



DoDEA ADMINISTRATIVE INSTRUCTION 1358.01

SCHOOL BOARDS, ADVISORY COMMITTEES, AND DEPENDENTS EDUCATION COUNCIL

Originating Division: Education - Policy and Operations

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policies, assigns responsibilities, and implements procedures for:

- School boards operating in DoDEA Americas, including the United States (U.S.), its territories, possessions, and commonwealths (e.g., Guam (DoDEA Pacific), and Puerto Rico in accordance with Section 2164 of Title 10, United States Code.
- School advisory committees (SACs) operating in DoDEA Europe, DoDEA Pacific, and Cuba in accordance with Section 928 of Title 20, United States Code.
- District or Installation Advisory Committees and Regional Advisory Committees as prescribed by law and this Issuance.
- Dependents Education Council (DEC) in accordance with DoD Directive 1342.20.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1 APPLICABILITY.

a. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors/parents/legal guardians.

b. This Issuance also applies to DoDEA sponsors/parents/legal guardians, DoDEA employees, and DoDEA High School students that are eligible and voluntarily participate in a school board, School Advisory Committee (SAC), Installation Advisory Committee (IAC), District Advisory Committee (DAC), or Regional Advisory Committee (RAC).

c. This Issuance does not apply to overseas Theater and Component Command Advisory Councils which may be established at the discretion of the appropriate military command.

1.2. POLICY.

a. It is DoDEA policy that administrators, in partnership with parents/legal guardians/sponsors, family members, students, and military community leaders, promote communication of school initiatives, procedures, policies, and address issues at the local level by establishing school-level advisory committees.

b. School boards are operated in DoDEA Americas, except Cuba, including the U.S., its territories, possessions, and commonwealths (e.g., Guam, DoDEA Pacific, and Puerto Rico) in accordance with Section 2164 of Title 10, United States Code. The policies and guidelines for school boards are laid out in Section 3 of this Issuance.

c. The policies and guidelines for SACs are laid out in Section 4 of this Issuance.

d. District Advisory Committees (DACs) or Installation Advisory Committees (IACs) and Regional Advisory Committees (RACs) are not required, but may be established at the discretion of the senior DoDEA leader in the location. Procedures for DACs, IACs, or RACs are laid out in Section 5 of this Issuance.

e. DoDEA Headquarters establishes the DEC in accordance with DoD Directive 1342.20. The policies and guidelines for the DEC are laid out in Section 6 of this Issuance.

f. None of the committees or boards established by this Issuance are subject to Sections 1-16, Appendix 1, of Title 5, United States Code., also known and referred to in this Issuance as the “Federal Advisory Committee Act of 1972, as amended”, provided each meet all of the requirements. School boards are exempted specifically in law pursuant to Section 2164(d)(6) of Title 10, United States Code and DoD Instruction 1342.15.

(1) All DoD employees serving on the educational advisory committees or councils are full-time or permanent part-time DoD employees.

(2) All parents/legal guardians/sponsors serving on the educational advisory committees or councils are either full-time or permanent part-time Federal employees, U.S. military members, or dependents of U.S. military members.

(3) All DoDEA students serving on the educational advisory committees or councils are family members of U.S. military members or Federal Civilians.

(4) All individuals who represent the interests of the organization recognized as the exclusive bargaining representative of the DoDEA employees of the school and serve on the educational advisory committees or councils are also full-time or permanent part-time Federal employees.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policies and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Provides fiscal and administrative assistance to the DoDEA Directors for Student Excellence (DSEs) in support of advisory committees and school boards.
- b. Responds to formal written submittals from the DoDEA DSEs and stakeholder groups.
- c. Serves as the Executive Secretary of the DEC.
- d. Authorizes creation of school boards, SACs, IACs, or DACs, and RACs where appropriate.
- e. Takes appropriate action in the event of suspected noncompliance with the applicable statutory, regulatory, and Issuance-specific requirements which govern SACs, IACs, DACs, and RACs.

2.2. DODEA HEADQUARTERS CHIEF OF STAFF. The DoDEA HQ Chief of Staff (COS):

- a. Reviews annual school year reports from school boards, SACs, IACs or DACs, and RACs.
- b. Submits issues identified for DoDEA HQ to appropriate DoDEA HQ Division Chiefs for action.
- c. Proposes a summary of highlights, significant achievements, and challenges as agenda items for the DEC meetings.

2.3. DODEA DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA DSEs:

- a. Establish RACs, when applicable, in accordance with Section 5 of this Issuance.
- b. Respond to formal and informal written submittals from school boards, SACs, IACs or DACs, and RACs, and stakeholder groups.
- c. Ensure that school boards and RACs under their cognizance are established per DoDEA guidance in this Issuance.
- d. Forward formal written submittals regarding unresolved region issues to the DoDEA Director and DoDEA HQ COS.
- e. Grant any applicable waivers to school board membership in accordance with Section 3.3.b.(1)(a) of this Issuance (DoDEA Americas only).

2.4. DODEA REGIONAL CHIEFS OF STAFF. The DoDEA Regional COSs oversees the training of new SAC and school board members regarding proper operations for SACs and school boards. This training should take place within sixty (60) days of the start of each school year.

2.5. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents or the DoDEA Community Superintendents when serving as a designee:

- a. Respond to formal and informal written submittals from school boards, SACs, IACs or DACs, RACs, and stakeholder groups.
- b. Establish school boards in accordance with Section 3 of this Issuance (DoDEA Pacific-Guam and DoDEA Americas only).
- c. Ensure that SACs, IACs or DACs under their cognizance are established per DoDEA guidance in this Issuance.
- d. Forward formal or informal written submittals regarding unresolved district or community issues to the RAC.
- e. Attend or appoint a designee to be present at all school boards and IACs or DAC and RAC meetings, when appropriate.

2.6. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals:

- a. Establish SACs in accordance with Section 4 of this Issuance.
- b. Respond to all informal or formal written submittals from SACs and stakeholder groups.
- c. Forward formal or informal written unresolved school-level issues to the DoDEA District Superintendent or designee.
- d. Attend or appoint a designee to be present at all SACs meetings.

2.7. DODEA SCHOOL EMPLOYEES. DoDEA school employees:

a. May volunteer to serve as a non-paid, voting member on an advisory committee or council to represent DoDEA school employees in accordance with Sections 4 and 5 of this Issuance. The DoDEA school employee:

- (1) Will vote on items, as necessary.
- (2) May serve as an officer of the advisory committee or council.
- (3) Must be a full-time or permanent part-time Federal employee.

(4) Must meet all guidelines for serving on advisory committee or council in accordance with the applicable Sections of this Issuance.

b. May serve as an appointed non-paid, nonvoting member of an advisory committee or council member (Sections 4 and 5 of this Issuance) who is a member of the exclusive bargaining unit and will represent the interest of the bargaining unit in SACs. In this capacity, the DoDEA employee:

(1) May attend meetings and provide viewpoint to the advisory committee or council.

(2) May not serve as an officer of the advisory committee or council.

(3) Must be a full-time or permanent part-time Federal employee.

(4) May be the liaison between the bargaining units and the advisory committee or council.

(5) Must meet all guidelines for serving on advisory committee or council in accordance with the applicable Sections of this Issuance.

(6) May not serve on a school board in accordance with Section 3 of this Issuance.

2.8. DODEA PARENTS/LEGAL GUARDIANS/SPONSORS. DoDEA parents/legal guardians/sponsors:

a. Volunteer to serve as non-paid school board or advisory committee or council member.

b. Vote on items, as necessary, and, when permissible.

c. Reside in the area served by the school board or advisory committee or council in accordance with the applicable Sections of this Issuance.

2.9. DODEA HIGH SCHOOL STUDENT. A DoDEA high school student may serve as a voting member of a SAC, IAC or DAC and/or RAC, when appropriate, and when permissible. The DoDEA high school student:

a. Volunteers to serve as non-paid advisory committee or council member.

b. Resides and is currently enrolled in the school community served by the advisory committee or council.

c. Meets all guidelines for serving on advisory committee or council in accordance with the applicable Sections of this Issuance.

SECTION 3: DODEA SCHOOL BOARDS

3.1. GENERAL.

a. DoDEA school boards are operated in DoDEA Americas, excluding Cuba, including the U.S., its territories, possessions, and commonwealths (e.g., Puerto Rico and Guam) in accordance with Section 2164 of Title 10, United States Code.

b. Does not apply to elected school boards established under State or local laws for DoDEA special arrangements.

3.2. MISSION AND FUNCTION.

a. Mission. A DoDEA school board is advisory in nature. The DoDEA school board:

(1) May participate in the development and oversight of educational policies, procedures, and programs for the DoDEA school and advise on issues impacting the effective operation of the DoDEA school or the DoDEA school system.

(2) Provides guidance in accordance with Section 3.3.a.(1) of this Issuance.

b. Function.

(1) A DoDEA school board shall be established for DoDEA schools at each military installation in DoDEA Americas.

(2) There will be one (1) DoDEA school board for all schools on Guam (DoDEA Pacific) and one (1) DoDEA school board for all DoDEA schools in the Commonwealth of Puerto Rico in accordance with Section 2164 of Title 10, United States Code.

3.3. COMPOSITION.

a. General.

(1) This Issuance clarifies the role of the DoDEA school boards in an advisory capacity to the DoDEA District Superintendents or Community Superintendents serving as a designee. Additionally, they liaise with installation commanders on issues related to schools located and serving the installation.

(2) Elected members of DoDEA school boards are not serving as officers or employees of the U.S. Government in their role on the DoDEA school board, appointed under Article II, Section 2 of the Appointments Clause, United States Constitution, and may not exercise discretionary U.S. Government authority, such as taking personnel actions, establishing U.S. Government policies, or spending Appropriated Funds.

b. Membership and Eligibility. Only one (1) family member with a dependent attending the DoDEA school may be a member of the school board at a given time. DoDEA school board members serve voluntarily and may not receive compensation for their service. Each DoDEA school board will comply with the following guidelines:

(1) Voting Members.

(a) A parent/legal guardian/sponsor of a student currently enrolled in the DoDEA school system.

(b) Members of the DoDEA school board may not have a financial interest in any company or organization doing business with the DoDEA school system. A waiver to this restriction may be requested from the Department of Defense Office of General Counsel.

(2) Nonvoting Members.

(a) The DoDEA District Superintendent or designee, shall serve as a nonvoting member at DoDEA school boards meetings.

(b) The military installation commander, or designee (e.g., the Service's school liaison officer), are encouraged to attend all DoDEA school board meetings as a nonvoting member. The military installation commander, or designee, shall convey command concerns to the DoDEA school board and inform the DoDEA school board and the DoDEA District Superintendent of changes and other matters within the host military installation affecting DoDEA school operations.

c. Terms.

(1) The DoDEA school board shall determine the term of office for elected members and the term limit. No term of office may exceed three (3) years. If the DoDEA school board fails to set these terms by the first day of the first full month of the school year, the terms will be set at three (3) years and a maximum of two (2) consecutive terms.

(2) The election process shall provide staggered terms for school board members (e.g., on the last day of the last month of each school year, the term of office for some DoDEA school board members shall expire).

d. Size. The DoDEA school board shall consist of no fewer than three (3) and no more than nine (9) members.

3.4. MEMBERS OF DODEA SCHOOL BOARDS. The members of a DoDEA school board shall consist of a President and Vice President who shall serve for one (1) year.

a. Member Duties.

(1) DoDEA School Board President. The DoDEA School Board President:

(a) Presides over DoDEA school board meetings and provides leadership for related activities and functions.

(b) Ensures that minutes are taken, approved, and transmitted for each meeting to the DoDEA District Superintendent or designee, and DoDEA Regional DSE.

(c) Ensures that a school year report is written and submitted to the DoDEA District Superintendent. The report will be submitted through the chain of command to the DoDEA Headquarters Chief of Staff.

(2) DoDEA School Board Vice President. The DoDEA School Board Vice President serves in the absence of the DoDEA School Board President and shall be the DoDEA School Board President until the next regularly scheduled DoDEA school board election, if the position of DoDEA School Board President is vacated for any reason. The resulting vacancy in the position of the DoDEA School Board Vice President shall be filled by the majority vote of all members of the incumbent board.

b. Elections of Officers. The DoDEA school board president and vice president will be selected by a majority vote of the total number of DoDEA school board members authorized at the beginning of each school board term.

3.5. ELECTION. The election for each DoDEA school board seat shall be composed of the parents/legal guardians/sponsors of the DoDEA students attending the DoDEA schools. The DoDEA school board shall determine a schedule for regular elections.

a. Pre-Election.

(1) The DoDEA Superintendent or designee, in consultation with the DoDEA school board, shall be responsible for developing the plans for nominating DoDEA school board members and conducting the DoDEA school board election and the special election process. Various modes of communication will be used to notify the DoDEA school board electorate of the nomination and election process.

(2) Each candidate for DoDEA school board membership must be nominated in writing by a member of the DoDEA school board electorate. Votes may be cast at the time of election for a write-in candidate who has not filed a nomination petition if the write-in candidate is qualified to serve in the position sought.

b. Election.

(1) Only parents/legal guardians/sponsors of DoDEA students registered and attending in the DoDEA school(s) shall vote for the members of the DoDEA school board. Each parent/legal guardian/sponsor shall have one (1) vote.

(2) Eligible voters in the election shall have at least one week notice of the time and place of the election.

(3) The election shall be by secret ballot.

(a) Military members in a deployed or official tour of duty status at the time of the election may use e-mail or other electronic means to cast a vote by absentee ballot, provided that the absentee ballot is received by the DoDEA District Superintendent or designee prior to the close of the scheduled election.

(b) The DoDEA District Superintendent must not disclose the particular vote of any absentee voter.

(c) All other votes must be cast in person at the time and place of the election.

(4) The candidate or candidates receiving the greatest number of votes shall be elected as a DoDEA school board member or members.

(5) When there is a tie, the DoDEA District Superintendent or designee shall determine by flipping a coin in the presence of a DoDEA school board representative and the affected candidates, if they choose to be present for the coin flip.

c. Post-Election. The DoDEA District Superintendent or designee shall announce election results within seven (7) working days of the election.

d. Special Elections. The District Superintendent, or designee, shall call for a special election when the District Superintendent determines the DoDEA school board's membership has dropped below a number necessary to support the DoDEA school board having a quorum, which is defined as a majority of seats authorized. The nomination and election procedures for a special election shall be the same as those of regularly scheduled DoDEA school board election. Individuals elected by special election shall serve until the next regularly scheduled DoDEA school board election. Vacancies may occur due to the DoDEA board member's resignation, death, removal for cause, transfer, or the disenrollment of the school board member's child or children from the DoDEA schools.

e. Removal. Elected DoDEA school board members may be removed by the DoDEA DSE, for dereliction of duty, malfeasance, or other grounds for cause shown.

(1) The DoDEA school board concerned may recommend the removal of any DoDEA school board member with a two-thirds majority vote.

(2) Before a DoDEA school board member may be removed, the DoDEA school board member must be afforded due process, to include written notification of the basis for the action, review of the evidence or documentation considered by the DoDEA school board, and an opportunity to respond.

(3) Formal written appeals will be made to the DoDEA Director.

3.6. DODEA SCHOOL BOARD MEETING OPERATIONS.

a. Agenda. The DoDEA School Board President shall develop the DoDEA school board agenda in conjunction with the District Superintendent or designee within five (5) days of being placed in front of DoDEA School Board Members for approval.

b. Frequency of Meetings. DoDEA school board meetings must be conducted at a minimum of four (4) times during the school year. The DoDEA School Board President will work in conjunction with the District Superintendent or designee to define the meeting dates, times, and locations.

c. Meeting Announcements. The DoDEA School Board President, consistent with U.S. Government guidelines concerning the timely announcement of public meetings, should notify the DoDEA school board members and the public of the scheduled DoDEA school board meeting (including the agenda) no less than five (5) calendar days before the DoDEA school board meeting is scheduled.

d. Minutes. Minutes of DoDEA school board meetings shall be taken by a DoDEA employee provided by the District Superintendent or designee and approved by members of the DoDEA school board. The minutes shall be forwarded to the DoDEA District Superintendent or designee and DoDEA DSE within ten (10) working days after the date the minutes are approved.

e. Meeting Procedures.

(1) Procedures. All regularly scheduled DoDEA school board meetings will be open to the public. Pursuant to Section 2164(d)(6) of Title 10, United States Code, a DoDEA school board need not comply with the “Federal Advisory Committee Act of 1972, as amended,” but may close the meeting as permitted by the Federal Advisory Committee Act for executive session meetings.

(2) Subcommittees. DoDEA school boards may form standing or ad hoc subcommittees to address specific goals and objectives.

(3) Community Engagement. All DoDEA school board meetings are open to the public except in accordance with Section 3.6.e.(1) of this Issuance.

f. End-of-Year Report. The DoDEA School Board President will submit an end-of-year report to the DoDEA District Superintendent or Designee. The end-of-year report is to be submitted through the chain of command to the DoDEA CoS. The end-of-year report shall be submitted no later than July 15 of each year. The following information shall be included in the end-of-year report:

- (1) The Name of the DoDEA schools.
- (2) The DoDEA school board meeting dates.
- (3) The highlights and major accomplishments for the year.

- (4) The issues to address during the next school year.
- (5) The issues forwarded to the DAC or military chain-of-command, as appropriate.

3.7. REQUIREMENTS.

a. The DoDEA school board will not be bound by any action or statement of an individual member or group of members of the DoDEA school board, except when such action or statement is approved by a majority of the DoDEA school board members during a regularly scheduled open DoDEA school board meeting.

b. DoDEA school board members are not paid for serving on the DoDEA school board. DoDEA school board members are eligible for reimbursement for official travel in accordance with the DoD Joint Travel Regulation and guidance issued by the DoDEA Director only when these expenses are pre-approved by the District Superintendent.

c. DoDEA school board members may advise in the development and oversight of fiscal, personnel, and education policies, procedures, and programs for the DoDEA schools concerned.

d. Provide advice to the DoDEA District Superintendent or designee on the operation of the DoDEA school or schools.

e. Channel communications to the DoDEA District Superintendent or designee.

f. May advise during the development, when appropriate, of DoDEA school-specific policies and rules in conjunction with the DoDEA District Superintendent or designee, and provide recommendations to the DoDEA school handbook which may include:

- (1) A statement of the DoDEA school philosophy.
- (2) Development of educational procedures and programs for the DoDEA schools.
- (3) Provisions for publishing an annual DoDEA school calendar.
- (4) DoDEA school policies affecting students; including attendance, grading, promotion, retention, graduation criteria, and the student code of rights, responsibilities, and conduct.
- (5) Procedures providing for new DoDEA school board member orientation.
- (6) Any other matters the DoDEA school board and the DoDEA District Superintendent or designee determine to be necessary.

g. Enforce DoDEA school board operating procedures.

h. The District Superintendent may meet with the DoDEA School Board President annually to request input and feedback regarding two-way communication and collaborative partnership between the District Superintendent and the DoDEA school board.

3.8. APPEALS. Any decisions made by the District Superintendent may be appealed to the DSE DoDEA Americas.

a. The appeal should be submitted under the signature of the DoDEA School Board President or appointed designee.

b. The appeal should be made in writing, to include electronic submission, with a majority consensus of voting school board members.

c. The DSE DoDEA Americas will provide a written response to the DoDEA school board within 120 days of receipt of the appeal.

SECTION 4: DoDEA SCHOOL ADVISORY COMMITTEES

4.1. GENERAL. DoDEA SACs are operated outside of the contiguous United States (OCONUS), which includes DoDEA Europe, DoDEA Pacific, and Cuba, in accordance with Section 928 of Title 20, United States Code.

4.2. MISSION AND FUNCTION.

a. Mission.

(1) Members of the DoDEA schools and military installation communities participate in the formation and operation of local overseas SACs to promote the vitality of these committees and to preserve their integrity and independence of action.

(2) Advise the DoDEA School Principal or DoDEA Community and/or District Superintendent on the operation of the DoDEA schools and may make recommendations with respect to curriculum.

(3) Advise the local military installation commander on problems concerning dependents' education within the jurisdiction of the military installation commander.

b. Function.

(1) Each DoDEA school will have a corresponding DoDEA SAC with membership elected from among parents/legal guardians/sponsors of students, DoDEA school employees, and DoDEA high school students, where appropriate, to advise the DoDEA School Principal, DoDEA Community Superintendent, or DoDEA District Superintendent on school matters.

(2) Each SAC will promote communication and problem-solving among DoDEA administrators, military leaders, and local school advisory committees.

(3) DoDEA school administrators and military installation commanders should use the services of the SACs to foster communication, facilitate problem-solving, and recommend action to appropriate officials.

4.3. COMPOSITION.

a. General.

(1) SACs are made up of a combination of voting and nonvoting members. Each SAC's composition should be in accordance with Section 4.3.(b) of this Issuance.

(2) If the equal number of parents/legal guardians/sponsors and DoDEA school employees cannot be met due to lack of interest by the electorate, the SAC will operate within the parameters available.

b. Membership and Eligibility. Only one (1) family member at a time may serve as a representative on a SAC. Simultaneous membership on two (2) or more SACs is not permitted. SAC membership is strictly voluntary and SAC members may not receive compensation for their service. Each SAC will comply with the following guidelines:

(1) Voting Members. Each SAC should contain an equal number of parents/legal guardians/sponsors and DoDEA school employees of the DoDEA school corresponding to the SAC. The following are the three (3) categories of voting members:

(a) A parent/legal guardian/sponsor of a DoDEA student attending the DoDEA schools served by the SAC. These individuals must have a dependent student registered and enrolled in the DoDEA school and be of voting age.

1. Must be residing in the area serving the DoDEA student.

2. May be an active-duty service member or family member.

3. May be a parent/legal guardian/sponsor that is not active-duty service member.

4. May be a DoDEA school employee who is also a parent/legal guardian/sponsor of a student enrolled in the DoDEA schools. The individual may elect to run as a parent/legal guardian/sponsor or as a DoDEA school employee, but not both.

(b) DoDEA school employees must be a full-time or permanent part-time DoDEA school employee working at the DoDEA schools served by the SAC.

1. DoDEA School Principals or DoDEA Assistant School Principals of the DoDEA schools may not serve as a voting member, but an administrator must serve as a nonvoting member.

2. DoDEA Substitute teachers or support staff (e.g., teacher aides or clerks) may not serve as a voting member under the DoDEA employee category but may serve as an elected parent/legal guardian/sponsor.

(c) A SAC that represents a DoDEA high school may have one (1) DoDEA student as a voting member. The DoDEA high school student will be enrolled in the DoDEA high school and is offered an invitation by the DoDEA School Principal or SAC to serve.

(2) Nonvoting Members.

(a) The DoDEA School Principal, or designee, must attend all SAC meetings as a nonvoting member.

(b) The military installation commander, or designee (e.g., the Service's school liaison officer), are encouraged to attend all SAC meetings as a nonvoting member.

(c) A member of the exclusive bargaining unit representing DoDEA school employees must be appointed for a one (1) year term as a nonvoting member of the SAC. The

union will determine who will represent them. The individual must be a full-time or permanent part-time DoDEA school employee.

c. Term Length. Elected SAC members shall serve for two (2) years with half of the membership being elected each school year. As determined by the local SAC and incorporated into the bylaws, SAC members may serve for one (1) year. SAC members may not serve more than two (2) consecutive terms or four (4) consecutive years, whichever is sooner.

d. Size. The size of the SAC will be determined by student enrollment of the school. Table 1: School Advisory Committee Size Guidelines provides guidance on the size of the SAC, but may be amended, as necessary, as determined by the SAC.

Table 1: School Advisory Committee Size Guidelines

Current Student Enrollment	Committee Size
1 – 150	2 or 4
151 – 300	4
301 – 500	6
501 – 800	8
801+	10

4.4. OFFICERS OF SCHOOL ADVISORY COMMITTEE. Each SAC will have elected a SAC Chairperson, a SAC Vice Chairperson, and a SAC Secretary. The members of the SAC shall serve as an officer for one (1) year with a limit of no more than two (2) consecutive terms.

a. Duties.

(1) SAC Chairperson. The SAC Chairperson:

- (a) Prepares the annual report.
- (b) Refers matters identified by the DoDEA school or military community to the appropriate authority for review and action.
- (c) Forms a subcommittee to assist with the election process.
- (d) Publishes announcements specifying election information.
- (e) Ensures all candidates are on the ballot.
- (f) Oversees election, verifies votes, and publishes results. Must recuse himself or herself when up for election.

(2) SAC Vice Chairperson. The SAC Vice Chairperson:

- (a) Serves in the absence of the SAC Chairperson.

(b) Serves when the SAC Chairperson must recuse himself or herself from election proceedings when on the election ballot.

(c) Serve as the SAC Chairperson until the next regularly scheduled SAC election, if the position of the SAC Chairperson is vacated for any reason. The resulting position vacancy of the SAC Vice Chairperson shall be filled by a majority vote of all members of the SAC.

(3) SAC Secretary. The SAC Secretary:

(a) Serves in the absence of the SAC Chairperson and the SAC Vice Chairperson.

(b) Is responsible for taking minutes of each meeting.

(c) Is responsible for drafting all official correspondences and the end-of-year report.

b. Election of Officers. The SAC officers will be elected by the SAC members. All voting members are eligible to serve as an officer. The SAC officers will be selected by majority vote of the total number of the SAC members authorized at the beginning of each SAC term.

4.5. ELECTION OF MEMBERS. The electorate for each parent/legal guardian/sponsor SAC seat shall be composed of the parents/legal guardians/sponsors of that DoDEA school and the electorate for each DoDEA school employee SAC seat shall be composed of the DoDEA school employee of that DoDEA school. An individual has only one (1) vote and if an individual is a member of both electorates, the individual will self-select the category to vote in for that election. Elections shall be conducted at the end of the school year with the newly elected members taking office on the closing day of the school year. At the option of the SAC, in consultation with the DoDEA School Principal, elections may be conducted at the beginning of the school year, with the newly elected members taking office no later than October 15th.

a. Pre-Election.

(1) Preparation. The SAC, in consultation with the DoDEA School Principal, shall be responsible for developing the plans for nominating SAC members and conducting the SAC elections and the special election process. Various modes of communication will be used to notify the SAC electorate of the nomination and election process.

(a) Four (4) weeks before an election, the DoDEA SAC Chairperson will form an election committee with a minimum of three (3) individuals to help run the election. None of these individuals, including the DoDEA SAC Chairperson, may run in that election. Individuals may be current members of the SAC, a parent/legal guardian/sponsor, DoDEA school employees, service school liaison officers, or a DoDEA high school student.

(b) The pre-election functions of the planning group are:

1. To request nominations for the upcoming elections president or vice president from current SAC members.

2. To ensure various modes of communication will be used to notify the SAC electorate of the nomination and election process.

3. To verify that all candidates are eligible within the category for which nominated.

4. To ensure that all eligible candidates are on the ballot and include provisions for write-in candidates.

(2) Nominations. Each candidate for SAC membership must be nominated in writing by a member of the eligible SAC electorate. The planning group will solicit candidates eligible and willing to serve on the SAC for the parent/legal guardian/sponsor and the DoDEA school employee categories.

b. Election.

(1) Time Table.

(a) Two (2) weeks before election, the election committee publishes the announcement specifying the election date, hours, location, and names of candidates by eligibility category.

(b) One (1) week before election, the election committee ensures all candidates are listed in alphabetical order, by last name on the ballot by appropriate category.

(2) Ballot. A ballot shall be created with the candidate names arranged alphabetically under one (1) of two (2) categories: “Parent/Legal Guardian/Sponsor” or “DoDEA School Employee.”

(3) Voting.

(a) The election committee will ensure that the election is held.

(b) Voting shall be by secret ballot.

(c) Military members in a deployed or official tour of duty status at the time of the election may use e-mail or other electronic means to cast a vote by absentee ballot to the DoDEA School Principal, provided that the absentee ballot is received by the election committee prior to the close of the scheduled election.

(d) No one must disclose the particular vote of any absentee voters.

(e) All other votes must be cast in person at the time and place of the election.

(f) Votes may be cast at the time of election for a write-in candidate who has not filed a nomination petition if the write-in candidate is qualified to serve in the position sought.

(g) A voter may vote for as many candidates in their category as determined by the election committee. Any ballots that contain votes that exceed the maximum number determined shall be invalid. Voters should be advised of this consequence before they vote.

c. Post-Election.

(1) The election committee will tabulate and certify the votes and publish the results within forty-eight (48) hours after the election.

(2) An election shall be determined by plurality vote. When there is a tie, the SAC membership shall be determined by flipping a coin in the presence of the SAC Chairperson and DoDEA School Principal, or designee.

(3) Candidates who receive an insufficient number of votes to be elected shall be designated as alternate SAC members. Such SAC members shall be ranked by category according to the number of votes received and shall be appointed, in that order, by the SAC Chairperson to fill the unexpired term of a vacancy in the appropriate category.

d. Special Election. When there is a sufficient number of SAC member vacancies that result in not having a quorum (or equal representation of the two (2) voting categories), which is defined as a majority of seats authorized, a special election shall be called by the SAC Chairperson. The nomination and election procedures for a special election shall be the same as those of regularly scheduled DoDEA school board elections. Individuals elected by special election shall serve until the next regularly scheduled SAC election. Vacancies may occur due to a various number of reasons, including, but not limited to, the resignation, death, removal for cause, transfer, retirement, or disenrollment of a SAC member's children from the DoDEA schools.

e. Removal. Elected SAC members may be removed by the DoDEA DSE for dereliction of duty, malfeasance, or other grounds for cause shown.

(1) The SAC concerned may recommend such removal with a two-thirds majority vote.

(2) Before a SAC member may be removed, the member must be afforded due process, to which written notification of the basis for the action, review of the evidence, or documentation considered by the SAC, and an opportunity to respond.

(3) Appeals will be determined at the DoDEA Director level.

4.6. SCHOOL ADVISORY COUNCIL MEETING OPERATIONS.

a. Agenda. The SAC Chairperson shall propose an agenda for each meeting and share with the SAC membership for approval. The final agenda must be available in the DoDEA school front office, military installation commander's office, and published on the school's website at least one (1) week before the meeting. Solicitation due dates for agenda items will be determined by the SAC Chairperson. An item not on the published agenda may be discussed, but any SAC action may be deferred until the next meeting.

b. Frequency of Meetings. SAC meetings must be held a minimum of four (4) times per year. The SAC Chairperson may call additional meetings, as needed.

c. Meeting Announcements. The date, time, and location must be publically announced one (1) week in advance and held during non-school hours. Such meetings shall be open to the public. At the request of the SAC Chairperson, the SAC or executive committee (SAC Chairperson, SAC Vice Chairperson, and SAC Secretary) may go into closed executive session.

d. Minutes. Minutes of the meeting proceedings shall be recorded by the SAC Secretary, or designee.

(1) If the minutes are from a SAC on a military installation with only one (1) DoDEA school, the minutes shall indicate which items are for the action of the DoDEA School Principal, and which items are for the attention of the military installation commander.

(2) Within two (2) weeks of the meeting, the official minutes shall be approved by the SAC members and provided to the DoDEA School Principal and military installation commander. The DoDEA School Principal and the military installation commander should move information up the chain of command, as appropriate.

(3) Approved minutes of SAC meetings must be publically available on the school website within two (2) weeks.

e. Meeting Procedures.

(1) Procedures. Each SAC shall adopt a set of parliamentary rules and procedures (e.g., Roberts Rules of Order) for conducting regular meetings and shall establish bylaws for governing the SAC internal operations. Copies of the bylaws shall be provided to the DoDEA School Principal and the military installation commander.

(2) Subcommittees. SAC members may form regular or ad hoc subcommittees to address specific goals or objectives and review specific areas of responsibilities, as necessary.

(3) Community Engagement. The SAC Chairperson must publicize information about the SAC through multiple channels (e.g., military installation news media, special community bulletins, posted notices, and community bulletins) and using stakeholder groups. Relationships shall be established to ensure that information and advice are received from community groups with interest in educational programs.

(4) Determining Goals and Objectives. In consultation with the DoDEA School Principal and other stakeholders, the SAC may set goals and objectives for each school year. The DoDEA School Principal shall provide the goals and objectives to the DoDEA school community and to the military installation commander. The goals and objectives should not preclude the SAC from considering and addressing issues at the earliest possible date.

f. End-of-Year Report. An annual end-of-year report must be submitted by the SAC Chairperson to the DoDEA HQ COS via the DoDEA District Superintendent and respective

DoDEA DSE no later than July 15 of each year. The following information should be included in the annual end-of-year report:

- (1) The name of the DoDEA school.
- (2) The SAC meeting dates.
- (3) The highlights and major accomplishments for the year.
- (4) The issues to address during the next school year.
- (5) The issues forwarded to the DAC or military chain-of-command, as appropriate.
- (6) The progress made in achieving goals to include recommendations for achieving those goals not accomplished.
- (7) School administrators are encouraged to work with the SAC Chairperson to ensure completion of the annual end-of-year report before the departure of the SAC Chairperson.

4.7. REQUIREMENTS.

a. The SAC will not be bound by any action or statement of an individual member or group of members of the SAC, except when such action or statement is approved by a majority of the SAC members during a regularly scheduled open SAC meeting.

b. Members are not paid for serving on the SAC.

c. The SAC may make recommendations and advise the DoDEA School Principal on matters within the jurisdiction of the SAC including,

- (1) DoDEA school policies toward DoDEA students and student activities, parents/legal guardians/sponsors, and administrative procedures affecting DoDEA students.
- (2) Instructional programs and educational resources within the DoDEA schools.
- (3) Allocation of resources within the DoDEA schools to achieve educational goals.
- (4) DoDEA student services (e.g., health, special education, testing, evaluation, counseling and extracurricular activities).
- (5) DoDEA student standards of conduct and discipline.

d. SACs do not address matters pertaining to personnel policies or practices, compensation of school staff, grievances of DoDEA school employees for which another forum exists, or internal management of DoDEA or DoDEA programs. SACs do not raise funds to procure school equipment and supplies, grant student scholarships, financially support special school events, or engage in other monetary projects traditionally associated with Parent, Teacher, Student Associations (PTSAs), booster clubs, or other similar organizations.

e. The SAC will review all recommendations, concerns, and issues regarding local DoDEA schools solicited formally or informally by the DoDEA School Principal and local military installation commander.

f. Recommendations made by a SAC to the DoDEA School Principal shall be communicated formally in writing and summarized as part of the minutes of the SAC meeting. The DoDEA School Principal has two (2) weeks to respond in writing.

(1) Recommendations received by the DoDEA School Principal shall be acted upon by the DoDEA School Principal through internal communication within DoDEA, as appropriate.

(2) Informal discussion of recommendations between the DoDEA School Principal and the SAC are encouraged before the DoDEA School Principal formulates a written response.

g. The SAC may communicate informally or formally with the local DoDEA office and office in the military command structure beginning at the local level. This informal or formal communication does not require an official response, but serves as a means of advising various levels of DoDEA and military installation management of achievements and concerns.

h. Informal communications shall be followed by formally communicating SAC recommendations regarding DoDEA school policies, programs, and resources. The review process terminates at any level when the recommendation is approved or an issue is resolved. A SAC recommendation that cannot be approved or disapproved at any level of review because of lack of authority or resources shall be referred to the next level of review.

(1) SAC recommendations that cannot be approved or disapproved by the DoDEA School Principal shall be forwarded to the DoDEA District or Community Superintendent who supervises the DoDEA School Principal. The DoDEA District or Community Superintendent shall respond in writing within two (2) weeks.

(2) SAC recommendations that cannot be approved or disapproved by the DoDEA District Superintendent shall be forwarded to the DoDEA DSE for action. The DoDEA DSE shall respond in writing within two (2) weeks.

(3) SAC recommendations that cannot be approved or disapproved by the DoDEA DSE shall be forwarded within two (2) weeks of receipt to DoDEA Director. The DoDEA Director shall respond in writing to the SAC that originated them within one (1) month.

(4) Throughout this process, DoDEA reviewing officials who forwarded SAC recommendations to the next level of review shall provide a copy of the correspondence to the SAC that originated the recommendations and to any other personnel previously involved in the review process.

4.8. APPEALS. Any SAC may appeal a disapproval of a recommendation to the next level of review in DoDEA.

SECTION 5: DISTRICT OR INSTALLATION ADVISORY COMMITTEES AND REGIONAL ADVISORY COMMITTEES

5.1. GENERAL. A DAC, IAC, or RAC may be established if a military installation or district or region leadership deems one is necessary. Based on the configuration of the DoDEA schools in a geographic location, a DoDEA District Superintendent may establish one or multiple IACs or a single DAC, but not both. DoDEA IACs, DACs, and RACs may only be established in overseas locations in accordance with Section 928 of Title 20, United States Code.

5.2. MISSION AND FUNCTION.

a. Mission. Each DAC, IAC, or RAC will advise the Military Services, DoDEA District Superintendents and the DoDEA DSE with respect to issues concerning students' education within a district, installation, or region.

b. Function.

(1) Issues affecting, or that can affect, the educational environment within the region or district will be referred to the either the DAC, IAC, or RAC.

(2) If an issue cannot be resolved, it will be forwarded to the next appropriate level and then the HQ level.

(3) The IAC, DAC and RAC may make recommendations and advise the district and region regarding support provided by the Military Service to the DoDEA schools being supported.

(4) DoDEA administrators and military commanders may use the services of the DAC and RAC to foster communication, facilitate problem solving, and recommend action to appropriate officials.

(5) Recommendations, concerns, and issues regarding local DoDEA schools should be informally or formally solicited jointly by the DoDEA Community and/or District Superintendents, DoDEA DSE, and local and regional installation commander(s) for review by the DAC and/or RAC.

5.3. COMPOSITION AND RESPONSIBILITIES OF COMMITTEE MEMBERS.

a. Regional Advisory Council.

(1) The DoDEA DSE determines the necessity for and composition of the RAC. The DoDEA DSE may solicit nominations from DoDEA Community and/or District Superintendents and military commanders.

(2) Members rotate every two (2) years with the exception of Sub-unified Command representatives.

(3) Recommended voting members are the following:

(a) Sub-unified Commands (e.g., J1/G1/N1s such as Marine Forces Pacific (MARFORPAC), United States Army Pacific (USARPAC), and Pacific Air Forces (PACAF)).

(b) A DoDEA High School parent/legal guardian/sponsor from a SAC.

(c) A DoDEA Middle School parent/legal guardian/sponsor from a SAC.

(d) A DoDEA Elementary School parent/legal guardian/sponsor from a SAC.

(e) A DoDEA High School junior or senior student from a SAC.

(f) A School Liaison Officer from each military service.

(g) A DoDEA District Superintendent.

(h) A DoDEA High School Principal.

(i) A DoDEA Middle School Principal.

(j) A DoDEA Elementary School Principal.

(4) Recommended Nonvoting Liaison Members are the following:

(a) A member of the exclusive bargaining unit representing school employees from a SAC.

(b) Any organization or agency pertinent to agenda items may attend, as determined by the DoDEA DSE, or designee.

(c) A DoDEA employee from the respective DoDEA DSE office (e.g., DoDEA Regional or District COS, Curriculum and Instructional Leadership Director, Resource, Logistics or Facility Chief).

b. District Advisory Councils and Installation Advisory Councils. DoDEA District Superintendents determine the composition and meeting times for DACs or IACs. DoDEA School Principals, DoDEA Community Superintendents, and military commanders may provide nominations.

(1) Recommended Voting Members. Members rotate every two (2) years, with the exception of military installation commanders or their designee who may always participate.

(a) A military installation commander from a military installation with schools, within the district who chooses to participate.

- (b) A DoDEA High School parent/legal guardian/sponsor from a SAC.
 - (c) A DoDEA Middle School parent/legal guardian/sponsor from a SAC.
 - (d) A DoDEA Elementary School parent/legal guardian/sponsor from a SAC.
 - (e) A DoDEA High School junior or senior student from a SAC.
 - (f) A School Liaison Officer from each service.
 - (g) A DoDEA Community Superintendent.
 - (h) A DoDEA High School Principal.
 - (i) A DoDEA Middle School Principal.
 - (j) A DoDEA Elementary School Principal.
 - (k) A DoDEA District Instructional Systems Specialist.
- (2) Recommended Nonvoting Members.
- (a) A member of the exclusive bargaining unit representing DoDEA school employees from a SAC.
 - (b) Any organization or agency pertinent to agenda items may attend, as needed.
 - (c) DoDEA District employees (e.g., DoDEA District COS).

5.4. PROCEDURES.

a. Regional Advisory Committees.

(1) Minutes and Reports. RAC minutes must be publically available on school websites within two (2) weeks after approval by RAC members. A summary of RAC highlights and actions must be submitted to DoDEA HQ COS no later than 15 July each year. A copy of the summary may be shared with Combatant Commands.

(2) Meeting Topics. RAC members address issues submitted by DACs or submitted by the DoDEA DSE. Members may recommend, by majority vote, that issues be submitted to DoDEA HQ for action. The DoDEA DSE will decide to forward issues to the Combatant Commander or a service Component Commander, as appropriate.

(3) Meeting Frequency. If established, RACs must meet a minimum of two (2) times each year.

b. District Advisory Committees and Installation Advisory Committees.

(1) Minutes and Reports. DAC minutes must be publically available on appropriate websites within two (2) weeks after approval by committee members. Recommendations may be forwarded by the DoDEA District Superintendent to the DoDEA DSE for action. A summary of the committees' highlights and actions must be submitted to DoDEA HQ COS via the DoDEA DSE no later than July 15 of each year.

(2) Meeting Topics. DAC or IAC members address issues submitted by the DoDEA District Superintendent.

(3) Meeting Frequency. If established, DACs or IACs must meet a minimum of two (2) times each year.

SECTION 6: DEPENDENTS EDUCATION COUNCIL

6.1. MISSION AND FUNCTION. The DEC is a nonvoting entity that brings together the various stakeholders of dependents' education to have an open forum of items impacting DoDEA schools.

6.2. COMPOSITION. The DEC members consist of:

a. General and Flag Officer Representation.

- (1) Unified Combatant Commanders.
- (2) Major service commands.
- (3) Military Services.
- (4) Military Departments.
- (5) Heads of applicable intelligence agencies.

b. Assistant Secretary of Defense (Manpower and Reserve Affairs). The Assistant Secretary of Defense (ASD) Manpower and Reserve Affairs (M&RA), in accordance with DoD Instruction 1342.20, shall serve as the Chairperson of the DEC and host the meetings.

c. DoDEA Director. The DoDEA Director serves as the Executive Secretary and acts as the Chairperson in the absence of the ASD(M&RA).

d. Appointed Attendees.

- (1) DoDEA Senior Executive Service Members.
- (2) DoDEA Operations, Plans, Legislation, and Policy (OPLP) Chief will support the Executive Secretary in the administrative operations of the DEC.
- (3) Any personnel from an invited organization or agency pertinent to agenda items, may attend as needed.

6.3. EXECUTIVE SECRETARY. The DoDEA Director, as the Executive Secretary:

- a. Ensures notes of the meeting are taken and a summary is sent to members of the DEC.
- b. Coordinates and facilitates holding semi-annual meetings of the DEC.
- c. Ensures that DEC members are notified of upcoming meetings.
- d. Serves as the Chairperson when the ASD(M&RA) is not present at the meeting.

6.4. OPERATION.

a. Meetings.

(1) Dependent Education Council. The DEC will meet a minimum of two (2) times per year. Dates are set a minimum of three (3) months in advance and may change at the discretion of the DEC Executive Secretary or DEC Chairperson. Members may participate in person, video teleconference, or via telephone.

(2) Pre-Dependent Education Council. A Pre-DEC Agenda Meeting may be held at the discretion of the DoDEA Director prior to the scheduled DEC meeting. The Pre-DEC meeting is a preparatory session with subject matter experts on education and is held to discuss possible items for the agenda of the DEC. Pre-DEC topics may include requests for information or updates. This meeting is held two (2) times per year and approximately two (2) months before the DEC. Notification of the meeting is sent out four (4) weeks prior to the date.

b. Agenda.

(1) Agenda items submitted to the Pre-DEC Agenda Meeting must be vetted by the DoDEA RAC and should not be narrowly focused on something specific (i.e., pertaining only to a distinct local issue). Solicitations from DoDEA school boards and RACs, DACs, or IACs may be included if appropriate for DEC review.

(2) The recommended agenda from the Pre-DEC is submitted to the DoDEA Director two (2) months prior to the DEC. The DEC Executive Secretary determines the final agenda items in consultation with the DEC Chairperson.

(3) The final agenda and DEC materials are sent to all participants no later than one (1) month prior to the DEC meeting.

c. Actions.

The DEC may take actions on a topic:

- (1) Provide a future brief.
- (2) Provide a future information paper.
- (3) Resolve before next DEC meeting.
- (4) Table for future actions.
- (5) No action.

d. Summary. A summary of the DEC meeting is taken and shared within thirty (30) days of the meeting. The summary will be approved and signed by the Executive Secretary and made publically available on the DoDEA website within two (2) weeks. Unresolved issues will be flagged for discussion at the next DEC meeting.

e. Responsibilities. The DEC is a nonvoting entity. Members will discuss systematic issues and programs proposed by the members and the DoDEA Director. Suggestions or recommendations requiring funding or additional staffing must be accompanied with a suggestion of items to eliminate in a zero-based budget environment.

GLOSSARY

G.1. ACRONYMS.

ASD (M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
COS	Chief of Staff
DAC	District Advisory Council
DEC	Dependents Education Council
DSE	Director for Student Excellence
HQ	headquarters
IAC	Installation Advisory Council
MARFORPAC	Marine Forces Pacific
OCONUS	outside contiguous United States
OPLP	Operations, Plans, Legislation, and Policy
PACAF	Pacific Air Forces
PTSA	Parent, Teacher, Student Association
RAC	Regional Advisory Council
SAC	School Advisory Committee
USARPAC	United States Army Pacific

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

DAC. An advisory council at the district level.

DEC. A General/Flag Officer-level council established to advise the ASD (M&RA) and the DoDEA Director on educational policies, programs, and systemic issues.

DoDEA Americas. For the purposes of this Issuance, Cuba is excluded from portions of this policy that apply to DoDEA Americas.

family member. A spouse or dependent child of an active-duty service member.

flag officer. An officer holding the rank of general, lieutenant general, major general, or brigadier general in the US Army, Air Force or Marine Corps or admiral, vice admiral, or rear admiral in the US Navy or Coast Guard.

general officer. An officer of high military rank in the uniformed services of the United States.

geographic combatant commander. A commander-in-charge of the geographic area containing DoDEA schools, e.g., U.S. Central Command, U.S. European Command, U.S. Northern Command, U.S. Pacific Command and U.S. Southern Command.

legal guardian. A person who has been court appointed to assume the legal responsibility of another person, and make decisions on their behalf.

military installation. A geographical area with one (1) or more DoDEA schools under the leadership of an active-duty military commander.

overseas. The term is used in a geographical sense, meaning any area outside the United States.

professional school employee. A full-time educator (e.g., teacher, counselor or psychologist) employed in a DoDEA school.

RAC. An advisory council at the regional level.

SAC. An elected committee of school parents/legal guardians/sponsors and DoDEA employees that advises the DoDEA School Principal on educational and support issues.

special election. An election that is held between regularly scheduled school board election.

stakeholder groups. Any of the following groups or combination of groups (Combatant, Component, or Sub-Unified Commands, Military Service Headquarters (HQ), RACs, Military Installation, installation commanders, parents or sponsors, community groups, booster clubs, DoDEA students and faculty, and parent-teacher associations) that has an interest in DoDEA educational or support issues.

sponsor. The active-duty military parent or legal guardian, DoD civilian or eligible non-DoD civilian with a child enrolled in a DoDEA school.

United States. The term is used in a geographic sense, meaning the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and Guam.

REFERENCES

DoD Directive 1342.20, “Department of Defense Education Activity (DoDEA),” October 19, 2007

DoD Instruction 1342.15, “Educational Advisory Committees and Councils,” July 12, 2012

Joint Travel Regulations (JTR), current edition

United States Code, Appendix 1, Title 5, Sections 1-16 (also known as “The Federal Advisory Committee Act of 1972,” as amended)

United States Code, Title 10, Section 2164

United States Code, Title 20, Section 928

United States Constitution

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

1.1. Headquarters Level.

- Director serves as Executive Secretary of the DEC.
- Provide response to submittals from the DoDEA DSEs and stakeholder groups.
- Ensure creation of school boards, SACs, IACs, or DACs, and RACs where appropriate.
- Ensure proper due process in the event of suspected noncompliance with the applicable statutory, regulatory, and Issuance-specific requirements which govern SACs, IACs, DACs, and RACs.
- Complete a summary of highlights, significant achievements, and challenges as agenda items for the DEC meetings.
- Submit for action issues identified for DoDEA HQ to appropriate DoDEA HQ Division Chiefs.

1.2. Regional Level.

- Ensure the establishment of school boards and RACs under their cognizance.
- Provide response to formal and informal written submittals from school boards, SACs, IACs or DACs, and RACs, and stakeholder groups.
- Ensure any applicable waivers are granted to school board membership.
- Provide written submittals regarding unresolved region issues to the DoDEA Director and DoDEA HQ COS.

1.3. District Level.

- Ensure the establishment of SACs, IACs or DACs under their cognizance.
- Attend or ensure a designee is present at all school boards and IACs or DAC and RAC meetings.
- Provide training of new SAC and school board members regarding proper operations for SACs and school boards.
- Provide a response to formal and informal written submittals from school boards, SACs, IACs or DACs, RACs, and stakeholder groups.
- Ensure written submittals regarding unresolved district or community issues are submitted to the RAC.

1.4. School Level.

- Ensure the establishment of SACs.
- Attend or ensure a designee is present at all SAC meetings.
- Provide a response to all submittals from SACs and stakeholder groups.
- Ensure any unresolved school-level issues are submitted to the DoDEA District Superintendent.
- Ensure a volunteer serves on an advisory committee or council to represent DoDEA school employees.
- Ensure a DoDEA parents/legal guardians/sponsors serve as non-paid school board or advisory committee or council member.
- Ensure a DoDEA high school student is allowed to serve as a voting member of a SAC IAC or DAC and/or RAC, when appropriate.