

**BYLAWS**  
**DISTRICT ACCOUNTABILITY**  
**COMMITTEE ADAMS 12 FIVE STAR**  
**SCHOOLS**

**ARTICLE I. NAME AND LOCATION**

The name of this committee shall be District Accountability Committee, (“DAC”). The Committee’s primary office and location of meetings shall be at the Educational Services Center (“ESC”) or at such places within the boundaries of the Adams 12 Five Star Schools (“the District”) as may from time to time be designated by the DAC.

**ARTICLE II. PURPOSE**

The purpose of the DAC shall be to involve and educate parents and community members within the District on matters related to public education, and to fulfill the requirements for school district accountability committees as established in the Education Accountability Act of 2009,

C.R.S. § 22-11-101 et seq., as more fully set forth below:

- A. To recommend priorities for spending District moneys to the Board of Education of Adams 12 Five Star Schools (“the Board”);
- B. To advise the Board concerning preparation of and annually submit to the Board of Education recommendations regarding the contents of the District’s Performance, Improvement, Priority Improvement or Turnaround plans (“the Plans”), whichever is required based on the District’s Accreditation category;
- C. To consult in a substantive manner with the School Accountability Committees about the Plans submitted by the schools;
- D. To compile and submit to the Board all Plans submitted by the School Accountability Committees;
- E. To review charter applications submitted to the Board of Education prior to consideration by the Board as provided in C.R.S. § 22-30.5-107 (1);
- F. To, upon request of the District, review any charter renewal application prior to consideration by the Board as provided in C.R.S. § 22-30.5-110;
- G. To cooperatively determine with the Board areas and issues, in addition to budget issues, that the DAC shall study and concerning which the DAC may make recommendations to the Board;
- H. To provide input and recommendations on an advisory basis to principals concerning the development and use of assessment tools used for the purpose of measuring and evaluating student academic growth as it related to teacher evaluations; and,
- I. To receive input and recommendations from the School Accountability Committees of the District concerning the evaluations for the principals of the District’s public schools.

### **ARTICLE III. MEMBERSHIP**

The Administration shall, to the extent practicable, recruit and recommend parents who reflect the student populations that are significantly represented within the district such as students who are: diverse races and ethnic groups, eligible for free or reduced-cost lunch, English language learners, migrant children, identified as children with disabilities, and identified as gifted children. Consideration shall also be given to having representatives from all geographic areas of the district.

1. A minimum of parents of students enrolled in the District's public schools;
2. A minimum of 1 teacher employed by the District;
3. A minimum of 1 administrator employed by the District; and,
4. A minimum of 1 person involved in business in the community within the District boundary;
5. And may appoint number of classified staff members employed by the District.

The number of parents on the DAC must exceed the number of representatives from the group with the next highest representation.

On an annual basis, the DAC roster of members will be presented to the District's Board of Education for approval in the month of August or as close to August as practicable. The District Administration shall seek applicants and recommend members to the Board of Education for approval.

When vacancies occur, the Board may fill the vacancies for the unexpired term at any time of the year.

DAC members shall serve for a two (2)-year term and until a successor is appointed. DAC members may be appointed to serve multiple two-year terms, but may not serve more than three consecutive two-year terms without a minimum one year break in service.

The District Board of Education shall appoint one of its members as a non-voting liaison to the DAC.

### **ARTICLE IV. MEETINGS**

**Section 1.** **Regular Meetings.** Regular meetings of the DAC shall be held at least three times per school year from September to May inclusive. When the need arises, additional meetings may be scheduled by the DAC President. At least 10 days' public notice shall be given of any regular meeting.

**Section 2.** **Special Meetings.** Special meetings of the DAC may be called by the President or by a minimum of two (2) other Officers. If 3 DAC members make a written request to the DAC President for a special meeting, the President shall call for a special meeting as soon as practicable. At least twenty-four (24) hours' public notice shall be given of any special meeting.

**Section 3.** **Quorum.** A quorum for the transaction of business at any regular or special DAC meeting shall be at least half of the DAC's members.

**Section 4. Open Meetings.** All meetings of the DAC and its subcommittees are open to the public.

## **ARTICLE V. SUBCOMMITTEES**

**Section 1. Number and Scope.** There shall be three standing subcommittees of the DAC to provide information and recommendations to the full DAC as follows:

- A. The Accountability (School Improvement) Subcommittee shall address:
  - 1. Preparation of and annual submission to the Board of Education recommendations regarding the contents of the District's Performance, Improvement, Priority Improvement or Turnaround plans ("the Plans"), whichever is required based on the District's Accreditation category;
  - 2. Consulting in a substantive manner with the School Accountability Committees about the Plans submitted by the schools; and,
  - 3. Compiling and submitting to the Board of Education all Plans submitted by the School Accountability Committees.
- B. The Spending Priorities Subcommittee shall address which priorities for spending District moneys to recommend to the Board of Education; and,
- C. The Charter Application Review Subcommittee shall address the review of new charter school applications and make recommendations to the Board. It is not necessary for this subcommittee to review the renewal of existing charter schools applications unless requested to do so by the Board of Education.
- D. Ad hoc committees may be formed at the recommendation of:
  - 1. DAC officers with the mutual consent of the board of education liaison; or,
  - 2. the board of education with the mutual consent of the DAC Officers.

Once the subcommittee has completed its work, it shall present its findings and recommendations to the full DAC. The full DAC shall act upon the recommendations and provide its input to the Board of Education. This applies to all subcommittees, including any ad hoc subcommittee that may be approved.

**Section 2. Members.** Each subcommittee shall have a minimum of 3 members composed of DAC members, appointed by the DAC President. A DAC member may serve on more than one subcommittee.

**Section 3. Staff Liaison.** The District Administration shall appoint one non-voting staff liaison to each subcommittee, including any ad hoc subcommittee. The staff member shall provide information, advice, and guidance to the subcommittee.

**Section 4. Quorum.** A quorum for the transaction of business at any regular or special subcommittee meeting shall be at least half of the subcommittee's members.

**Section 5. Chairperson.** Members of each subcommittee shall elect a chairperson to preside at meetings, keep a summary of the meeting for posting, and to report to the full DAC.

**Section 6. Subcommittee Meetings.** Subcommittee meetings shall be scheduled as needed by the DAC President or by the subcommittee Chairperson. If 2 subcommittee members make a written request to the DAC President or subcommittee Chairperson, for a meeting, the President or Chairperson shall call for a meeting as soon as practicable. At least twenty-four (24) hours' public notice shall be given of any subcommittee meeting.

## **ARTICLE VI. OFFICERS AND THEIR DUTIES**

**Section 1. DAC Officers.** The officers of the DAC shall be a President, a Vice President and a Secretary. Except as otherwise provided below, a DAC member shall not be eligible to serve as a DAC officer if he or she is employed by, or is a relative of a person who is employed by, the District, including being employed at a public school of the District. Relative means a person's spouse, son, daughter, sister, brother, mother or father.

If the DAC in partnership with the District makes a good faith effort but is unable to identify a sufficient number of DAC members who are willing to serve as officers, then one or more members who are employed by, or are a relative of a person who is employed by, the District, including being employed at a public school of the District, may serve as an elected DAC officer.

**Section 2. Election of Officers.** The election of officers shall take place annually at the May meeting of the DAC, or at a time that is reasonable and practicable. The election shall be by ballot unless there is only one candidate for an office, in which case election for that office may be by voice vote. A simple majority vote shall elect.

**Section 3. Term of Office.** Officers shall serve for two (2) years or until their successors are elected and assume office. No officer shall serve in the same position for more than two full consecutive terms.

A joint meeting of the immediate past officers and the newly elected officers may be held after the newly elected officers are elected for the purpose of establishing goals and developing the calendar for the following year.

**Section 4. Vacancies.** If a vacancy arises in an officer's position because of a resignation or disqualification or for any other reason, the remaining officers shall fill the vacancy by majority action.

**Section 5. Resignation and Removal.** Officers may be removed from their positions due to malfeasance by the unanimous vote of the remaining officers.

**Section 6. Multiple Offices.** No member may hold more than one office simultaneously.

**Section 7. Duties of Officers.**

- A. The President shall:
1. Perform the duties assigned to the office by the bylaws;
  2. Compile agendas and preside over all meetings of the DAC and its Executive Committee.
  3. Be the official representative of the DAC;
  4. Serve as the DAC representative to the Board of Education; and

5. Appoint:
  - a. DAC members to serve on the standing subcommittees and special subcommittees; and,
  - b. DAC parent members to District Policy Council and other District committees and task forces.
  
- B. The Vice President shall:
  1. Perform the duties assigned to the office by the bylaws, including serving as president Pro Tem in the absence of the President; and,
  2. Keep accurate, up to date attendance records.
  
- C. The Secretary shall:
  1. Perform the duties assigned to the office by the bylaws, including serving as President Pro Tem in the absence of the President
  2. Attend and keep minutes of the DAC meetings;
  3. Publicize the DAC meeting and Subcommittee meeting notices;
  4. Release information and reports to the public with approval by the Superintendent and the President; and
  5. Provide a summary of the DAC meetings to respective members and have the minutes posted to the District website or other means of communication used by the district.

## **ARTICLE VII. AMENDMENT**

These bylaws may be amended at any regular meeting of the DAC by a two-thirds vote of the members, provided that the amendment has been submitted in writing to DAC members at the previous regular meeting and at least 30 days' notice has been provided to the Board of Education and General Counsel for the District. Amendments passed by the DAC membership are subject to approval by the General Counsel of the District except that amendments pertaining to the role of the Board of Education shall be approved by the Board of Education prior to taking effect.

ORIGINALLY APPROVED: May 9, 2016

FIRST AMENDMENT (Article III, Part 1) APPROVED: September 21, 2017

SECOND AMENDMENT (Article V, Section 2) APPROVED: November 7, 2017

THIRD AMENDMENT (Article III, Article V, Sections 1, 2, 3, and 5, Article VI, Sections 2, 3 and 7) APPROVED: 10/16/19

By General Counsel for the District