

# Jeffco Public Schools SAC Manual

(Resource Guide)

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***School Accountability Committee (SAC)***  
***Roles and Responsibilities Explained***



# Welcome to Jeffco

## School Accountability Committee (SAC)

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- Jeffco Public Schools believes in the value of community involvement in our schools. Active family engagement helps to ensure that the unique needs of the school's community are served through a positive collaboration between the school's leaders, staff, and members of the community.
- This presentation is a resource to support the development and maintenance of strong partnerships between Jeffco Public Schools and the communities they serve, as well as to ensure schools meet the state expectations for a School Accountability Committee (SAC) as defined by Colorado statutes, CDE guidelines, and Jeffco district policy.



# A Quick Education Acronym Primer

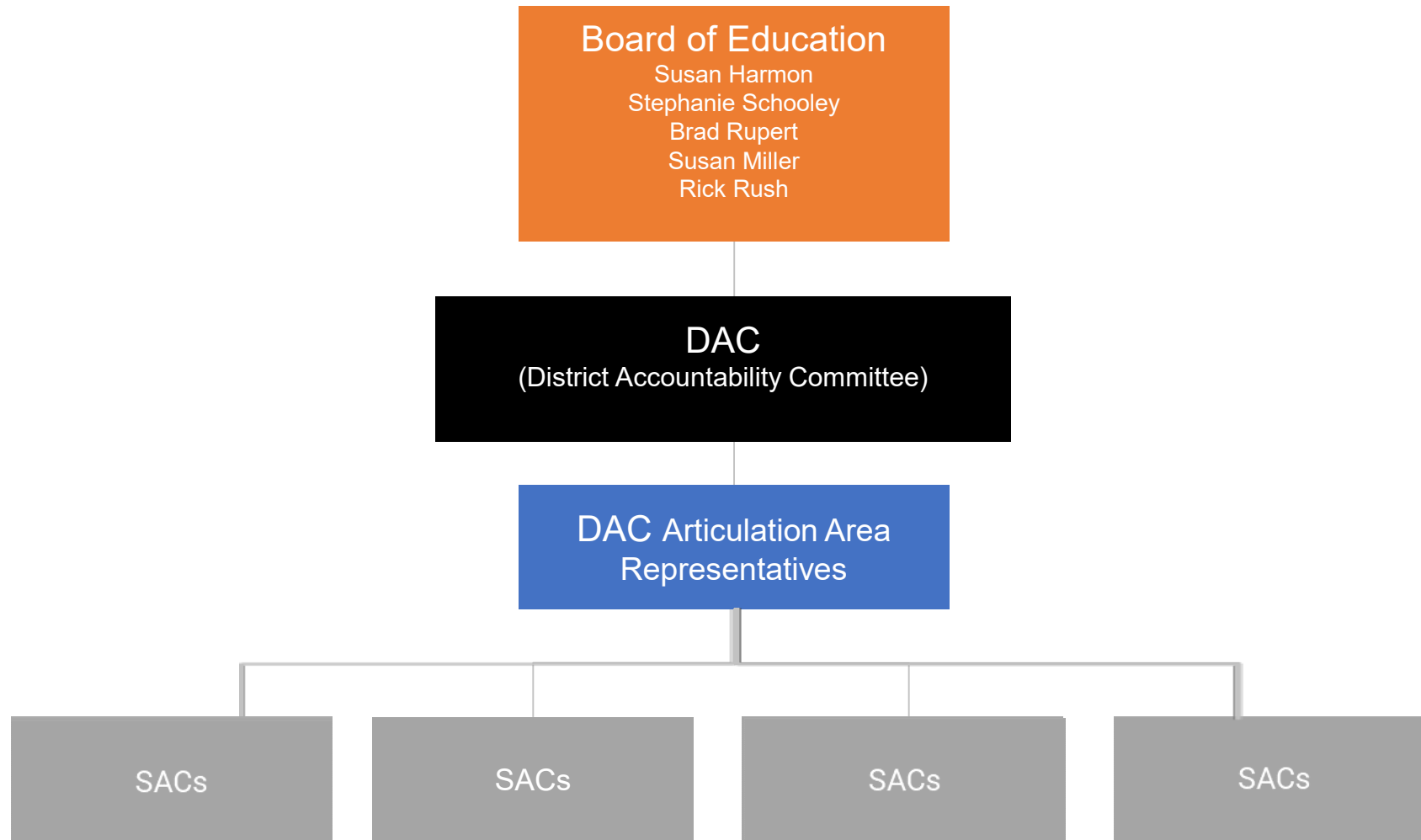
- **DAC** - District Accountability Committee
- **SAC** - School Accountability Committee
- **AAR** - Articulation Area Representative
- **DUIP** - District Unified Improvement Plan
- **SBB** – Student-Based Budgeting
- **SPED** - Special education
- **IEP** - Individual Education Plan
- **ALP** - Advanced Learning Plan
- **GT** - Gifted and talented
- **SEL** - Social/emotional learning
- **SPF** – School Performance Framework
- **AP** - Advanced Placement
- **IB** - International Baccalaureate
- **FRL** - Free/reduced lunch
- **ELL** - English language learner
- **ESL** - English as Second Language
- **2E** - Twice Exceptional
- **EL** – Expeditionary Learning

# The Role of the SAC

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- State law requires every school (including charters) to have a SAC. Schools have many different names for their SAC; e.g., Partners in Education (PIE).
- SAC membership empowers the school community by giving members a voice in critical areas of school administration, including budget decisions and school performance improvement plans.
- The SAC serves in an **advisory** role to the school Principal.
- The school's Principal remains responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations defined by Jeffco Public Schools.

# SAC Relationship to DAC & the District



# The Role of the SAC

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**The SAC's activities are centered around the following key areas:**

- Budget
- School Unified Improvement Plan (UIP)
- Parent/family and community engagement
- Priority Improvement/Turnaround plan (when applicable)

# SAC Membership

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**SAC membership should include the following, to the extent possible:**

- Principal or his/her designee.
- Chair, who by state law must be a parent.
- At least one teacher who provides instruction in the school.
- At least three parents of students enrolled in the school.
- At least one adult member of an organization of parents, teachers, and students recognized by the school (e.g., PTA).
- At least one member of the community.

# SAC Membership

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**The Principal, with the support of the SAC, needs to ensure that:**

- The number of parents exceeds the number of representatives from the group with the next highest representation (e.g., faculty members).
- Parent representation is consistent with the student populations that are significantly represented within the school, to the extent possible. (“Significantly represented” means at least 10% of the student population.)
- Nobody has more than one role on the SAC (e.g., not both a teacher and a parent).

# The Role of the SAC: Budget

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## **The SAC's budget work includes:**

- Reviewing the school budget prior to its adoption, making recommendations which ensure that funds and spending priorities align with the school's improvement plan (UIP) and the core values of the school, to the benefit of all students.
- Making recommendations on the allocation of SBB (student-based budgeting) funds.
- Reviewing school fees annually.

# The Role of the SAC: School UIP

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A key role for the SAC is to provide input on the school's Unified Improvement Plan (UIP). **The SAC's UIP activities involve:**

- Meeting at least quarterly to review and discuss the implementation of the school improvement plan and student performance related to the school's improvement activities.
- Providing input regarding the components of the UIP.

# The Role of the SAC: Parent/Family Engagement

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**The SAC plays a key role in parent/family engagement, including:**

- Assisting the district in implementing the district's parent/family engagement policy at the school level (see resource links, Slide 23) .
- Assisting school personnel in increasing the level of parent/family engagement in the school, especially the engagement from diverse populations.

# The Role of the SAC:

## Priority Improvement/Turnaround

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**For schools with Priority Improvement or Turnaround plan types, the SAC should:**

- Hold a SAC meeting inviting families to provide input for the Priority Improvement or Turnaround plan. This input is to be used by the Principal to make recommendations to the school board concerning preparation of the school Priority Improvement or Turnaround plan.
- Invite stakeholders to the Board of Education's review of the school's Priority Improvement or Turnaround plan. Provide a written version to attendees.

# The Role of the SAC Chair

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- The SAC Chair presides over and facilitates all meetings, sets meeting agendas in collaboration with the Principal, and guides the team in making budgetary recommendations and in reviewing targets, improvement strategies, and other elements of the school improvement plan (UIP).
- The Chair also develops and implements plans to increase membership, serves as a communication link between the SAC and the DAC's Articulation Area Representative, and supports the efforts of the Principal to recruit parent and community members for SAC.
- The SAC Chair serves as the voice for the parent community and brings parent concerns to SAC meetings.

# The Role of the Principal

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- The Principal collaboratively constructs the meeting agenda with the SAC Chair and is responsible for providing the school performance data, school UIP plan, and budgetary information to the SAC for review and input.
- The Principal also secures input from the SAC about school fees for the following school year, oversees elections for SAC membership (if needed), recruits likely candidates for SAC, and champions the committee's plan to increase parent/family involvement.
- Additionally, the Principal provides various reports, raw data, and specific information requested by SAC members; provides timely progress monitoring data to assist the team in reviewing implementation of the school improvement plan; and acts as a liaison between the SAC, the school community, and the district.

# SAC Operating Procedures

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- The SAC should set norms for meetings, which may be revised each year (see Sample Norms on Slide 21).
- If possible, the SAC should have an agreement (or bylaws or operating procedures) that clarifies the processes for decision-making, member selection, and communications, including who will be responsible for recording and distributing meeting minutes and agendas (see link to information from the Colorado Department of Education on Slide 23).

# SAC Meeting Agenda

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- Agendas are essential and should be sent to committee members a week ahead of time, if possible (see Sample Agenda on Slide 22).
- Much of the agenda content will be determined by the cycle of school improvement planning and the budget process.
- The Chair should meet with the Principal to plan the agenda in advance, keeping in mind what background information the committee needs in order to get the work done.
- Time should be established on each agenda for members to make suggestions for the next meeting or to share concerns.

# SAC Meeting Minutes

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- Minutes or summaries of each meeting should be published in a timely manner and regularly distributed through school's standard communication practices and available to the public at large.
- By making minutes available, the SAC serves an important function by providing the opportunity for parents and community members to be aware of school priorities, spending, and academic improvement processes.

# SAC Meeting Schedule

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- To fulfill the SAC responsibilities described in state statutes and Jeffco Public Schools district policy, SACs must develop a regular meeting schedule and should at a minimum meet **quarterly** during the school year.
- Meeting calendars should be determined by the committee within the first two months of the school year and be published in **multiple formats** (school newsletter, website, marquee, etc.).
- Meeting dates and times should occur when they best accommodate the greatest number of interested members.

# SAC Meeting Schedule – Fall Action Items (August - October)

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1. Elect new SAC chair (and officers, if applicable), if not done the previous spring.
2. Review this SAC resource “manual” and ensure that the established SAC schedule will accommodate completion of each quarter’s action items.
3. Determine and publish meeting schedules.
4. Recruit additional members if the SAC does not have all the required members.
5. Discuss any school safety issues raised by staff, students, families, or the community.
6. Review the School Performance Framework (SPF), prior year UIP, and results of state assessments and other school achievement data. Solicit input from SAC members on urgent challenges and suggest major improvement strategies for the UIP.
7. Determine other items to work on during the year.
8. Complete the SAC budget survey from DAC.
9. For Priority Improvement and Turnaround Plan schools: Publicize the SAC’s public meeting to discuss strategies for the UIP.

# SAC Meeting Schedule – Winter Action Items (November - January)

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1. Make recommendations regarding priorities for school budget and grant funds. Provide input on the prioritization of expenditures of district moneys (SBB) as requested by the DAC and/or district staff.
2. Review and advise on school fees.
3. Complete the Family-School Partnerships survey from the district.
4. Review current data from interim measures and implementation benchmarks and discuss UIP progress; suggest any adjustments that need to be made to the plan based on student achievement data and finalize SAC recommendations for the school's UIP.
5. If applicable, publicize a public hearing with the school board to review the school's Priority Improvement or Turnaround Plan.
6. Follow up on any school safety issues raised by staff, students, families, or community in the prior quarter, and discuss any new concerns and associated action plans.

# SAC Meeting Schedule – Spring Action Items (February - April)

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1. Discuss progress on the school improvement plan (UIP) and discuss any adjustments made to the plan during the school year, based on progress monitoring of student achievement data.
2. Review the current year budget to date and discuss any implications to the upcoming school year budget.
3. Review results from the Family-School Partnerships and the Make Your Voice Heard surveys, as well as the Teaching and Learning Conditions in Colorado (TLCC) and Healthy Kids Colorado surveys.
4. Review and provide guidance on the school calendar for upcoming school year.
5. Follow up on any school safety issues raised by staff, students, parents, or community in the prior quarter and discuss any new concerns and associated action plans.

# SAC Meeting Schedule – End-of-Year Action Items (May - June)

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1. Elect a new Chair (and other officers, if applicable) for the following year.
2. Review progress on action steps from the UIP and provide suggestions on adjustments to the school's UIP based on lessons learned during the school year.
3. Review operating procedures and determine if any adjustments are required for the following school year.
4. Review the school budget for the following year.
5. Follow up on any school safety issues raised by staff, students, parents, and community in the prior quarter and discuss any new concerns and associated action plans.

### Sample Norms:

- Members will make every effort to attend each meeting. If you are unable to attend a meeting or will be late, please email \_\_\_\_\_.
- Meetings will begin and end on time.
- There will be an electronic agenda for each meeting – sent prior to meetings to Accountability members and published for the public on the school website.
- The Accountability Committee will have a Chair who is responsible for keeping members on task, focusing the discussion, and limiting discussion appropriately.
- The Chair will determine the amount of time allowed for each agenda discussion topic and will keep discussion within the determined time limit.
- Members will respect the opinions of others and be considerate of differing points of view.
- Only one person will speak at a time; no side conversations.
- Members will take care of personal needs at their own discretion.
- Discussion and decisions will be limited to topics that are within the scope of the Accountability Committee responsibilities and on the agenda.
- Each committee member will be equal; only Accountability Committee members may be involved in the decision-making process.

## Sample SAC Agenda

- Review and approve minutes of last meeting.
- Principal Report
  - Update on current enrollment
  - Concerns or issues raised
  - Project updates
  - Safety issues/concerns
  - Any major changes implemented to date
- Review and approve the initial school budget for the current school year
  - Are dollars allocated appropriately for student count and SBB priorities?
  - Are dollars from the district for SPED and GT spent on these items?
  - Does the general budget support the goals of the school?
  - How are PTA/PTO dollars being appropriated, if any, to assist with the UIP?
  - What concerns does the SAC see with the current budget?
  - What recommendations does the SAC have for budget items? *(Be sure to document this in the minutes.)*
- Begin UIP work for school year
  - Review the state assessment data, relevant school assessment data, and the School Performance Framework.
  - Determine if additional data is needed for the committee.
  - Decide who will be responsible for securing and distributing the data.
  - Identify trends in data and any areas of celebration.
  - Identify any concerns.
  - Determine whether the prior year plan achieved the targets.
- Follow-up for next meeting

# Additional Resources

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[https://www.jeffcopublicschools.org/about/board/district advisory committees/dac](https://www.jeffcopublicschools.org/about/board/district_advisory_committees/dac)

[KB Family-School-Community Partnership Policy](#)

[http://cde.state.co.us/accountability/district accountability handbook 2018 19](http://cde.state.co.us/accountability/district_accountability_handbook_2018_19)

<http://cde.state.co.us/accountability/sacanddacleadertraining>

<http://cde.state.co.us/uip/sac-responsibilities-inventory-sep2020>

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**Thank you for serving on your  
School Accountability Committee!**

