

Caprock Academy

Advisory Council

BYLAWS

ARTICLE I

Name

The official name of this committee shall be the Caprock Academy School Advisory Council, hereinafter referred to as CASAC.

ARTICLE II

Purpose

The objective and purpose of the CASAC shall be to fulfill the duties of a school accountability committee in accordance with state law and as directed by the Colorado Department of Education. The committee is responsible for (1) making recommendations to the Head of School concerning priorities for spending school funds, including federal funds where applicable (2) making recommendations concerning the preparation of the school's Performance, Improvement, Priority Improvement, or Turnaround plan (whichever is applicable), (3) providing input and recommendations to the Caprock Board of Directors concerning the Head of School's development plan and evaluation, and (4) meeting at least quarterly to discuss implementation of the school's plan and other progress pertinent to the school's accreditation contract, (5) the committee will also assist with the school's family engagement policy and to assist the school personnel to increase families' engagement with teachers, and (6) the committee will publicize opportunities to serve on the CASAC.

ARTICLE III

Membership

Section 3.1 Membership. Membership shall consist of one or more person(s) from the following categories:

- The Head of School or the Head of School's designee;
- 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; and
- At least one person from the community.

Section 3.2 Diversity. The school shall strive to balance CASAC membership so that it is consistent with the ethnic/racial and gender makeup of the community it serves.

Section 3.3 Term and Attendance. Membership will be solicited at the beginning of and throughout the established school year. Prospective members will be submitted to the Board for approval as received. The term of membership is one year. Regular attendance of CASAC's meetings is an expectation. Members are expected to notify the Chairperson or Vice Chairperson of absences prior to the established meeting time. After 3 consecutive absences, members will be contacted to determine their future interest. If it is determined that the member no longer wishes to continue with their obligation, an additional solicitation will be made to the public in an effort to find a replacement member. The replacement(s) would also be submitted to the board at their next meeting for their approval.

Section 3.4 Voting. Voting privileges shall be limited to members only. A quorum consisting of a minimum of three council members (two of which are not school staff, administration or a Caprock Academy Board Member) must be present to hold a vote.

ARTICLE IV

Officers

Section 4.1 Officers. CASAC shall consist of the following elected positions:

- Chairperson (held by a parent or community member)
- Vice-Chairperson (held by the Head of School or the Head of School's designee)
- Secretary

Section 4.2 Duties.

- a.) Chairperson- to preside over CASAC meetings, along with the Vice-Chair, prepare the agenda, notify the public of upcoming meetings, make appointments to committees, be responsible for reports made to the Caprock Academy Board of Directors and to disseminate operational procedures and other pertinent information to members. The Chairperson will monitor and provide updates relevant to school accountability and finance legislation to the CASAC.
- b.) Vice-Chairperson- to insure the committee meets the minimum state requirements for school accountability committees, to provide a monthly director's report and other pertinent information to the committee. Preside over the meeting if necessary.
- c.) Secretary- to record minutes, takes attendance at all meetings, to maintain a list of members and their contact information. They will distribute minutes to the membership and will maintain the CASAC binder. Secretary will arrange for another member to fulfill the duties in the event that they are unable to attend a meeting.

Section 4.3 Election of Officers. The officers shall be elected by the CASAC members. Annual voting will take place in September. That committee will hold seats until the August meeting of the following school year.

ARTICLE V

Meetings

Section 5.1 Number of Meetings. CASAC will meet at least quarterly and more often as agreed to by the membership. Meeting dates will be established for each school year by September.

Section 5.2 Open Meetings. Meetings shall be open to the public and advertised in advance.

Section 5.3 Minutes. Minutes shall be maintained and made available one week prior to the next meeting. Meeting minutes are available to the public upon request.

Section 5.4 Special Meetings. The CASAC Chairperson and Vice-chairperson shall be empowered to call special meetings provided that each member is notified 48 hours prior to the scheduled meeting.

ARTICLE VI

Decision-Making Process

Section 6.1 Meeting Rules. In all CASAC meetings and committee meetings, the process of decision making will be one of collaboration and consensus. Roberts Rules of Order, Revised Edition, shall govern the action when a parliamentary issue arises.

Section 6.2 Quorum. A quorum necessary to conduct business at regular or special meetings will be a minimum of three members, two of which are not school staff, administration or a Caprock Academy Board Member.

ARTICLE VII

Agenda

Section 7.1 Preparation. The agenda for each meeting will be prepared by the Chairperson, and/or Vice-chairperson. The agenda will be reviewed with the Vice-chairperson prior to the meeting.

Section 7.2 Agenda Deadline. Proposed agenda items are to be submitted to the Chairperson or Vice-chairperson at least 48 hours before the CASAC meeting.

Section 7.3 Public Posting of the Agenda. The Chairperson or designee will post the agenda in a public venue twenty-four hours prior to the meeting.

ARTICLE VIII

Amendments

Section 8.1 Required Majority. Amendments to the bylaws requires a two-thirds majority vote by the membership of CASAC present at the meeting when bylaws are reviewed.

Section 8.2 Annual Review. Bylaws shall be reviewed annually and amended as necessary.

ARTICLE VIII

CASAC Charge

CASAC will advise and assist in gathering data, review and prioritize data, submit recommendations to the Head of School, receive reports from task force committee members and monitor the progress of each priority.

The committee will review and participate in:

- 1.) Action Planning
- 2.) Soliciting parents, students and staff for ideas to continue efforts towards school improvement
- 3.) Evaluating the educational program
- 4.) Reporting to the public, parents, staff and the Caprock Academy Board of Directors
- 5.) Monitoring the original Charter and the Charter School Renewal Agreement
- 6.) Reviewing the school budget

7.) Monitor school safety