

DISTRICT ACCOUNTABILITY COMMITTEE
(By-laws)

ARTICLE I: Name

The name of this organization will be the District Accountability Committee, or DAC, an advisory body, as required by Colorado law, to the Colorado Springs School District 11 Board of Education (the Board).

ARTICLE II: Purpose

The overall purpose of the DAC is to make recommendations to the Board relative to the administration of the program of accountability as provided by state law to include accreditation, achievement, Colorado Springs School District 11 (the District) and school performance plans, and priorities for spending District funds.

Article III: Responsibilities

1. Advise the Board concerning preparation and review of the District's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is required based on the District's accreditation category, and make recommendations at least annually to the Board concerning the contents of the plan [per C.R.S. 22-11-303 thru 22-11-306]. Such action should take into account input from School Accountability Committees (SACs) and school performance plans.
2. In coordination with the Administration (resource person), the DAC shall participate in the compilation, review and submission to the Board of school Performance, Improvement, Priority Improvement, and Turnaround plans submitted by the SACs [per C.R.S 22-11-403 thru 22-11-406].
3. Support individual schools and SACs in the development of the school's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is required based on the school's accreditation category.
4. Monitor plans for and support schools receiving Every School Succeeds Act (ESSA) funds and/or designated as Comprehensive Support and Improvement (CS), Targeted Support (TS), or Additional Targeted Support and Improvement (ATS) schools.
5. Consider input and recommendations from the SACs concerning school principal evaluation procedures and development plans and support consideration by the District as appropriate.
6. Provide input and recommendations to the District, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher and principal evaluations.
7. Participate in the District accreditation process and evaluations of student achievement. Review and make recommendations regarding student achievement and the learning environment relative to defined District goals and objectives.

8. Make recommendations about the prioritization of expenditures of District funds with a focus on student achievement, safety, and equity, and with consideration of recommendations from SACs.
9. Review new charter school applications and report to the District and the Board the findings of the reviews.
10. Work to increase the level of parent/guardian engagement in the District and in the schools of the District by publicizing opportunities to serve, soliciting parents/guardians to serve on the DAC and SACs, and assisting the District in implementing the parent/guardian engagement policy adopted by the Board.
11. Assist SACs and school personnel in increasing parents'/guardians' engagement with educators, including but not limited to parents'/guardians' engagement in creating students' Reading to Ensure Academic Development Act (READ) plans, in creating students' Individual Career and Academic Plans (ICAP), and in creating students' plans to address chronic absenteeism and/or habitual truancy.
12. Provide input to the Board concerning any changes to, and enforcement of, the District student conduct, discipline, and attendance code.
13. At least annually, in coordination with the Board, cooperatively determine any areas and issues that the DAC should study and then report the DAC findings and recommendations to the Board.
14. The Board may also task the DAC directly in other Board policies.

ARTICLE IV: Membership

The membership of the DAC shall be approved annually by the Board. The membership composition will be developed in accordance with the guidelines in policy AE, Accountability/Commitment to Accomplishment. Per state law and Policy AE, a parent/guardian shall not be eligible to serve in a parent/guardian category on the DAC if he or she is employed by the District or a relative is employed by the District. In accordance with state law, relative is defined as a person's spouse, son, daughter, sister, brother, mother, or father. Board members are not a required member or ex-officio member of the DAC, but their attendance is encouraged in order to gather information, as well as to ease communication with staff and stakeholders.

Section 1

The membership of the DAC shall consist of:

- Chair – (should be a parent/guardian, if not, then a community member)
- Vice - Chair (should be a parent/guardian, if not, then a community member – will also chair Membership subcommittee)
- 4 parents/guardians with students in District regular elementary public schools
- 1 parent/guardian with GT student needs
- 1 parent/guardian with a Special Education student
- 1 parent/guardian with ELL student needs or an ELL community member

- 2 parents/guardians with students in District regular middle schools
- 2 parents/guardians with students in District regular high schools
- 1 parent/guardian with a student in a District alternative school
- 1 parent/guardian with a student in a District charter school
- 3 teachers (one elementary school, one middle school and one high school)
- 3 school administrators (one elementary school, one middle school, and one high school)
- 4 community members living in the District without students in District schools
- 1 person involved in business or industry within the District's boundaries
- 1 person associated with higher education in the local community
- 1 person associated with the military community at Peterson AFB
- 1 Education Support Professional
- Chair of the DAC Budget Subcommittee
- Chair of the DAC Accreditation/Achievement Subcommittee
- Administrative Liaison (Appointed by the Superintendent), ex-officio, non-voting member
- Administrative support, ex-officio, non-voting member

Recommendations for parent/guardian school representatives may be submitted to the DAC Membership Committee by each School Accountability Committee (SAC) by April 15th of the school year.

Parent/guardian school representatives are expected to represent the school level/group they are identified as supporting in the DAC membership structure. The DAC chair may work with DAC members to identify a group of schools they will be primarily responsible for representing, and providing liaison support to, regarding DAC and SAC matters.

The DAC Membership Subcommittee will solicit community representatives, teachers, and administrators as needed; and work with the schools and school SACs to meet the membership guidelines outlined above consistent with policy AE.

Section 2

The term of membership on the DAC will be two years and may be renewed. The DAC and DAC Membership Subcommittee will strive to stagger the terms of the DAC membership in order to retain continuity and expertise on the DAC. The DAC Membership Subcommittee will make recommendations for membership to the DAC no later than one week before the May DAC meeting for the following school year. The DAC will forward recommendations for membership to the Board, for approval, no later than the first Board meeting in June for the following school year. The Board may add members or remove members as needed in coordination with the DAC.

The membership year will be from July 1 to June 30.

Section 3

Regular attendance is expected at DAC and DAC Subcommittee meetings. In the event a DAC voting representative cannot attend a meeting, he or she is expected to notify the Chair or administrative support person. Any member with two unexcused consecutive absences, or three excused absences, will be contacted by the Membership Committee chair or designee to

determine his/her intent to continue on the DAC. In the event that a DAC member is unable to complete their term, the Membership Subcommittee will nominate a replacement to be approved by the DAC and then approved by the Board.

The DAC, with at least two-thirds of the vote in favor of the members present at a regular DAC meeting, may approve a meeting or series of such meetings to take place by video conferencing or other electronic means. The electronic means used shall allow the public to hear the comments made by DAC members participating by electronic means and allow those DAC members to hear all components of the meeting and vote on items as appropriate. A DAC member participating by electronic means will be recorded as attending the meeting. A DAC member has an obligation to ensure that the location from which he or she is participating is free of distractions and promotes clear, two-way conversations. Note: This paragraph will also apply for all DAC Subcommittees.

ARTICLE V: Officers

Section 1

The elected officers will be a chair and a vice-chair.

Section 2

The DAC chair will be elected annually and may serve no more than four consecutive years. The term of office for the vice-chair will be one year and may be renewed annually.

Section 3

The elected chair and vice-chair will be elected by a majority vote of the DAC voting membership present at the May meeting and subject to approval by the Board in June. They will assume office July 1 of that year.

Section 4

The DAC chair will call and preside at all meetings, appoint Subcommittee chairs with approval of the DAC (with the exception of the Membership Subcommittee chair) and, in general, conduct the business of the DAC. The DAC chair will also serve as facilitator of the DAC/SAC/Parent work sessions and conferences. The designated vice-chair will serve in the absence of the DAC chair.

Section 5

The Administration resource person, and administrative support, shall serve as non-voting ex officio members.

Section 6

In the event the Board requests DAC input/recommendations on short notice and there is not sufficient time to call a special meeting of the DAC, the DAC chair or designee will make every effort to solicit input electronically from the DAC voting membership.

Section 7

In coordination with the Board, the DAC will develop charges for the DAC for the upcoming school year. Charges will be submitted to the Board for approval in October of each academic year.

ARTICLE VI: Subcommittees

Section 1

During any school year there will be, at a minimum, a Membership Subcommittee, a Training and SAC Support Subcommittee, a Budget Subcommittee and an Achievement/Accreditation Subcommittee as standing committees. Additional ad hoc subcommittees will be formed as deemed necessary by the DAC in coordination with the Board. The chairs for all standing committees must be parents/guardians or community members of the District who are not employees of the District. To the extent possible, the parent/guardian representation should be the largest of any subgroup on any DAC subcommittee. DAC members are strongly encouraged, but not required, to serve on at least one DAC subcommittee. Membership for all DAC subcommittees will be coordinated/screened by the Membership Subcommittee and then forwarded to the DAC for approval. The final approval for the Budget and Accreditation Subcommittees will be by the Board and will be submitted to the Board not later than October 1 of each academic year. The Board may add members or remove members as needed in coordination with the DAC.

Section 2

The District will provide administrative resource/secretarial support to the subcommittees as necessary.

Section 3

Subcommittee chairs will give notice of all subcommittee meetings to the DAC chairman and administration resource person to be reported to the DAC. A simple majority of the approved committee membership shall constitute a quorum for voting purposes at any scheduled meeting.

Section 4

Each additional ad-hoc subcommittee will submit a proposed goals and membership list, for the review and preliminary approval of the DAC. Subcommittee goals will be sanctioned by the DAC and submitted to the Board for final approval. All ad-hoc subcommittees will have a sunset date for the committee as determined by the DAC in coordination with the Board.

Membership Subcommittee

The Membership Subcommittee shall be chaired by the Vice Chair. Membership on the Subcommittee shall be primarily constituted by members of the DAC. The Subcommittee is responsible for recruiting/screening potential members, working with the DAC administrative liaison to maintain membership rosters, school SAC contact info, attendance, etc. Proposed nominees for DAC membership and for Chair and Vice-Chair will be provided to DAC members not later than one week before the May meeting.

Nominations may also be taken from the floor. Nominees' consent will be required to be considered as a candidate for DAC membership or for office.

Training and SAC Support Subcommittee

The Chair should be appointed from within the DAC. Membership may be a combination of DAC and non-DAC members but should be primarily members. The Subcommittee will be responsible for training programs for DAC and SAC members, e.g. training on UDIP and USIP development and monitoring, reviewing and updating handbook(s), etc. This group would be the lead for developing the annual training program for SACs and the DAC and be a lead resource for developing and presenting at SAC/DAC/Parent work sessions and conferences. Subcommittee members would also be a lead resource for providing assistance to SACs.

Budget Subcommittee

The Budget Subcommittee will make recommendations, as approved by the DAC, to the Board relative to cost containment, budget management and the prioritization of expenditures of District funds with a focus on student achievement, student safety and equity, and perform additional non-administrative functions pertaining to District funds as directed by the Board and sanctioned by the DAC.

In addition to the tasks related to the District budget, the Budget Subcommittee will create a separate task force to annually review certain audit oversight functions as follows:

- Assistance with the selection of the District's independent auditors, as applicable
- Communications with the District's independent auditors on potential areas of financial risk or internal control
- Review of the District's Comprehensive Annual Financial Report (CAFR) upon completion by the District
- Review of the independent auditor's report to the Board of Education on audit results, opinions, required communications, internal controls and other financial matters
- Review the auditor's management letter and the administration's response to the management letter and present recommendations to the Board.

The Board Treasurer will serve on this task force and may chair the task force if so desired. At the completion of the task force's annual audit evaluation, the chair will provide a written report to the Board on the task force's analysis, results and findings.

The terms of the members of the Budget Subcommittee will normally be for two (2) years, will be overlapping to the best extent possible in order to provide synergy within the committee, and will be subject to annual approval by the Board. The District will attempt to keep employee representation on the Budget Subcommittee at less than 50% of total membership.

Achievement/Accreditation Subcommittee

The Achievement/Accreditation Subcommittee will make recommendations, as approved by the DAC, to the Board relative to student achievement, accreditation of the District and District schools, and the development of the District's Performance, Improvement, Priority Improvement, or Turnaround plan as required based on the District's accreditation category [per C.R.S 22-11-303 thru C.R.S 22-11-306]. Such action should take into account input from school accountability committees (SACs) and school performance plans.

In coordination with the Administration (resource person), the DAC Achievement/Accreditation Subcommittee shall also serve as the DAC lead agency in the compilation and submission to the Board the school Performance, Improvement, Priority Improvement, and Turnaround plans submitted by the schools/SACs [per C.R.S 22-11-403 thru 22-11-406]. (See also AE-R-1, Article III, Item 2.)

The terms of the members of the Achievement/Accreditation Subcommittee will normally be for two (2) years, and will be overlapping to the best extent possible in order to provide continuity and promote synergy within the committee, and will be subject to annual approval by the Board.

ARTICLE VII: Meetings

Section 1

All meetings will be open to the public. Meetings of the DAC will normally be held monthly during the school year. Meeting dates and times will be set by the DAC Chair in coordination with the DAC.

DAC/SAC/Parent Work Sessions and Conferences: The DAC will meet with representatives of all SACs in open session at least four times during the school year. The first meeting will be in September to provide extensive SAC training for new and continuing members of SACs. Remaining meetings will be scheduled by the DAC chair, approximately quarterly to provide updates on SAC/DAC topics of interest related to SAC/DAC responsibilities; provide a chance to obtain input from SACs on budget, achievement, safety/security, discipline matters, parent/guardian engagement, equity, etc., and facilitate peer discussions between SACs on best practices and problems/issues of mutual interest. Parents/guardians interested in being involved in SACs or DAC will be encouraged to participate in these information sessions.

Section 2

Notification of DAC meetings/events will be sent to all DAC members, Board members, and appropriate Administration officials. Notification will be by email or other electronic means where possible.

Dates, agendas, and minutes of meetings of the DAC and DAC subcommittees will be posted on the District web site.

Notification of all special/rescheduled meetings and/or DAC/SAC/Parent Work Sessions and Conferences will be sent to schools and DAC members sufficiently in advance for the public to be notified as well as posted on the District web site.

Section 3

Proper notice having been given, the voting members present will constitute a quorum for the full DAC for regular and special meetings.

Section 4

Special meetings of the DAC may be called by the chair or a majority of the DAC voting membership. At least seven days advance notice of special meetings will be given to members.

ARTICLE VIII: Rules of Order

The current edition of Robert's Rules of Order, Newly Revised, will be the authority of parliamentary law in meetings.

ARTICLE IX: Amendments

Section 1

These by-laws may be amended by a two-thirds vote of the voting membership present at any regular meeting following prior written notice of the proposed changes of at least seven days to all members.

Section 2

All amendments to the by-laws will be submitted to the Board Policy Committee for review (see Policy BG) and are subject to approval by the Board.

Adopted December 6, 1971
Revised December 15, 1977
Revised December 9, 1981
Revised November, 1986
Revised February 28, 1990
Revised November 1991
Revised October 1995
Revised November 1997
Revised June 2002
Revised March 2010
Revised April 2010
Revised May 8, 2013
Revised January 22, 2014
Revised May 11, 2016
Revised October 11, 2017
Revised May 26, 2021
Revised May 11, 2022

LEGAL REFS.: C.R.S. 14-15-101, et seq.
C.R.S. 22-2-117 (waivers from State Board of Education)
C.R.S. 22-7-301, et seq.
C.R.S. 22-7-1201, et seq. (Colorado READ Act)
C.R.S. 22-11-101 et seq. (Educational Accountability Act of 2009)
C.R.S. 22-11-301 and 302 (District Accountability Committee)
C.R.S. 22-11-401 through 406 (School Accountability Committee)
C.R.S. 22-32-109 (1)(oo)
C.R.S. 22-32-142
C.R.S. 24-6-402 (Colorado Sunshine Law)
1 CCR 301-1, Rules 2202-R-100 et seq.
1 CCR 301-81, Rules Governing Standards for Individual Career and Academic Plans
1 CCR 301-92, Rules for Administration of Colorado READ Act

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
AE-R-2, School Accountability Committees
AED, Accreditation
AG, Equity Policy
BDF, Advisory Committees
BG, School Board of Education Policy Process
IHB and IHB-R, Parent Involvement in Title I Education
JHB, Truancy
JIC, Student Conduct, Discipline, and Attendance Code
JK, Student Discipline
KB, Parent/Guardian Engagement