

Jefferson County School District R-1 District Accountability Committee (DAC) Bylaws

I. Name

The official name of the organization shall be the Jefferson County School District R-1 District Accountability Committee (DAC).

II. Definitions

- A. Articulation Area Representative means a Parent Member appointed to represent one of the articulation areas, charter schools, or option schools.¹
- B. At-Large Member means a Member who is appointed by the Board of Education and is not assigned to represent an articulation area, charter schools, or options schools.
- C. Executive Committee means the DAC Chair, the DAC Vice Chair, DAC Secretary, the AAR Coordinator, the district administrative designee(s), and the chairs of the standing subcommittees in section VII.A.
- D. Member means any person defined in section IV(A).
 - 1. Parent Member means any Member who is a child's biological parent, adoptive parent, or legal guardian or another adult person recognized by the child's school as the child's primary caregiver of a student attending Jefferson County Public Schools at the time of appointment.
 - 2. An employee of the district may not serve as a Parent Member.
- E. Unexcused absence means an absence from a DAC meeting for which the absent Member has not notified the Chair and/or the district administrative support staff to the DAC.

III. Purpose and Role

The purpose of the DAC is to serve in an *advisory role* to the Jefferson County Board of Education (BOE). The DAC advises the BOE on matters related to budget, improvement priorities, student achievement, and parent and community engagement. Specifically, the DAC shall fulfill the duties of a school district accountability committee as defined in Colorado Revised Statutes, Section 22-11-301, et seq. Per statute, the DAC has the following powers and duties:

- A. Recommend to the BOE priorities for spending school district money.
- B. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding spending priorities.
- C. Advise the BOE concerning preparation of the district's annually submitted performance, improvement, priority improvement or turnaround plan (whichever is applicable).

¹ Parents are not eligible if related to a person employed by the district where 'related' or 'relative' means a person's spouse, son, daughter, sister, brother, mother or father. See C.R.S. 22-11-301(2)(c).

- D. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding school performance, improvement, priority improvement and turnaround plans.
- E. Discuss at least quarterly 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).
- F. Review initial charter school application(s) received by the BOE and renewals as requested by the BOE, and submit recommendations to the BOE on said applications(s).
- G. Provide input to the BOE concerning the creation and enforcement of its school conduct and discipline code.
- H. Consider input and recommendations from the district's SACs to facilitate the evaluation of the performance of district principals.
- I. Provide input and recommendations to 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.
- J. Assist district staff or school personnel to increase parent engagement, including but not limited to:
 - 1. Implementing the district's parent engagement policy.
 - 2. Increasing parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAP) and plans to address habitual truancy.
 - 3. Helping increase community awareness of the district strategic plan and the school/district improvement processes.
- K. Determine at least annually and cooperatively with the BOE, additional areas and issues of study and recommendation to the Board that the DAC shall focus on for the year.
- L. Report to the BOE, at least two times per year, or more frequently as may be requested by the BOE, on the work of the DAC.
- M. Each year, deliver to the BOE a report on the following:
 - 1. The percentage of students who are college and career-ready.
 - 2. How Jefferson County compares with other districts in the area.
 - 3. Critical obstacles hindering more rapid improvement of student achievement results.
 - 4. Recommendations for what should be done to overcome those obstacles.

IV. Membership

- A. The DAC comprises the following Members approved by the Board of Education:
 - 1. The Articulation Area Representatives nominated by the Superintendent:
 - a. Up to thirty-four (34) parent/guardian representatives, to the extent practicable two (2) parent/guardian representatives will have students in each of the district's seventeen (17) articulation areas.
 - b. Three (3) charter school parent representatives.
 - c. Two (2) option school parent representatives.

2. At least one (1) and up to three (3) teachers, with effort made to represent each grade band: K-5, 6-8, 9-12. Jefferson County Education Association (JCEA) may recommend teachers, however, both members and non-members of JCEA are eligible.
 3. At least one (1) and up to three (3) building-level administrators employed by Jeffco Schools, with effort made to represent each grade band.
 4. One (1) Jeffco charter school administrator.
 5. Up to ten (10) at-large representatives, with effort made to represent diversity of stakeholders.
 6. At least one business community representative.
 7. One (1) Jeffco PTA member, as recommended by Jeffco PTA.
 8. One (1) classified staff member employed by Jeffco Schools. Jeffco Education Support Professionals Association (JESPA) may recommend classified staff, however, both members and non-members of JESPA are eligible.
 9. The Superintendent and/or the Superintendent's designee(s) (non-voting).
- B. By statute, Members approved by the BOE shall, to the extent practicable, reflect the student populations that are significantly represented within the district. This may include:
1. Students who are non-Caucasian
 2. Students eligible for free and/or reduced-cost lunch
 3. Students who are English language learners
 4. Students who are migrant children
 5. Students identified as students with disabilities
 6. Students who are identified as gifted children
- C. Duties of Members
1. Attendance at all scheduled DAC meetings. Any Member who cannot attend a meeting, should communicate such absence in advance to either the Chair and/or the district administrative support staff to the DAC.
 2. All DAC members may serve on subcommittees.
 3. Service as a liaison to the stakeholder group that Members were appointed to represent, if applicable.
 4. Compliance with these bylaws.
 5. Compliance with the Code of Conduct.
- D. **Terms of Members**
1. The term of any Member appointment shall be two (2) years. Midyear appointees shall serve the remainder of the 2 year term. Members' terms shall begin upon the appointment of the Board of Education.
 2. Members shall not be precluded from being reappointed and serving consecutive terms as long as they continue to meet the requirements of membership as defined above.

- E. **Resignation** Any Member who is unable to fulfill the duties of membership, or no longer meets the eligibility requirements of their role, must resign but may apply for another role of suitable eligibility, and should provide a letter of resignation to the Chair, who shall notify the BOE.
- F. **Removal**
 - 1. Two (2) unexcused absences from DAC meetings per year by a Member shall be considered a resignation.
 - 2. The Committee-as-a-Whole may, with a two-thirds majority achieved by secret ballot, remove a Member after a warning from the Executive Committee, for non-compliance with the Code of Conduct.
- G. **Replacement** If a Member resigns or is removed, the Executive Committee shall advise the BOE and a replacement shall be nominated and appointed through the process specified in the membership section (IV.D.1.). The replacement shall serve the remainder of the two year term as per IV.D.1.

V. Committee Officers

A. Officer Positions

- 1. The DAC has two officers: The Chair and the Vice Chair. The officers shall be Parent Members elected by the membership of DAC annually, in the final meeting of the academic year.
- 2. **Term** The officers shall each serve a one-year term in their respective roles. No one shall be prohibited from running for consecutive terms.
- 3. **Duties of the Chair** The DAC Chair:
 - a. Ensures that committee efforts and membership meet statutory requirements.
 - b. Ensures planning of annual meeting calendars and monthly meetings.
 - c. Receives and relays requested agenda items from Members and subcommittees.
 - d. Ensures that calls are issued for meetings of the DAC.
 - e. Communicates norms for use in DAC meetings.
 - f. Presides over DAC meetings.
 - g. Ensures that minutes of all DAC meetings are recorded, including attendance and records of votes, and are made available to Members.
 - h. Ensures that a membership list, including statutory roles of individual Members and contact information, is kept and made publicly available; and ensures that processes exist for other committee correspondence, as necessary.
 - i. Ensures that subcommittees are representative of the Committee-as-a-Whole and have sufficient Members to conduct their work.
 - j. Ensures that SAC Chair training is conducted.
 - k. Coordinates committee and subcommittee reports to the BOE.
 - l. Coordinates the DAC's activities with administrative support from

- the Jefferson County School District.
- m. Coordinates annual review of bylaws with the Executive Committee and presentation to membership.
 - n. Ensures that the public DAC web page is maintained.
 - o. Appoints a Member to determine eligible votes and distribute ballots for an officer election for which the Vice Chair is unable to do so.
 - p. Administers a vote for a member to serve as the Secretary, who will take minutes of the meetings of the Executive Committee and the Committee-of-the-Whole.

4. **Duties of the Vice Chair**

- a. Shall be responsible for the duties of the Chair in the Chair's absence.
- b. In the event the Chair resigns, shall assume the duties of Chair.
- c. Ensures that a quorum is present at meetings and for votes.
- d. Ensures that bylaws are maintained and that Members' suggestions for bylaws changes are recorded for later discussion, and leads discussion of bylaws.
- e. Ensures that electronic files and records of DAC are maintained in an accessible archive.
- f. Determines eligible votes and distributes ballots for officer elections, unless the Vice Chair is running for the office for which the election is being held.

B. Election During the final DAC meeting of each school year, a new Chair and Vice Chair shall be elected by a vote of the DAC Members. Nomination forms for each position shall be accepted following the April DAC meeting. Forms shall be made available on the DAC web page.

- 1. Current DAC Parent Members may submit applications for each position.
- 2. The Chair shall be elected by a vote of the Members, as credentialed by the Vice Chair. Proxy and absentee ballots are not permitted.
- 3. Members appointed by the Chair shall count the ballots. Whomever is determining the number of eligible ballots shall not count them. No one running for election shall count ballots.
- 4. The Member receiving a majority of the ballots cast shall be elected.
- 5. If no candidate receives a majority of the ballots cast, the candidate receiving the smallest number of votes shall be eliminated, and another ballot shall be held between the remaining candidates. If two or more candidates are tied for the smallest number of votes, a reballot of the Committee-as-a-Whole shall decide which single candidate shall advance to the next ballot. If two or more candidates are tied after two voting rounds, and all other candidates are eliminated, the winner shall be determined by a coin flip.

VI. **Executive Committee**

- A. The members of the Executive Committee shall be as defined in II. C.
 - 1. The Secretary and AAR Coordinator shall be elected using the same procedures in V.B.
- B. The Executive Committee shall coordinate with the district administrative designee(s) and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas.
- C. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.

VII. **Standing Subcommittees:**

- A. Standing subcommittees of DAC shall be the Budget Subcommittee, District Unified Improvement Plan Subcommittee, Family School Community Partnership Subcommittee, and Charter School Review Subcommittee. Additional subcommittees may be formed from the membership as the Committee-as-a-Whole deems necessary. Subcommittees shall take up new business matters committed by the Committee-as-a-Whole and must report matters back to the Committee-as-a-Whole.
- B. **Other Subcommittees** Each subcommittee noted below shall report to the full DAC at least annually and prior to any communication with the BOE regarding recommendations or advice on behalf of the DAC. Each subcommittee's reports to the full DAC shall be posted on the Jeffco Public Schools DAC web page.
- C. Each subcommittee chairperson shall be elected by procedures in V.B. A chairperson shall be the key individual accountable for managing and reporting on the subcommittee's work and for maintaining communication with the DAC Chair. Each subcommittee shall appoint a vice chair at the beginning of the academic year.
 - 1. Budget/Finance. This subcommittee shall work to comply with the DAC requirement of recommending to the BOE priorities for spending school district money.
 - 2. District Unified Improvement Planning (DUIP). This subcommittee shall support the DAC's responsibility to comply with submitting recommendations to the BOE concerning preparation and implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable). The subcommittee shall provide regular updates to the full DAC per the DAC work calendar and lead full committee reviews of the DUIP.
 - 3. Family School Community Partnership (FSCP). This subcommittee shall work to increase parent engagement in the district by providing input and recommendations to district staff or school personnel regarding:
 - (a) The district's parent engagement policy.
 - (b) Efforts to increase parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAPs), and plans to address habitual

- truancy.
- (c) Increasing community awareness of the district strategic plan and the school/district improvement processes.
- (d) Efforts to increase parent engagement on school accountability committees and on the district's Family-School Relationships Survey.
- 4. Charter School Review.
 - (a) This subcommittee shall have responsibility for reviewing charter school initial applications and report findings to the full DAC.
 - (b) The subcommittee shall have responsibility for reviewing renewal applications as requested by the BOE and report findings to the full DAC.
- 5. Per statute, the full DAC shall determine recommendations to the BOE on charter applications. At least one subcommittee Member shall serve on the District Charter Review Committee. The membership of this subcommittee shall include an AAR representing charter schools and the charter school administrator.
- 6. Additional Subcommittees. Additional subcommittees may be identified by the Executive Committee, as needed, to fulfill the responsibilities of the DAC.

VIII. Meetings

A. Meetings of the Committee-as-a-Whole

1. A minimum of six (6) meetings of the Committee-as-a-Whole shall be held monthly from September through May, except during the month of December, at the Jefferson County School District office, unless otherwise specified. The Chair, the Executive Committee, or a majority of the Members may call additional meetings.
2. Dates of meetings shall be provided in public announcements and made available to the public. All meetings shall be open to the public.
3. The Chair may use unanimous consent to guide decisions during meetings. Voting may be used when an issue has received a motion and a second. Absentee ballots and proxies are not permitted. Only DAC Members may vote.

B. Training Meeting The DAC shall sponsor a meeting every year in the fall with all SAC Chairs and school principals. This meeting shall focus on providing supports for SACs and training, expectations, and opportunities to participate in DAC, including meeting dates.

C. Subcommittee Meetings

1. The subcommittee chairperson shall call subcommittee meetings.
2. Subcommittees shall meet within the first two months of the school year to establish meeting cadence and scope of work, and subsequently as needed.
3. The subcommittee chairs shall provide notice for subcommittee meetings.
4. The subcommittee chairs shall ensure, where necessary, that applicable

records of subcommittee meetings are kept and made available to Members.

- D. **Notice of Meetings** The schedule for regular meetings of the Committee-as-a-Whole shall be established at the beginning of the school year. A notice of each DAC meeting shall be provided to each Member of DAC not less than four (4) days prior to the meeting, and simultaneously shall be posted on the DAC web page.
- E. **Quorum** Proper notice having been given, the Members present shall constitute a quorum in order for information to be shared and for discussions to take place during a DAC meeting. A quorum of at least half of the current membership and at least one DAC officer must be present in order to conduct DAC business that requires a vote.
- F. **Minutes**
Meeting minutes shall be recorded by the Secretary and posted to the DAC web page.
- G. **Representation of DAC Advice**
 - 1. As an advisory committee to the BOE, the DAC shall follow [Board Policies GP-6, "Board Committee Principles," GP-7, "Committee Structure,"](#) and district policy KB Family School Community Partnerships.
 - 2. The DAC is committed to fully representing the perspectives of the DAC Members. On matters for which a committee report is generated by the DAC for the BOE, it shall be reviewed and approved by vote at a DAC meeting before it is provided to the BOE. DAC Members shall not represent their own opinions as those of the Committee-as-a-Whole.
 - 3. Any two (2) or more DAC Members may together author and submit a Dissenting Opinion, provided that they voice that Dissenting Opinion at the DAC meeting either verbally or in writing, if they cannot be present at the meeting, so that the entire DAC Membership has an opportunity to consider the Dissenting Opinions at the time the DAC is discussing the issue at hand and prior to voting. Dissenting opinions may pertain to the entire Committee Report/Motion and/or only portions of the Committee Report/Motion. Any Dissenting Opinion shall set forth the rationale for the Dissenting Opinion and shall be submitted via email to the DAC committee-as-a-whole and the DAC Chair for inclusion in the DAC Report to the BOE within one (1) week of the adoption of the Committee Report/Motion by the DAC; however, if the BOE meeting in which the Committee Report/Motion is being presented by DAC occurs within one (1) week of the DAC adoption of the Committee Report/Motion, then the deadline for submitting the Dissenting Opinion shall be shortened to no later than twenty-four (24) hours after the conclusion of the DAC meeting where the DAC membership voted to approve the Committee Report/Motion.

4. Nothing from subcommittees can be presented directly to the BOE without approval by the Committee-as-a-Whole.
5. Only the Chair or the Chair's designees shall present reports and/or recommendations to the BOE on behalf of the DAC. The Chair shall submit any majority and minority reports, together and without modification, to the BOE at the same time.

H. Meeting Agenda

1. The agenda generally shall be as follows:
 - a. Call meeting to order
 - b. Approval of agenda
 - c. Approval of minutes
 - d. Unfinished and new business
 - e. Optional BOE comment(s)
 - f. Adjournment

Except where these bylaws conflict, the meetings of the DAC shall be conducted in alignment with Robert's Rules of Order, Newly Revised Edition. Members may, by a two-thirds vote of those present, move to adopt different meeting rules for specific meetings.

Amendment of Bylaws

Bylaws shall be reviewed by the Committee-as-a-Whole at least every two years. Members may make motions to revise the bylaws during scheduled DAC meetings. Bylaws revisions must be approved by a two-thirds majority of the Members present at the meeting.

All changes or amendments to these bylaws shall be presented to and approved by DAC Members before they can take effect.

Date Adopted: April 16, 2024

Date Revised: March 26, 2024