

**Coyote Ridge Elementary School Accountability Advisory Committee
(SAAC)**

General Rules of Operation

PURPOSE

The Coyote Ridge Accountability Advisory Committee (SAAC) offers the parents, community residents, and staff of the school the opportunity to become involved with the improvement of the educational system including student achievement and well being.

This committee serves in an advisory capacity to the school principal in compliance with the Educational Accountability Act of 1971. This committee will decide on areas of interest to study during the year, focus on strengths and areas for improvement as well as any charges from the Central Administration or Board of Education. The following areas will be reviewed at the beginning of each school year with opportunities for input and approval using a consensus decision-making¹ model:

- Coyote Ridge School Effectiveness Plan
- Coyote Ridge Instructional Budget
- School Profile (demographics, test scores, learning environment, etc.)
- Coyote Ridge IB program
- Coyote Ridge Positive Behavioral Support Model
- Annual Report of School Action Plan to public and school board
- The Vision/Mission of the school
- School Surveys (for stakeholder input on strengths and improvement areas)

Annually the completed Action Plans and other State required *accountability documents* will be sent to the District Accountability Advisory Committee (DAAC) and will be on file for any interested parent/community members (stakeholders) to review. An Action Plan Summary and the State Accountability Report Card will be given to all parents/stakeholders at the beginning of the school year.

¹ *Consensus Decisions are arrived at after discussion, input, and compromise from those involved in the particular decision; in a consensus decision members agree to support the final outcome of discussion. If a decision has not been completed, further discussion at a later time may be needed. The group may resort to a majority vote if a decision must be reached at that time.*

MEMBERSHIP

The SAAC shall be composed of these suggested minimum representations: Ten parents (with attempts made to fairly represent special populations, i.e. Primary, intermediate, talented and gifted, special education, gender, ethnicity, etc.), at least one of each of the following: (non-parent and/or community member, teacher, classified staff) and the principal.

Members shall be solicited through the school newsletter, parent involvement survey, and personal contact if necessary. Members shall be appointed to the SAAC committee for a two-year term; additional extension term(s) may be requested and approved by a majority vote of the SAAC. Those seeking membership must submit their intention by the October SAAC meeting and attend the September or October SAAC meeting to be considered eligible for membership. Two consecutive absences from SAAC meetings will result in loss of membership upon review of the of the committee.

GENERAL BUSINESS

Issues to be considered can be submitted by committee representative, concerned staff members or principal. Appeals on consensus decisions will be submitted in writing (see p.6) with reasons and options for modifications to the principal. The principal will submit the appeal as soon as possible to the SAAC for review. An issue may be appealed one time during a school year. The SAAC and the principal will serve to verify conformity of decisions to Federal and State law, Board policy and the Memo of Understanding (MOU). Committee or staff reports will be recorded in the SAAC *minutes*, which will also serve to *document decisions* made. These will be kept for three years. Reports will be given by liaison members to the full staff, at PTO/SAAC meetings, through Newsletter articles, and through various written accountability documents.

QUORUM AND VOTING

When a vote is required by law (i.e. approval of the School Action Plan, etc.) a simple majority of the total membership of SAAC shall constitute a quorum for the transaction of the business and the validity of any vote. A 2/3 majority of SAAC members present and eligible to vote shall be necessary to elect and decide a question. Other issues will be considered using the consensus decision-making model to reach agreement.

OFFICERS AND DUTIES

Duties of the Chairperson:

- Preside at general meetings
- Appoint standing and special sub-committees
- Assist in the development of the agenda for meetings
- Assist principal with special assignments as needed

Duties of the Vice-Chairperson:

- Preside at all meetings the Chairperson cannot attend
- Assist in tasks as assigned by the chairperson
- Assume the office of Chairperson the following school year

Duties of Secretary:

- Keep and maintain all records and minutes from general and special meetings
- Conduct correspondence as needed and/or directed
- Keep an up-to-date copy of the SAAC by-laws
- Keep a record of attendance at all meetings
- Provide copy of minutes to Principal and Chairperson

Duties of PTO Liaison:

- Report or clarify all pertinent information from PTO meetings to SAAC
- Report or clarify all pertinent information from SAAC meetings to PTO

Duties of DAAC Liaison:

- Report or clarify all pertinent information from District Accountability Advisory Committee
- Solicit input from DAAC as needed

ELECTION OF OFFICERS

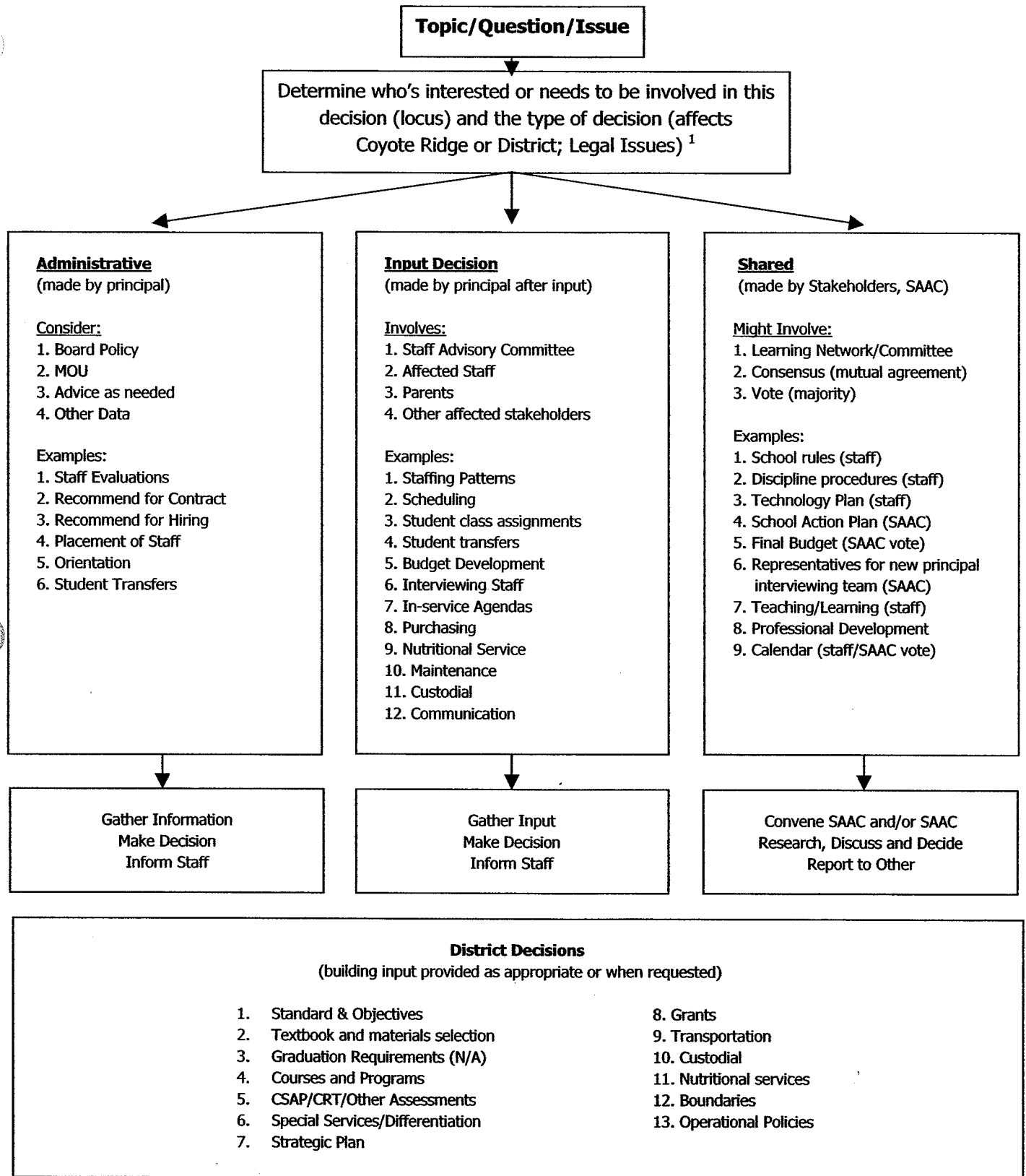
Election of new officers shall occur at the February meeting. New officers can be nominated by either SAAC members or a member may nominate themselves. Multiple candidates for the same position will be decided by a secret simple majority vote.

Officers shall serve for one year terms with the exception of the vice-chairperson. The vice-chairperson shall commit to serve on the SAAC for two years. The first year will be served as vice-chair. The second year the vice-chairperson assumes the Chairperson office leaving the vice-chair to be filled. All officers will be phased in as follows: All officers, both incoming and outgoing will work together for the remainder of that current school year to provide adequate training and expertise for the new officers so that they may begin their duties in August for the new school year.

AMENDMENT OF GENERAL RULES OF OPERATION

The General Rules of Operation may be amended by submitting the proposed change in writing at any regular SAAC meeting. A vote of the proposed change will be held at the next SAAC meeting with SAAC members invited to attend and vote. A subcommittee will review the General Rules of Operation and present proposed changes for discussion and approval every three years by the last meeting of the school year for the upcoming three year term.

Coyote Ridge Decision-Making Structure



¹ Narrative descriptions of the various decisions are listed in the "Thompson District SB/SDM" yellow manual and this plan supports those descriptions and has not been repeated in this document.