

**BYLAWS  
DISTRICT ACCOUNTABILITY COMMITTEE  
Englewood Schools**

**ARTICLE I – NAME**

The name of this organization shall be the District Accountability Committee for Englewood Schools. Englewood School Board Policy BDF defines the role of the District Accountability Committee as an advisory committee to the Englewood Schools' Board of Education.

**ARTICLE II – RESPONSIBILITIES**

Each public school district in the State of Colorado is required by State Senate Bill #33 (1971) and subsequent C.R.S. to establish an accountability process. The intent of the law is to involve parents, community members, teachers and administrators in the examination of the educational objectives of the district.

The specific purposes of this organization shall be:

Section 1. Colorado Revised Statute 22-11-302 School District Accountability Committees – Powers and Duties

1. Each School District accountability committee shall have the following responsibilities and duties, including but limited to:
  - A. Recommending to its local school board priorities for spending school district moneys;
  - B. Submitting recommendations concerning preparation of the district's Performance, Improvement, Priority Improvement or Turnaround plan (whichever is applicable);
  - C. Reviewing any charter school applications received by the local school board and, if the local school board receives a charter school renewal application and upon request of the district and at the DAC's option, reviewing any renewal application prior to consideration by the local school board;
  - D. At least annually, cooperatively determining, with the local school board, the areas and issues, in addition to budget issues, that the DAC shall study and make recommendations upon;
  - E. At its option, meeting at least quarterly to discuss whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district's performance, improvement, priority improvement, or turnaround plan, whichever is applicable and,
  - F. Providing input and recommendations to the principals, on an advisory basis, concerning the development and use of assessment tools to measure and

- evaluate student academic growth as it relates to teacher evaluations;
- G. For districts receiving ESSA funds, consulting with all required stakeholders with regard to federally funded activities;
  - H. Publicizing opportunities to serve and soliciting parents to serve on the DAC;
  - I. Assisting the district in implementing the district's family engagement policy; and
  - J. Assisting school personnel to increase families' engagement with educators, including families' engagement in creating students' READ plans, Individual Career and Academic Plans, and plans to address habitual truancy.

### **ARTICLE III - MEMBERSHIP**

Section 1. A list of selected members of this organization shall be submitted to the Englewood Schools' Board of Education for approval.

Section 2. One parent who is not an employee or related to an employee of the district shall be nominated for the District Accountability Committee membership by each School Advisory Council.

Section 3. One parent who is not an employee or related to an employee of the district shall be nominated for the District Accountability Committee membership by the Language Development Council (LDC), Gifted Education Parent Group, and Special Education Advisory Council (SEAC).

Section 4. One teacher shall be selected for membership by the officially recognized teachers' group.

Section 5. The person who serves as Family, School & Community Liaison for the school district shall be a member.

Section 6. One principal shall be selected from a list of volunteers for membership.

Section 7. One at large member of the community who is involved in business will be selected from a list of volunteers to serve on this committee.

Section 8. One at large member of the community will be selected from a list of volunteers to serve on this committee.

Section 9. The Superintendent of Schools, or a representative appointed by the Superintendent shall serve as a Central Administration liaison. This representative shall be a non-voting member.

Section 10. The Board of Education may select a representative of the District School Board as a liaison to this committee. This representative shall be a non-voting member.

Section 11. Term of membership is one academic year. Any member may serve for more than one term if selected to do so.

Section 12. In the absence of a voting member who has been approved by the Board of Education, the chair may grant a proxy vote to another individual who represents a similar position to the absent member. (i.e., parent from an elementary school replacing the approved parent from same school).

#### **ARTICLE IV - OFFICERS AND THEIR ELECTION**

Section 1. Elected officers of this organization shall be two co-chairpersons.

Section 2. The election of officers shall take place at the first regularly scheduled meeting of the school year.

Section 3. Elected and appointed officers shall serve a term of one year and shall take office at the first regularly scheduled meeting of the school year.

#### **ARTICLE V - DUTIES OF OFFICERS AND REPRESENTATIVES**

Section 1. One or both co-chairpersons shall preside at all meetings; see that this committee is represented at School Board meetings; ensure that informal meetings occur as needed among members of this committee, the Central Administration, and the School Board; and perform such other duties as may pertain to the office.

Section 2. In the event of the absence of both co-chairpersons at a single meeting, the co-chairpersons may appoint another representative to preside for that meeting.

Section 3. The co-chairpersons in conjunction with the Central Administration liaison shall create all agendas.

Section 4. The secretary to the Central Administration liaison shall keep a record of the attendance and minutes of the proceedings of all meetings; including keeping a current list of members' names, school or organization affiliation, and contact information and shall conduct all correspondence for the organization.

Section 5. Each representative from individual SACs shall report back to their respective SACs with regard to business carried out at each DAC meeting. This may require representatives to gather information from SACs to carry back to DAC, or carry information from DAC to their SACs.

#### **ARTICLE VI - MEETINGS AND QUORUM**

Section 1. Regular meetings of this committee shall be held a minimum of four times per year, or once quarterly. In collaboration with the Central Administration liaison the

co-chairpersons can adjust the regular meeting day and time as needed with prior notice of one week minimum (absent emergency circumstances).

Section 2. Special meetings shall be held at the request of the co-chairpersons. Notification of a special meeting shall be given to the membership at least one week prior to the date of the meeting.

Section 3. All meetings shall be open to the public. A time will be designated during meetings for public comment and will be reflected on the agenda.

Section 4. The members of this committee shall receive an agenda of the regularly scheduled meeting at least one week prior to the meeting.

Section 5. Anyone desiring to place an item on the agenda must contact the co-chairpersons ten days prior to the meeting.

Section 6. All members shall attend all meetings unless they have advised, prior to the meeting, the co-chairpersons (or an individual appointed by the co-chairpersons) of their reason for being absent.

Section 7. Any member having two unexcused absences in any one year shall be contacted by one of the co-chairpersons.

Section 8. Any member with two unexcused absences in any one year may be removed from the DAC at sole discretion of the co-chairpersons. A replacement member from that membership category shall be recommended to the board of education at the next regular board meeting.

Section 9. A quorum for regular or special meetings shall be thirty percent (30%) of the Board approved voting membership as certified by the Central Administration liaison.

## **ARTICLE VII - PARLIAMENTARY PROCEDURE**

Section 1. 'Robert's Rules of Order, Newly Revised' shall govern the proceedings of this committee in all cases not covered by the bylaws.

## **ARTICLE VII - AMENDMENTS**

Section 1. These bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting provided a quorum is present and notice of proposed amendments has been given at a previous regular meeting.

Section 2. Amended bylaws shall be approved by the Board of Education at the yearly meeting in which they approve the membership of the DAC.