School Accountability Committee

Handbook

2019-2020

Douglas County School District

Learn Today, Lead Tomorrow

BYLAWS
OF
[Insert Name of School here]
SCHOOL ACCOUNTABILITY COMMITTEE
DOUGLAS COUNTY SCHOOL DISTRICT RE.1

Article I
Name

The name of the School Accountability Committee within the Douglas County School District Re.1 ("School District" or "District") shall be "[insert name of school here]" School Accountability Committee," hereinafter referred to in these Bylaws as the "SAC."

Article II
Purpose of the Committee

The purpose of the SAC is to provide accountability in an advisory capacity by informing, encouraging and providing opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes. The SAC makes recommendations concerning the school's budget, performance/improvement plan, and meets at least quarterly to discuss implementation of the school's plan and other progress pertinent to the school's accreditation contract with the Board of Education. Final decision-making authority rests with the principal or other person or group receiving the recommendation from the SAC (e.g., The Superintendent, District Accountability Committee ("DAC") or Board of Education).

Article III
Duties and Responsibilities

A. The duties and responsibilities of the SAC are as follows:

1. To advise the Principal concerning the preparation of the Unified Improvement Plan (UIP) with goals and objectives for the improvement of education in the school. The UIP shall be completed and submitted to the school district for review by December 31 of each year in which it is required.

2. To recommend to the principal its priorities for spending school moneys. The principal shall consider the SAC recommendations regarding spending state, federal, local, or private grants, and any other discretionary moneys and take them into account in formulating budget requests for presentation to the Board of Education. The SAC shall send a copy of its recommended spending priorities to the DAC and to the Board of Education. ***Reference:*** **C.R.S. § 22-11-402(1)(a).**

3. The SAC shall meet to discuss, at least quarterly:

    a. Whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school's performance, improvement, priority improvement, or turnaround plan, whichever is applicable, or other progress pertinent to the public schools' accreditation contract with the Board of Education. ***Reference:*** **C.R.S. § 22-11-402(1)(d).**
    b. Safety issues relative to the school environment.
    c. Community concerns and input regarding aforementioned duties and responsibilities.

4. Gather and provide information to the principal and DAC on the needs or concerns of the school's community.

5. When a school has been placed on a priority improvement or turnaround plan, the SAC shall advise the principal concerning the preparation of such plan, and submit recommendations concerning the content. ***Reference:*** **C.R.S. §22-11-402(1)(b)-(c)**

6. Report, at least annually, to the community and the Board of Education, on the educational performance of the school and provide data for the appraisal of such performance

7. Provide input and recommendations on an advisory basis to DAC and district administration concerning:
    a. Principal development plans for their principal; and
    b. Principal evaluations.
    Reference: **C.R.S. § 22-11-402(1)(e)**

8. Perform such other duties and responsibilities as may be required by Board policy and comply with Superintendent policies and directives.

9. Actively increase parental engagement in the school by, at a minimum: publicizing and soliciting opportunities to serve on the SAC; assisting with the implementation of the district's parent engagement policy; and encouraging parent-teacher interaction.

B. <u>Duties and responsibilities of the SAC shall not include:</u>

1. Personnel issues, including hiring or evaluation of individual staff members.

2. Individual student discipline issues.

3. Any issue dealing with a specific student, staff member, or parent.

Article IV
Membership

A. Composition. There shall be at least seven voting members as follows:

1. **Principal** – The principal of the school or the principal's designee.

2. **Teacher** – One teacher who provides instruction at the school.

3. **At least three parents or legal guardians** – Three parents or legal guardians of students enrolled in the school to make the membership as representative as possible of all groups attending the school (Special Education, Gifted and Talented, free or reduced lunches, ELL, traditionally underserved populations, etc.).

4. **PTS Adult** – One adult member of an organization of parents, teachers, and students (PTS) recognized by the school. If the school does not have a recognized PTS organization, a fourth parent or legal guardian of a student enrolled in the school is elected to the SAC by a majority vote of the parent community.

5. **Community** – One person from the community not otherwise included above (Article IV, Section A, 1-4). "Community" is defined broadly to mean lives or is involved in business or industry within the feeder boundaries.
Reference: **C.R.S. § 22-11-401(1)(a) (I-V)**

6. **Additional Parent or Legal Guardian Voting Members** - At the option of the Principal, additional voting members may be selected by a simple majority vote of the above voting members.

B. Employment Limitation for Voting Members.

1. No more than three voting members (the principal, the teacher representative, and one other) may be employed by the District or be relatives of an employee of the District. "Relative" includes a person's spouse, son, daughter, sister, brother, mother or father. "District employee" includes anyone who is a W-2 employee of Douglas County School District RE-1.

2. If more than three voting members who are either District employees or relatives of District employees are elected to a SAC, only the number of candidates who receive the highest number of votes that will result in three District employees or persons related to District employees shall serve on the SAC. The other employee(s) and/or related person(s) shall be disqualified as a voting member.

C. Term Limits. Except for the principal (or principal's designee), no member shall serve more than two consecutive full terms, plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy. Note: If the school cannot obtain candidates for any open positions, after completely following the nomination process outlined in Article V, Sections D.1. and D.2., the SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.

D. Terms of Members. Members shall serve a two-year term, except for those elected in the first election. In the first election, the first teacher elected and the first two parents or legal guardians elected who received the highest number of votes shall serve a three-year term. (In middle schools with only two grade levels, the staggering may be accomplished with one-year and two-year terms if necessary.)

E. Vacancies.

1. Any vacancy to an elected position shall be filled by a simple majority vote of the remaining voting members of the SAC. In filling a vacancy, the SAC shall assure that the composition required in Section A., above, is maintained.
2. Any vacancy to a Community Member position shall be filled by appointment by the Principal consistent with the provisions of Section A.5 above.

F. Resignation. Any SAC member may resign by giving written notice to the Chairperson or Recorder of the SAC. The resignation of any SAC member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.

G. Removal. Any SAC member who is elected or appointed shall be removed upon a conviction, deferred sentence, plea of guilty, or plea of nolo contendere to any offense which constitutes any felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any elected or appointed SAC member may also be removed for failure to attend three consecutive meetings without excuse or for reasons deemed sufficient by a three-fourths majority of the SAC's voting members, not including the member who is subject to the removal vote.

Article V
Appointments and Elections

A. Date for Electing, Appointing or Designating Members. Election, Appointment, or Designation of members shall occur no sooner than 30 days before the end of a school year, nor later than 30 days after the start of a school year.

B. Election of Teacher Member(s). The election of the teacher member shall occur at a teacher staff meeting or similar forum no sooner than 30 days before the end of a school year nor later than 30 days after the start of a school year. All licensed professionals who provide instruction at the school or who have an office at the school will be invited to attend. Nominations will be taken from the floor during the meeting. Any teacher may nominate himself or herself or another teacher. If there are more teachers nominated than the number of vacancies, a written ballot may be used.

C. Appointment of Community Member. A community representative shall be appointed to the SAC by the principal of the school no sooner than 30 days before the end of a school year nor later than 30 days after the start of a school year or as soon as practical after a vacancy.

D. Election of Parent or Legal Guardian Members.

1. Notice of Election. The notice of election shall occur by means of the school newsletter or similar format, and will include notice of the deadline for submission of nominations. The notice will allow at least two weeks for submitting nominations and conducting the election.

2. Nominations. Any parent or legal guardian of a student enrolled in the school may nominate himself or herself and/or nominate another parent or legal guardian of a student enrolled in the school. Nominations shall be submitted in writing to the principal of the school or the SAC Chairperson.

3. Determining an Election. If the number of candidates is equal to the number of open SAC positions, an election is not required if the nomination process outlined above (Article V, Sections D-1 and D-2) has been followed.

4. Conducting the Election. Only parents or legal guardians of a student enrolled in the school will be permitted to vote. The parent(s) or legal guardian(s) receiving the most votes shall be elected; provided, however, that only one parent/guardian voting member may be a District employee or relative of a District employee. There are three primary ways to conduct the election of the parent/guardian members, as follows:

    a. "Back to school night" or similar forum: written ballots shall be used and shall have a signature line and a printed name line to enable the school to verify eligibility and avoid duplicates;
    b. Mail-in ballot: Included in the school newsletter or similar format. The mail-in ballots shall have a signature line and a printed name line to enable the school to verify eligibility and avoid duplicates.

c. Electronic, email, school website: Electronic methods are appropriate, if the method used can assure only one vote per person.

E. Reflection of the school populations. The school principal and other members of SAC shall encourage persons who reflect the student populations that are significantly represented within the school to seek election to the committee, with the exception that individuals should not be encouraged to seek election to the committee because of their race, color, national origin, sexual orientation, or transgender status. However, it is permissible for principals to encourage individuals to seek election on the basis that such individuals reflect student populations who (a) are eligible for free and reduced lunch; (b) are English language learners; (c) are migrant children; (d) are identified as children with disabilities; or (e) are identified as gifted children.

F. Good faith efforts. If, after making good-faith efforts, a principal or an organization of parents, teachers, and students is unable to find a sufficient number of persons who are willing to serve on the SAC, the principal, with advice from the organization of parents, teachers, and students, may establish an alternative membership plan or method of appointment for the SAC, which shall reflect the membership and method of selection specified herein as much as practical.

Article VI
SAC Officers, DAC Liaison, and School Principal

From the voting members of the SAC, the following responsibilities will be covered.

A. The Officers: Chairperson, Vice-Chairperson and Recorder.

1. Chairperson:

a. Is an elected position.
b. Shall be a parent representative or a parent from the PTS.
c. Serves a one-year term and may be re-elected for one additional one-year term.
d. Sets agenda in collaboration with the principal and vice-chairperson and sends to SAC members at least three days in advance of the meeting.
e. Presides over the meeting.
f. Assures the SAC complies with the Bylaws.
g. Works in collaboration with DAC Liaison and principal to create and monitor the UIP.
h. Authors process for SAC involvement on UIP.

2. Vice-Chairperson:

   a. Is an elected position.
   b. Shall be a parent representative or a parent from the PTS.
   c. Serves a one-year term, may be re-elected for one additional one-year term, and may be elected such that the vice-chairperson will assume the chair person's role the following year.
   d. Participates in setting the agendas with the chairperson and principal.
   e. Assumes duties of chairperson when the chairperson is absent.
   f. Assumes the duties of the chairperson in the event of a resignation and until a successor chairperson is elected.
   g. Assures the SAC complies with the Bylaws.

3. Recorder:

   a. An elected or rotating position in which members volunteer to fulfill the responsibilities for a single meeting.
   b. Distributes meeting minutes to all SAC members prior to the next meeting for feedback.
   c. Maintains a file containing all committee business.
   d. Assures the SAC complies with the Bylaws.

B. District Accountability Committee Liaison:

1. Is an elected or appointed position.

2. Shall be a parent representative, a parent from the PTO, or the community member.

3. Attends all scheduled Forums and gathers information from DAC meetings to report back to the SAC. The DAC report should be listed on the SACs agenda and included in the SACs scheduled meeting dates. The DAC Liaison is the communication link (feed back, concerns, questions) between SAC and DAC.

4. Is a member of the SAC.

5. Works in collaboration with principal and SAC Chair to create and monitor the UIP.

C. Principal:

1. Principal or Principal's Designee:

a. Collaborates with the chairperson and vice-chairperson to set the meeting agenda.
b. Assures the agenda and minutes, after being reviewed by the committee, are posted.
c. Assures that the SAC complies with the Bylaws.

2. Assistant Principal:

a. Attends SAC meetings as an ad-hoc member, if needed.
b. Assumes the role of the Principal in the Principal's absence.

D. Election and Term of Office. Officers shall be elected by a simple majority of the voting members of the SAC for a term of one year. Individuals may be re-elected for one additional term by a simple majority of the voting members of the SAC.

E. Vacancy. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a simple majority of the voting members of the SAC, notice of such election having been given.

F. Resignation. Any officer may resign by giving written notice to the Chairperson or Recorder of the SAC. The resignation of any officer shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.

G. Removal. Any officer may be removed from office by vote of a simple majority of the voting members of the SAC at any meting whenever in the SAC's judgment the best interests of the SAC will be served thereby.

Article VII
Meetings

A. Regular Meetings. Regular meetings of the SAC shall be held at least quarterly.

1. A meeting schedule will be established during the first SAC meeting of the school year. Meetings shall be scheduled at a time to allow for maximum parent and community involvement.

2. Because the meetings are open to the public, no confidential information shall be discussed (e.g. disciplinary policy may be discussed, but a specific instance or enforcement of the policy may not be discussed).

3. Subcommittees may be established to meet outside of SAC meeting times to research or study a topic to be reported back to the SAC during a regular meeting.

B. Special Meetings. Special meetings may be called by any officer of the SAC, with a mini mum of five days' notice given to all SAC members.

C. Notice of Meetings. Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the school or on their website at least 24 hours in advance. The notice shall include the meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called.

D. Waiver of Notice. When notice is required to be given to any SAC member under these Bylaws, a waiver in writing signed by the person entitled to that notice, whether before or after the time stated therein, shall be the equivalent of giving such notice. Furthermore, attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not properly been called.

E. Agendas and Minutes.

1. Proposed agenda items are to be submitted to the chairperson at least ten working days before the meeting. The SAC may modify the agenda during the meeting, elect to address the topic in the future or decide not to address the topic at any meeting.

2. Meeting minutes shall be produced and distributed to members for feedback prior to the next scheduled meeting. Minutes shall be publicly available following each meeting, after they have been reviewed by the committee.

3. As provided by law and in Article III of these Bylaws, the SAC shall meet at least quarterly. Reference: C.R.S. § 22-11-402(1)(d)

F. Attendance.

1. Members:

   a. Members shall contact the chairperson or principal if unable to attend a meeting.
   b. Members who fail to attend three consecutive meetings are subject to removal in accordance with Article IV, Section G.

2. Scheduled Visitors:

a. Speakers may be scheduled to address the SAC on any topic of consider able school and community interest provided the chairperson approves the topic.

b. The chairperson shall schedule and determine the duration of each presentation.

3. Unscheduled Visitors:

a. Unscheduled visitors may address the SAC during open forum for up to three minutes.
b. The SAC reserves the right to limit the number of persons who address the committee.

G. Compliance with Colorado's Open Meetings Law. All meetings shall be open to the public with meeting time and location posted in compliance with Colorado' open meetings law, C.R.S. §24-6-401 et seq. Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado's open meetings law, C.R.S. § 24-6-401 et seq.

H. Quorum. At any meeting, a quorum shall consist of a simple majority of the voting members.

I. Voting at Meetings. At all meetings, each voting member shall have one vote. SAC members may vote when absent by giving their vote in writing to the chairperson or vice-chairperson, prior to the meeting.

J. Participation by Electronic Means. Any SAC member may participate in a meeting by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Article VIII
Decision-Making Process

Decision-making (except for election of officers, removal of officers, removal of members, and appointment of additional members) should be done using a consensus model. This process should consist of collaboratively generating a proposal, identifying concerns, and modifying the proposal to generate consensus. If consensus cannot be reached, decisions may be put to a vote of the voting members. Decisions by consensus or vote require a quorum of the SAC. To the extent decisions cannot be reached by consensus, the chairperson or the SAC by majority vote may elect to proceed under the procedural rules set forth in the most recent edition of *Robert's Rules of Order.*

Article IX

Amendments

A. Articles Not Subject to Amendment. Articles I through IX of these Bylaws may not be amended, repealed, or altered except by action of the DAC and approval by the Board of Education.

B. Additional Articles. Additional articles may be added to these Bylaws, subject to the following procedures and limitations:

1. Proposed amendments must not conflict with Articles I through IX of these Bylaws and must comply with other guidelines established by the District.

2. Subject to the above, an amendment, repeal, or alteration of the Bylaws may be proposed at any regular meeting or special meeting of the SAC.

3. Members will be provided with notice at least one meeting in advance prior to any meeting in which the SAC will discuss and approve any proposed amendment, repeal, or alteration, unless unusual circumstances exist and the SAC must temporarily approve an amendment, repeal, or alteration to meet emergency conditions. If such unusual circumstances occur, final ratification of any amendment, repeal, or alteration will occur at the next meeting.

4. Proposed amendments must be approved by a two-thirds majority vote of the voting membership to take effect.

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted by the SAC on the _____day of _____, 20__.

_____
Chairperson

February 21, 2017