain a current copy of this Council draft.
- It is highly recommended that the president elected should be bilingual.

Section 7.2 First (1st) Vice President

- The First (1st) Vice President shall serve for a term of two (2) academic years.
- The First (1st) Vice President will act as an aide to the President..
- The First (1st) Vice President will perform duties of the President in the absence or inability of that officer to act.
- Bilingual skills are desirable but not mandatory.

Section 7.3 Second (2nd) Vice President

- The Second (2nd) Vice President shall serve for a term of one (1) academic years.
- The Second (2nd) Vice President will act as an aide to the President..
- The Second (2nd) Vice President will perform duties of the President in the absence or inability of that officer to act.
- Bilingual skills are desirable but not mandatory.

Section 7.4 Recording Secretary

- The Recording Secretary shall serve for a term of one (1) academic years.
- The Recording Secretary shall record and maintain a permanent file of the minutes of all the meetings of the Council and provide copies of the last meeting minutes at each meeting.
- The Recording Secretary shall maintain a permanent file of committee reports and records pertaining to the Council.

Section 7.5 Communications Secretary (1 & 2)

- The Corresponding Secretary shall serve for a term of one (1) academic years.
- The Corresponding Secretary will send the names and addresses of the elected officers to the director of ELL/DL following their election.
- The Corresponding Secretary will coordinate with the office of the Director of ELL to conduct all official correspondence of the Council; see that all notices of meetings are duly given in accordance with the provisions of these bylaws; and ensure that bilingual notices are sent to all families in the program.

Section 7.6 Treasurer

- The Treasurer shall serve for a term of two (2) academic years.

- The Treasurer shall have custody of all the funds of the Council.
- The Treasurer shall keep full and accurate account of receipts and expenditures.
- The Treasurer shall make disbursements as authorized by the executive board. Two persons, the Treasurer and the President shall sign all checks or vouchers, with the First (1st) Vice President as an alternate signature.
- The Treasurer shall present a financial statement at every meeting of the Council or as requested by the president (as needed).
- The Treasurer shall have the accounts examined annually or upon change of treasurer by an audit committee.
- The Treasurer shall file all forms required by the Internal Revenue Service.

Section 7.7 Registered Agent. *Under the Illinois Not For Profit Association Act, each organization is required to appoint a registered agent and a registered office for the receipt of all official notices, service of process and annual reports. The registered agent must be a person over the age of 18 living in the state of Illinois. The registered office must be a street address and not a post office box. Either the Director of English Learners, the President or the Corresponding Secretary should undertake this function so that the Council's business is handled in a timely fashion.*

Section 7.8 Staff Liaison. *The Director of English Learners shall serve as an ex-officio officer to the Executive Board.*

Section 7.9 Transfer of Information. All officers shall deliver to their successors, all official material within ten (10) days of installation.

Article 8. COMMITTEES (As Directed by the BPAC)

The Board shall create such standing committees as it may deem necessary to promote and support EL. The majority of these committee members shall be TBE parents and or guardians to the extent possible. For 2015 those committees shall be as follows:

1. "Advocacy / Legal Committee" (**Allysa Richter chairperson**). A committee that will advocate and act as a resource for EL families for assistance at school meetings, translation, EL best practices support, conflict resolution through ISBE, civil rights complaints and other roles as needed.
2. Media Committee (**JC Reveles chairperson**). All EL media communications through the press, online, to the board of education, public relations and other roles as needed.
3. Public Support Committee (**chairperson TBD**). Develop, maintain and grow working relationships with the tax paying public at large, all district families, local & state officials regarding EL matters, support and growth.
4. Bi-lingual Outreach Committee (**Deya Ramos chairperson**). "Think tank" committee on behalf of EL families regarding future parent outreach, training, education and future BPAC recruitment.
5. Social Committee (**Lisa Koopman chairperson**). This committee will lead on the annual EL events such as BPAC elections, the EL picnic and will lead on the development of other social events as needed.

[Article 9. FISCAL YEAR

Section 9.1 Fiscal Year. *The fiscal year of the Council shall end on June 30th each year. The Treasurer shall be obligated to prepare such reports and statements to reflect the Council's income and expenses as may be necessary to comply with federal and state reporting regulations.*

Section 9.2 Budget. *The Executive Board in conjunction with the Organization Board shall be responsible for formulating a budget for the Council at the end of each school year.]*

Article 10. AMENDMENTS

Section 10.1 Amendments. These bylaws may be amended at a properly called regular meeting of the Council by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

Section 10.2 Revising Bylaws. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Council, or by a two-thirds (2/3) vote of the Board.

Section 10.3 Adopting Revised Bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

[Article 11. INDEMNIFICATION

Section 11.1 Indemnification. *The BPAC shall have the power to indemnify its officers, directors, committee coordinators, agents or volunteers to the extent permitted by the Illinois General Not For Profit Act of 1986.*

Section 11.2 Insurance. *The BPAC may purchase and maintain insurance on behalf of any person who is or was a director, officer, agent, committee coordinator of the Council.*

Article 12. DISSOLUTION

Section 12.1 Dissolution. *Upon the presentation of a petition from ten (10) percent of the total membership excluding the elected Executive Board, the President shall appoint a committee to study the question of dissolution. Upon receipt of their findings, the Board shall vote whether or not to bring the question to the general membership. Such vote shall require a two-thirds (2/3) majority vote of the Board.*

Section 12.2 Notice to Members. *If the Board votes to present the option to dissolve to the general membership, a written thirty (30) day notice shall be given to each member. Approval of the dissolution of this organization shall require the majority vote of the total membership.]*

Enrollment & Waiting List

Any native Spanish speaking family will have the option of enrolling in the DL or any EL programs. Any native English speaking family will complete a letter of intent to enroll in the DL program. A waiting list will be created then a lottery will be performed for admittance to the program.

Sibling Policy (2006):

The district 308 Dual Language “DL” program has in place a sibling policy in place where by the siblings of existing DL students will be permitted to enter the DL program. Siblings will not be subject to the annual lottery. This will ensure consistency for families enrolled from an educational standpoint.

Dual Language “DL” Teacher / Administrator Policy (2010):

Dual Language teachers and administrators in the program are also granted automatic entry for their children entering kindergarten. This policy is put into place to align the Dual Language program with the districts “Strategic Planning / Diversity” goals for recruiting and maintaining best in class teacher and administrator talent for current and future positions.

BPAC Participation and Audit Function for Dual Language Lotteries (2015):

It is highly encouraged that an officer of the BPAC be present during the lottery selection process for dual language. It is also highly recommended that the BPAC be provided with a list each year of the winning families per the lottery and those on the wait list. This would satisfy an important audit function of the process and allow the BPAC to communicate properly with families.

History of changes for this document

MILESTONE	YEAR	BPAC	BY LAW REVISION
Board approval for dual language pilot program	2005	2005	NA
Dual language classes begin	2005	2005	NA
English Learners by laws created	2006	2005 / 2006	version 1
By laws updated for DL sibling policy	2006	2006 / 2007	version 1.1
Dual Language approved for junior high by BOE	2010	2009 / 2010	version 1.1
By Laws updated to allow children of DL teachers & ADM into DL	2010	2009 / 2010	version 1.2
By Laws updated for current ADM	2015	2014 / 2015	version 1.3
Bylaws updated for merging “old” and “new” BPACs. 6/1/15	2015	2015/ 2016	version 1.0 rev A
Bylaws update after review on 12/10/15	2015	2015/2016	version 1.0 rev B

(2015 / 2016) BPAC Officers

- 1) Brenda Farries / President
- 2) JC Reveles / Vice President
- 3) Marisa Alcantar/ Vice President #2
- 4) Chris Jackson / Community outreach
- 5) Teresa Mandujano / Recording Secretary
- 6) Meta Mueller / Communications Secretary
- 7) Rachel Cirone / Communications Secretary
- 8) Lilian Mata Driscoll Outreach Secretary

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