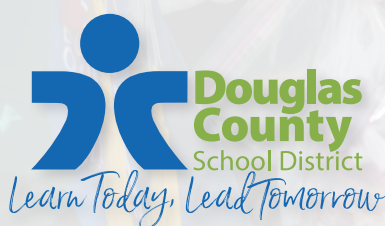


# School Accountability Committee

*Handbook*

2019-2020



# CONTENTS

## TABLE OF CONTENTS

Purpose of the Handbook	Page 3
DCSD Contact Information	Page 3
Duties of the School Accountability Committee	Page 4
School Accountability Committee Membership	Page 5
School Accountability Committee Roles	Page 6
Consensus Decision Making Model	Page 7
School Accountability Committee Best Practices Checklist	Page 9
<b>Helpful Templates and Documents</b>	<b>Page 10</b>
SAC Best Practices and Guidelines	Page 11
Sample Calendar	Page 15
Sample Agenda	Page 16
Sample Meeting Minutes	Page 17
Meeting Minutes Dos and Don'ts	Page 19
Unified Improvement Planning Processes	Page 20
Spending Priorities	Page 21
Sample Recruitment Letter	Page 22
DCSD SAC Bylaws	Page 23
Notes	Page 34

This Handbook is a result of a collaborative effort between the Douglas County School District Accountability Committee, the Community Accountability Committee and the Douglas County School District Communications Office.

# PURPOSE

## Purpose of the Handbook

The Douglas County School District recognizes the importance, shared responsibility, and partnership between family, schools, and community. Parental (including guardians and other members of the student's family involved in the student's education) involvement in the education of students contributes greatly to achievement, and to the positive school environment and experience.

This Handbook is a resource to support the people involved in developing and maintaining partnerships between our schools in Douglas County and the communities they serve. It also helps to ensure that statutory expectations for a School Accountability Committee are met.

These tools and references are intended to help create a platform of shared knowledge, collaboration and effective communication to facilitate a high-functioning School Accountability Committee in which members understand their roles and responsibilities.

# CONTACTS

## DCSD Contact Information

### **SAC/Parent Engagement Resource**

Stacy Rader, Communications Officer  
303-387-0128  
SRRader@dcsdk12.org

### **Unified Improvement Planning/School Performance**

Matt Reynolds, Chief Assessment and Data Officer  
Kirstin Freshley Richmond, Administrative Assistant  
303-387-0136

### **Spending Priorities and Budget**

Scott Smith, Chief Financial Officer  
720-433-1106  
Colleen Doan, Director of Budget  
303-433-1107

### **Safety and Security**

Rich Payne, Director of Safety & Security  
303-387-0377

### **Executive Directors of Schools**

#### ***Castle Rock Region***

Castle View and Douglas County Feeders  
Danelle Hiatt, Executive Director of Schools  
303-387-0231

#### ***East Highlands Ranch Region***

Highlands Ranch and Rock Canyon Feeders  
Corey Wise, Executive Director of Schools  
303-387-0042

#### ***West Highlands Ranch Region***

Mountain Vista and ThunderRidge Feeders  
Ian Wells, Executive Director of Schools  
303-387-0012

#### ***Parker Region***

Chaparral, Legend and Ponderosa Feeders  
Carrie Stephenson, Executive Director of Schools  
303-387-0055

### ***Activities, Athletics, and Alternative Education***

Derek Chaney,  
Director of Activities, Athletics, and Alternative Education  
303-387-0095





# DUTIES

## Duties of School Accountability Committee

The School Accountability Committee (SAC) is responsible for **advising** principals on budget priorities and the development of school improvement plans. Put another way, SACs act as sounding boards for improvement strategies and how schools and districts spend their money. Another equally important role of SACs is to increase parent and community partnerships.

### **SAC responsibilities include, but are not limited to:**

*(see DCSD SAC Bylaws on page 24 of this Handbook for more details of SAC responsibilities)*

- Advising the principal concerning the preparation of the school's Unified Improvement Plan (UIP).
- Making recommendations to the principal concerning priorities for spending school funds.
- Gathering and providing information to the principal on the needs or concerns of the school's community.
- Helping school staff increase parent partnerships with teachers, fostering the parents' role in creating students' READ plans as well as habitual truancy.
- Helping school staff increase the level of overall parent engagement with the school.
- Assisting the district in implementing at the school level the district's Parent Engagement Policy.
- Working to recruit people to serve on the SAC.

Additionally, for Priority Improvement or Turnaround schools, the SAC is responsible for:

- Publicizing and holding a SAC meeting to discuss strategies to include in a school Priority Improvement or Turnaround plan, and using this input to make recommendations to the local school board concerning preparation of the school Priority Improvement or Turnaround plan prior to the plan being written.
- Publicizing the district's public hearing to review a written school Priority Improvement or Turnaround plan.

The School Accountability Committee is a valuable resource to the school and its leadership. Should you have any questions about the duties and roles of a SAC or need help with regard to specific responsibilities, district personnel can assist. See page 4 for contact information.

For additional, specific information regarding SAC responsibilities, please consult the **DSCD Bylaws** in the appendix of this handbook.

# COMPOSITION

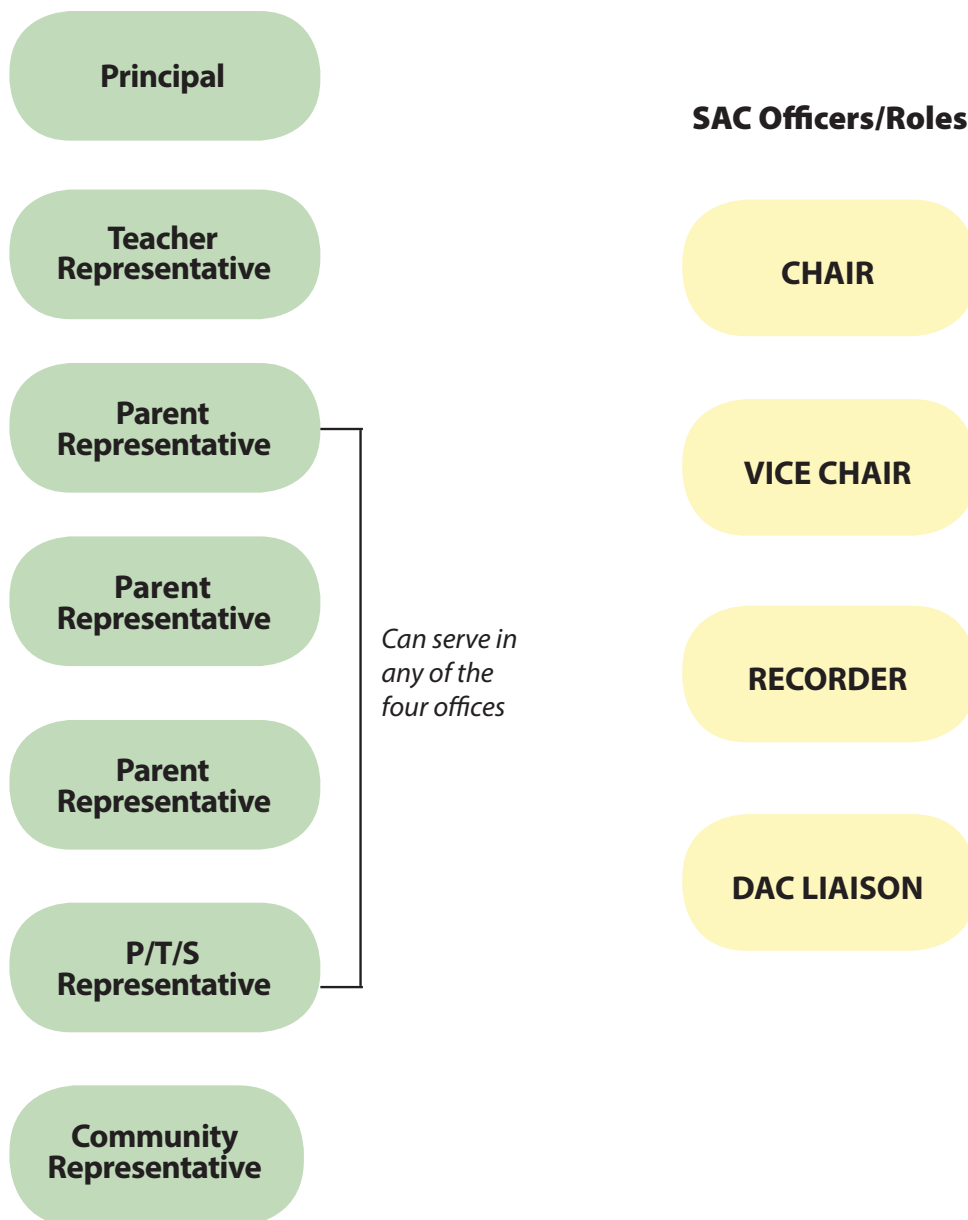
## SAC Membership

The membership of a School Accountability Committee is guided by law. At a minimum, the Colorado Revised Statutes §22-11-401 outlines that a SAC should include the principal or the principal'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 a parent-teacher-student association (PTSA, PTA, PTO), and at least one community member involved in business within the community boundaries.

Schools must ensure the number of parent representatives exceeds the number of representatives from the group with the next highest representation. SACs will make efforts to secure a balance of membership consistent with the student populations that are significantly represented within the school.

SAC Parent members are elected by the school's parent body. See sample recruiting letter on page 23 of this handbook.

**TIP: If elections are to be conducted in May, then middle and high schools should send notification of elections to feeder school 6th and 8th grade parent**



# ROLES

## SAC Roles and Responsibilities

Once the SAC membership is in place, the SAC members should elect officers. Elected or appointed SAC officers include a Chairperson, a Vice-Chairperson, Recorder and District Accountability Committee (DAC) Liaison. See DCSD SAC bylaws for more detailed information.

### Chair

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

### Principal

- Constructs the meeting agenda with the Chair
- Provides the school data and school improvement plan to the SAC for review and input
- Provides information to the SAC for review and input on spending priorities
- Oversees elections for SAC membership and to recruit likely candidates for SAC
- Provides timely data to assist the team in reviewing the Unified Improvement Plan (UIP)
- Acts as a liaison between DCSD, the school community and the SAC
- Assures the SAC complies with DCSD Bylaws

### Vice Chair

- Is an elected position
- Shall be a parent representative or a parent from the PTS
- 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 chairperson's role the following year
- Participates in setting the agendas with the chairperson and principal
- Assumes duties of chairperson when the chairperson is absent
- Assumes the duties of the chairperson in the event of a resignation and until a successor chairperson is elected
- Assures the SAC complies with the Bylaws

### Recorder

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

### DAC Liaison

- Serves as communication liaison between the District Accountability Committee and the SAC
- Works in collaboration with the principal and SAC Chair to create and monitor the UIP
- Is an elected or appointed position
- Is a parent representative, a parent from the PTO, or the community member
- 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 (feedback, concerns, questions) between SAC and DAC
- Works in collaboration with the principal and SAC Chair to create and monitor the UIP

# CONSENSUS

## Consensus Decision Making Model

Consensus decision making is a model that fosters group collaboration to generate as much agreement as possible. It offers clear and direct communication enabling all SAC members to work together to make a final decision regarding their input to the principal.

The consensus process is based on the assumption that every member of the group has a valid perspective that is crucial to making good decisions. It requires everyone in the group to be committed to common goals that are clearly understood, and to be able to differentiate between their personal preferences and what will help the group achieve its goals.

As a decision making process, consensus decision making aims to be:

**Agreement Seeking:** A consensus decision making process attempts to help participants reach as much agreement as possible.

**Collaborative:** Participants contribute to a shared proposal and shape it into a decision that meets the concerns of all group members as much as possible.

**Cooperative:** Participants in the consensus process should strive to reach the best possible decision for the group and all of its members.

**Egalitarian:** All members of a consensus decision making body should be afforded equal input into the process. All members have the opportunity to present, and amend proposals.

**Inclusive:** As many stakeholders as possible should be involved in the consensus decision making process.

**Participatory:** The consensus process should actively solicit the input and participation of all decision makers.

In most variations of consensus, once you reach the decision point there are three possible responses to a proposal:

**Consent:** Expressing general agreement, support for and willingness to abide by the proposal.

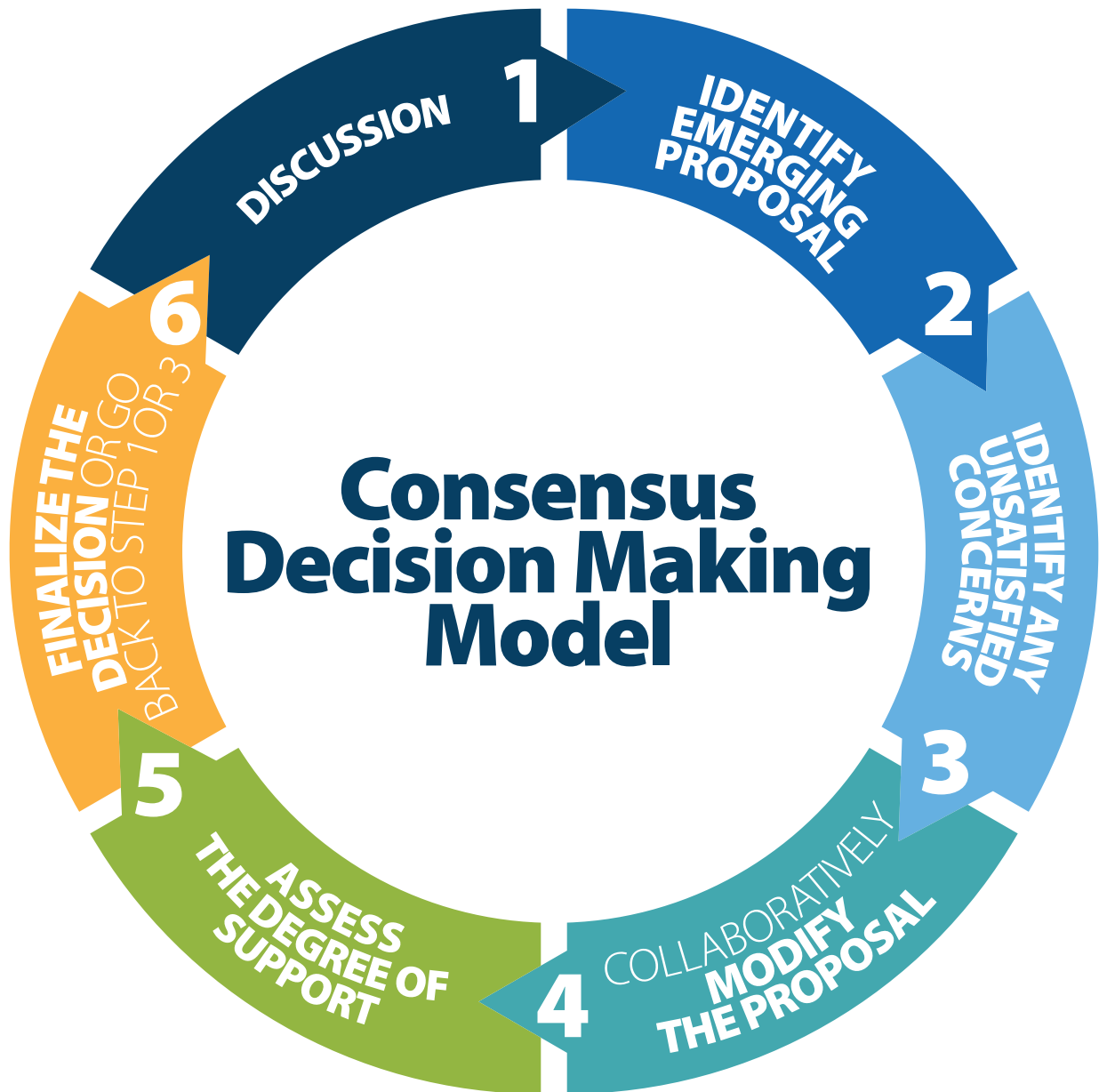
**Stand-aside:** Expressing significant concerns or disagreement, along with (perhaps reluctant) willingness for the group to proceed with the proposal.

**Block:** Expressing serious concerns that either the proposal does not align with group values or would cause a catastrophe for the organization.

It is essential to make every attempt to not use a block like you would a “no” vote. The sentiment attached to voting against a proposal in a voting situation translates to something more akin to standing-aside in a consensus setting. Blocks should only be used in extreme circumstances, in which the proposal may endanger the organization or its participants, or violate the mission of the organization.

If a block is used, or if there is an inability to reach consensus, use DCSD SAC Bylaws Article VIII “Decision Making Process” and refer to Robert’s Rules of Order.







# BEST PRACTICES

## SAC Best Practices

School Accountability Committee Best Practices are suggestions to help your SAC increase interest, ensure greater participation and provide information to your school community.

The suggestions depend on your school's unique needs and should be discussed prior to coming to an agreement.

- ☐ The school should consider completing **elections** by May. This allows the SAC to be in place when the new school year starts. This should not be construed to limit the opportunities of new parents.
- ☐ If elections are to be conducted in May, then middle and high schools should send election notification to parents of 6th and 8th graders in their feeder schools.
- ☐ Yearly **elections** and other opportunities to serve on the SAC should be well publicized using the school's customary method of communication as described above.
- ☐ The **composition** of SACs should be representative of the school population.
- ☐ The SAC must **meet** at least quarterly, and as often as is necessary.
- ☐ Consider a date and time for **SAC meetings** in which most parents would be available. Consider the general school population when deciding a date and time.
- ☐ SACs may also wish to consider offering **incentives** such as snacks, coffee and/or child care dependent based on the needs of attendees.
- ☐ The meeting schedule for the entire school year, as well as each upcoming meeting agenda and past approved meeting minutes, should be established and **publicized** on the school's website and its customary communication channels.
- ☐ Agendas should be posted at least a week in advance, but in no event shall they be posted fewer than 24 hours ahead of the meeting.
- ☐ Discussions at SAC meetings should revolve around the prescribed **duties and responsibilities** as outlined in SAC bylaws and state statute and follow the created agenda.
- ☐ Two-way communication between the **DAC liaison** and the SAC should be maintained, with the DAC information provided in the school newsletter and website.
- ☐ Review **open forum** policies as outlined in the SAC bylaws at each meeting for new attendees who may not understand the SAC's expectations.
- ☐ Visitors are encouraged to sign in to provide a comprehensive record of attendance.
- ☐ Members of the committee should receive, on a regular basis, the background information and **training** needed to carry out their responsibilities. Administrators and school staff will offer supporting information on particular issues of concern to the SAC.
- ☐ **Speakers** from the district should be utilized regarding issues of concern to the school, for guidance purposes and to provide information with regard to district policies. The DAC or principal can assist SACs in determining which staff member(s) can best address the topic at hand.
- ☐ When updating the information on your **SAC webpage**, consider providing interesting summaries of previous meetings. Also consider providing updates and upcoming meeting information in school communications.
- ☐ Schools should send out **information** at the beginning of the year to all parents defining their SAC and providing information for when the school SAC meets. The SAC should have an information table at any school-wide event, i.e. back-to-school nights, parent-teacher conferences, etc.
- ☐ As much as possible, try to ensure that **meetings** run according to schedule.
- ☐ Prior to the beginning of the year, establish your **meeting norms** with your SAC, understand the decision making process, and adopt the most recent DCSD bylaws as approved by the DCSD Board of Education.

*\*Please refer to the Best Practices document in the addendum of this Handbook.*



# HELPFUL TEMPLATES AND DOCUMENTS

### School Accountability Committee Best Practices and Guidelines

#### School Accountability Committees

##### **SAC BACKGROUND:**

In 2009, the State of Colorado passed SB 09-163, the Education Accountability Act.

This legislation mandates that every public school have a School Accountability Committee (SAC).

In 2013, the state passed SB 13-193, legislation focused on increasing parent engagement in public school, which added to the statutory responsibilities of the SAC.

**SAC Purpose.** The purpose of the SAC is to inform, encourage and provide opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes.

##### **SAC RESPONSIBILITIES:**

1. Unified Improvement Plan. One of the main responsibilities of a SAC is to define the school's academic goals and action plans in a clearly understood and communicated Unified Improvement Plan, or UIP. This plan is submitted to, and reviewed by, the district. The goals and action plans must fit within the district's goals established by the Board of Education and state standards. The must also reflect the school's performance data, community concerns and the philosophy of the school.
2. Budget priorities. The SAC makes an informed recommendation to the principal regarding spending priorities for budget expenditures of the building. The committee should review the staffing design, discretionary and nondiscretionary funds, carryover, and all other funds available to the school. The SAC is responsible for sending a copy of its recommendations to the DAC and the Board of Education (BOE).
3. Topical discussions. The SAC must discuss on a quarterly basis.
  - a. Whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school's accreditation contract with the BoE.
  - b. Safety issues relative to the school environment.
  - c. Community concerns and input regarding aforementioned duties and responsibilities.
4. General community feedback. The SAC is required to gather and provide information to the principal and DAC on the needs or concerns of the school's community.
5. Advice on accreditation contract plan. The SAC will advise the principal, superintendent and/or BoE as required concerning the preparation of their performance, improvement, priority improvement, or turnaround plan, whichever is applicable. The SAC will also submit recommendations concerning the content of the plan.

## **School Accountability Committee Best Practices and Guidelines**

6. Annual report. As the district prepares an annual report to the community and BoE on the school's performance, the SAC is encouraged to provide input and assistance.
7. Principal evaluations. SACs shall provide input and recommendations on an advisory basis to the DAC and district administration concerning
  - a. Principal development plans for the school's principal, and
  - b. Principal evaluations
  - c. (This does not mean SACs evaluate their respective principals.)
8. Other duties as assigned. Perform such other duties and responsibilities as may be required by Board policy and comply with Superintendent policies and directives.

### **Best Practices:**

- Schools should send out information at the beginning of the year to all parents explaining what a SAC is and when the school SAC meets. The SAC should have an information table at any school-wide event, i.e. back-to-school nights, parent-teacher conferences, etc.
- Upon completion the UIP should be shared and available to the school community. This can include website posting, e-mail newsletters, etc. The school should publish a summary of the UIP in a manner similar to the way it publishes other school communications.
- Community input should be sought on spending priorities. Again, this should take place via a school's usual method of communication.
- Recent statutory changes have given the SACs the responsibility of assisting the district in implementing, at the school level, the district's parent engagement policy. Watch for upcoming SAC bylaw changes that incorporate this important responsibility. For now, the SAC should assist school personnel as appropriate to increase parent engagement with teachers, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans, and plans to address habitual truancy.

### **DUTIES OF THE SAC SHALL NOT INCLUDE:**

1. Personnel issues, including hiring or evaluation of individual staff members. The SAC's responsibility is limited to providing input and advice on principal evaluations.
2. Individual student discipline issues.
3. Any issue dealing with a specific student, staff member, or parent.

### **SUNSHINE LAWS:**

SACs, as a local public body, must conform to Colorado sunshine laws for open meetings. Meetings must be posted on the school calendar at least 24 hours prior to schedule meeting. The posting place must be designated at the first regular meeting of the calendar year, and if possible, the notice should include agenda information. Meeting minutes must be posted on the school website and kept indefinitely.

## **School Accountability Committee Best Practices and Guidelines**

### **SAC COMPOSITION:**

There shall be seven voting members consisting of the principal of the school or the principal's designee, one teacher who provides instruction at the school, three parents or legal guardians of students enrolled in the school, a PTA/PTO adult, and one community member with no children attending the school. Non-voting members may be added but are not required.

### **SAC ELECTIONS:**

Election, appointment or designation of members shall occur by October 1.

### **Best Practices:**

- The school should consider completing elections in May. This allows the SAC to be in place when the new school year starts. This should not be construed to limit the opportunities of new parents.
- Yearly elections and other opportunities to serve on the SAC should be well publicized using the school's customary method of communication as described above.
- The composition of SACs should be representative of the school population.
- The SAC should meet at least quarterly, and often as needed. The school should set the SAC meeting time as appropriate for its community. It should be a goal for SACs to maximize attendance and representation. SACs may also wish to consider offering incentives such as snacks, coffee and/or child care dependent on the needs of attendees.
- The meeting schedule for the entire school year, as well as each upcoming meeting agenda and past meeting minutes, should be established and publicized on the school's website and its customary communication channels. Agendas should be posted at least a week in advance, but in no event shall they be posted fewer than 24 hours ahead of the meeting.
- Discussions at SAC meetings should revolve only around prescribed duties and responsibilities as outlined in SAC bylaws and state statute.
- Review open forum policies as outlined in the SAC bylaws at each meeting for new attendees who may not understand the SAC's expectations. Visitors are encouraged to sign in to provide a comprehensive record of attendance.
- Two-way communication between the DAC liaison and the SAC should be maintained, with the DAC information provided in the school newsletter and on the website.
- Members of the committee should receive, on a regular basis, the background information and training needed to carry out their responsibilities. Administrators and school staff will offer supporting information on particular issues of concern to the SAC.
- Speakers from the district should be utilized regarding issues of concern to the school, for guidance purposes and to provide information with regard to district policies. The DAC or principal can assist SACs in determining which staff member(s) can best address the topic at hand.



## **School Accountability Committee Best Practices and Guidelines**

### **INFORMATION FOR THE PUBLIC:**

Information on SAC meetings must be made available to the public according to state law. In order to ensure that the information reaches a wide range of people, the school should have data available in a manner to which parents at each school are accustomed. This information might be contained in a binder in the office, conspicuously placed on its website using the SAC and DAC logos, and/or included in any newsletters to parents. Note that it is a district requirement to maintain a SAC page on all school websites.

### **School Office:**

A binder can be made available to be reviewed by parents or community members regarding the activities of the SAC. If provided, the binder should include the following information.

- List of School Accountability Committee members
- Name and contact information of the SAC Chair and DAC liaison
- List of meeting dates, times and locations for the current school year
- Agendas for all meetings
- Approved meeting minutes
- Copy of the SAC bylaws

### **Website:**

The district requires that branded SAC information be available on the individual school website. At a minimum, the following should be available as a separate, conspicuous SAC page with a button on the home page of the website.

- List of current School Accountability Committee members
- Name and contact information of the current SAC Chair and DAC liaison
- List of meeting dates, times and locations for the current school year
- Agendas for all meetings
- Approved meeting minutes
- Copy of the SAC bylaws

### **Newsletter:**

If your school produces a parent newsletter, include a copy of the minutes as a way to communicate with parents or as a stand-alone email after the meeting in order to encourage involvement. In addition, the time and location of the next meeting should be listed as well as the contact person for more information.

For additional information, please visit [www.dcsdk12.org/district-accountability-committee/school-accountability-committees](http://www.dcsdk12.org/district-accountability-committee/school-accountability-committees).

# CALENDAR

## Sample Calendar

	Item	Month	Manager
FALL	<ul style="list-style-type: none"> <li>• If not done in the spring, conduct SAC elections</li> <li>• Elect SAC Officers (by October 1)</li> <li>• Schools will actively publicize and solicit parents and staff to serve on the SAC throughout the school year</li> <li>• Determine meeting schedule and publish time, date, and location of meetings, with all meetings open to the public</li> <li>• Provide training for new members</li> <li>• Send "New Year" communications to your school community – meeting dates and location information</li> <li>• Review SAC bylaws</li> <li>• Provide members budget information to discuss spending priorities</li> <li>• Ensure meeting schedule will meet requirements/objectives for SAC per bylaws and DAC</li> <li>• Discuss DAC Forum details</li> <li>• Review prior year UIP and results from state assessments, school achievement data</li> <li>• Solicit input on the UIP related to urgent challenges that are aligned with the school performance framework (SPF)</li> <li>• Other items as determined by Chair/Principal</li> </ul>	<b>August/ September</b>	
	<ul style="list-style-type: none"> <li>• Continue to discuss and develop improvement plan</li> <li>• Discuss any school safety issues raised by staff, students, parents, and community</li> <li>• Continue to discuss budget priorities</li> <li>• Submit SAC membership and meeting schedules/minutes to DAC</li> <li>• Other items as determined by Chair/Principal</li> </ul>	<b>October</b>	
	<ul style="list-style-type: none"> <li>• Continue work on the school's UIP</li> <li>• Finalize Climate and Culture Goals (optional)</li> <li>• Discuss any safety issues as needed</li> <li>• Other items as determined by Chair/Principal</li> </ul>	<b>November</b>	
WINTER	<ul style="list-style-type: none"> <li>• Continue work on school's UIP and SAC write-up (SIP Central)</li> <li>• Work on SchoolView education to community</li> <li>• Ask for/discuss any community concerns and input</li> <li>• Other items as determined by Chair/Principal</li> </ul>	<b>December</b>	
	<ul style="list-style-type: none"> <li>• Finalize school's UIP and SAC write up</li> <li>• Finalize SchoolView education to community</li> <li>• Discuss state assessment schedule</li> <li>• Provide input on the prioritization of expenditures of district moneys as requested by the DAC and/or district staff as appropriate</li> <li>• Ask for/discuss any community concerns and input</li> <li>• Provide input on spending priorities as requested by DAC</li> </ul>	<b>January</b>	
	<ul style="list-style-type: none"> <li>• Provide principal with budget priority recommendations</li> <li>• Receive a progress report from school staff on progress of the UIP</li> <li>• Prep work on school parent survey</li> <li>• Ask for/discuss any community concerns and input</li> <li>• DAC Forum</li> <li>• DAC Liaison reports on DAC Forum</li> </ul>	<b>February</b>	
SPRING	<ul style="list-style-type: none"> <li>• Review progress on actual steps from school improvement plan</li> <li>• Discuss any adjustments needed to school improvement plan</li> <li>• Advise DAC on principal evaluation progress (if requested)</li> <li>• Continue budget discussions for next school year</li> <li>• Begin process to elect SAC members for next school year</li> <li>• Create and issue school parent survey</li> <li>• Ask for/discuss any community concerns and input</li> </ul>	<b>March</b>	
	<ul style="list-style-type: none"> <li>• Finalize next fiscal year SAC member elections</li> <li>• Review data from parent surveys</li> <li>• Work on school budget/override funds for next fiscal year</li> <li>• Ask for/discuss any community concerns and input</li> </ul>	<b>April</b>	
	<ul style="list-style-type: none"> <li>• Finalize next fiscal year budget recommendations</li> <li>• Receive final update on current year UIP priorities</li> <li>• End of year principal report</li> <li>• Revisit SAC Criteria Assessment and evaluate your SAC; identify areas for improvement</li> <li>• Elections for next FY SAC officers</li> <li>• Ask for/discuss any community concerns and input</li> </ul>	<b>May</b>	

### AGENDA TEMPLATE

**<School Name>**

**Meeting Date:**

**Time:**

**Location:**

### **AGENDA**

#### **SAC Committee:**

At least 7 members with title and terms of membership/office

#### **(Time) Meeting Logistics:**

Call to Order

Introductions

Quorum (Committee Members Present)

Numbers of Attendees

Approval of prior months minutes

#### **(Time) Standing Reports:**

Chair Report

DAC Report

PTS Report

Community Report

Teacher Report

Principal Report

#### **(Time) Follow-up/Unfinished Business:**

- Agenda items carried over from the last meeting

#### **(Time) New Business:**

- Agenda items that need to be addressed/reported out
- Agenda items that need a decision made based on using consensus decision making model
- If consensus can't be met differ to Robert's Rules of Order

#### **(Time) Open Forum:**

- Any questions, concerns from attendees and/or the committee
- Item(s) to task the SAC committee to report back on
- Proposal for the SAC committee to consider
- Item(s) to add to the next meeting's agenda

#### **Adjournment:**

**Motion to adjourn at (time)**

# MINUTES

## Meeting Minutes

*MINUTES SAMPLE*  
**Alpha Bravo High School**  
**August 20, 2017**  
**Time: 6:30 pm**  
**Location: ABHS Library**

### MINUTES

#### **SAC Committee**

Ann Bee, Chair (Parent Representative)  
Chris Dun, Vice Chair (Parent Representative)  
Elaine Flynn, Recorder (Parent Representative)  
Greg Hill, Parent Representative  
Ian James, Parent Representative  
Kate Lynn, Parent Representative  
Mary Nixon, PTS Representative  
Olivia Paul, DAC Liaison  
Quin Ryan, Community Member  
Scott Thomas, Teacher Representative  
Victor Williams, Principal

#### **Meeting Logistics**

**Call to Order:** 6:32 pm

**Quorum:** All committee members were present quorum was met (Include members attendance by name)

**Numbers of Attendees:** 5

**Motion to approve the September 1, 2017 Minutes: Seconded - Carried**

#### **Standing Reports:**

##### **Chair Report**

- SAC Bylaws have been revised as of February 21, 2017 and adopted by the BoE and are posted on the district website under SAC resources
- Revised Bylaws have been signed and dated as adopted by chairperson of Alpha Bravo High School

##### **DAC Report**

- DAC Fall Forum is scheduled for October 26, 2017
- DAC Bylaws are being reviewed by a committee to provide revised DAC Bylaws for approval of the BoE in the near future
- DAC Budget Session is scheduled for September 10, 2017 at 6:00 pm at Castle Rock Middle School
- Long Range Planning Committee (LRPC) is looking for volunteers  
(Report to be submitted for SAC to publish for community distribution)

##### **Teacher Report**

- Back to school night will be held on September 5, 2017 from 4:00 pm – 8:00 pm
- Math team is researching a new math curriculum
- AP Literature has sent in the following books “ABC” and “DEF” for district approval to add as approved literature  
(Report on matters of interest the SAC requests)

##### **Community Report**

- Castle Rock Adventist Hospital is hosting a community mental health information night on October 1, 2017 for parents to attend
- Fire House Subs is offering 20% off to teachers and students with ID the month of October  
(Report on topics of interest the SAC requests – BoE meeting follow-up, etc)

**PTS Report**

- Pop-socket fundraiser
- Selling at football games and various lunch times
- Spring Fundraiser has been cancelled
- Seeking volunteers for teacher appreciation week

**Principal Report**

- Current enrollment is at 1234
- October 1 will be student count day to determine our enrollment numbers we will turn into the district
- Next month we will have to complete a district budget survey
- We are looking to hire a .5 PE teacher  
(Report on matters of interest the SAC requests)

**Follow-up/Unfinished Business**

- Website  
Launch of the new website is scheduled for November 10, 2017

**New Business**

- Climate Culture Survey  
Survey will be emailed to parents, teachers and staff by the end of October and feedback shared out at our November SAC meeting
- Graduation Requirements  
Students will now be required to take 4 years of foreign language to graduate starting 2021
- Winter Assembly  
Consensus was met that the winter assembly will hire The Link Group

**Open Forum** (Include all comments/responses made from guests)

- What foreign language electives will be offered next year
- Will PARCC testing continue this year
- Task the SAC to report out on clubs being offered for the 2017-2018 school year since it appears the website it not updated

**Adjournment**

**Motion to adjourn at 7:50 pm: Seconded – Carried**



# MINUTES

## Meeting Minutes

Meeting minutes are written documentation that is used to inform attendees and non-attendees about what was discussed and what happened during a meeting. The meeting minutes are generally taken during the meeting so that participants have a record of what happened during the meeting. Minutes should be published in a timely manner and distributed to the school through newsletters or websites.

### Minutes Dos & Don'ts

#### Why We Take Minutes

- Taking minutes is a key role that should not be taken for granted or overlooked at any meeting.
- Meeting minutes play a key legal function, and it's important to take them correctly.
- As on all matters of meeting procedure, Robert's Rules of Order offers more detailed information on taking proper minutes if needed for additional reference.

#### Minute Do's:

- Do keep minutes at ALL meetings
- Do keep minutes at any meeting where people vote
- Do list where the meeting takes place, along with date and time
- Do include call to order start time
- Do include adjournment time
- Do list the number of attendees (approximate if the group is large) and whether a quorum is present
- Do format your notes to follow the agenda
- Do record all proposals with "final decision" made by consensus; record all motions and results as "Carried" or "Not Carried"
- Do be concise - It's not necessary to go on at length in the minutes
- Just record specific motions and votes, and key business.

#### Minute Don'ts:

- Don't list the names of people who make and second motions
- Don't detail the debate over an issue - In your formal notes, you just need the facts. Minutes should record what is done at meetings, not every word that is said
- Don't list the vote count - outcome is enough (i.e., carried or did not carry).
- Don't be shy about asking for clarification during the meeting to get a point straight in your notes
- Don't wait to type up the minutes from your notes. Do it the same day or the next day, while you still remember what occurred.

#### Minutes Disbursement

- ☐ Take Minutes
- ☐ Send to Recorder
- ☐ Share with SAC prior to next meeting
- ☐ Approve at next SAC meeting
- ☐ Post to SAC website

## Unified Improvement Planning

Unified Improvement Planning was introduced to streamline the improvement planning components of state and federal accountability requirements.

The common Unified Improvement Planning (UIP) template and planning processes used represent a shift from planning as an “event” to planning as a critical component of “continuous improvement.”

This process reduces the total number of separate plans schools and districts are required to complete with the intent of creating a single plan that has true meaning for its stakeholders.

Because DCSD schools and the Douglas County School District are required to publicly post their improvement plans through the state department of education website ([www.schoolview.org](http://www.schoolview.org)), Unified Improvement Planning allows external stakeholders to learn about schools’ and districts’ improvement efforts.

## Questions to start the SAC discussion surrounding the UIP

**A**re there patterns in the performance framework data? (Achievement, Growth, Postsecondary Workforce Readiness)

**W**hat is the school/DCSD working on?

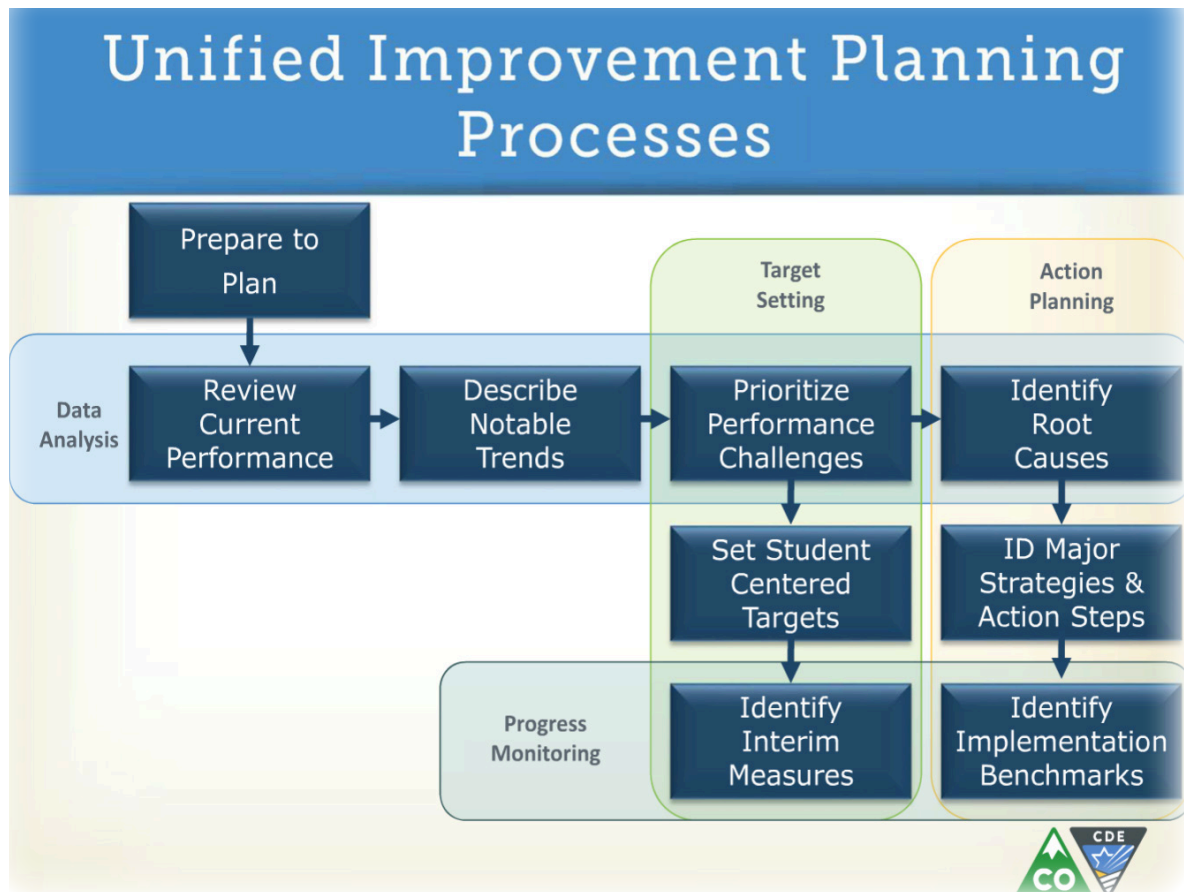
**W**hat are the future plans?

### Principals:

- Prior to your SAC meeting discussion on the UIP, you may provide information surrounding the protocol surrounding the UIP process.
- Also, provide prior year sample data for better discussion and insights regarding possible trends or outliers.

### Additional Resources

Colorado Department of Education - Unified Improvement Planning  
[www.cde.state.co.us/uip](http://www.cde.state.co.us/uip)



# SPENDING

## Spending Priorities

Beginning in FY2008-09, the Douglas County School District (DCSD) instituted Site Based Budgeting (SBB) on a district-wide basis.

Believing that the best and most informed decisions can be made closest to the end user, the Douglas County School District moved to eliminate the central allocation of resources to schools and instead moved to a site-level decision making process. DCSD made the change to Site-Based Budgeting in order to create a more effective, transparent, and equitable funding system across the district.

One of the statutory requirements of the School Accountability Committee is to recommend the priorities for spending school discretionary monies. These priorities should be aligned with guiding principles and performance goals, and based on the best available data supporting maximum effectiveness in use of funds toward increasing student performance.

## Questions to start the SAC discussion surrounding Spending Priorities

**W**here can we maximize spending to meet the greatest needs of our students based on performance?

**C**an we meet any of these spending needs through community partnerships?

**W**hat are the future plans and what funds will we need to meet them?

### Principals:

For greater, more beneficial input, consider providing:

- Your Site Based Budget
- Prior spending priorities
- Past and projected enrollment
- Carryover amount
- Assessment data to discuss funds needed for academic performance improvement

### Sample Budget Priorities

1. Teacher Pay
2. Site Based Budgeting
3. Capital Improvements
4. Class Sizes
5. Mental Health
6. Transportation
7. Technology

# RECRUITMENT

## Sample Recruitment Letter

### Our School Needs You

#### **Do you want the community to know what's great about our school and why their kids should attend here?**

Have you ever had a concern or frustration about our school but didn't know what you could do to address it or change it? Do you know how to have a voice in what's going on in our school? Do you know how to actually make a difference in our school? **The School Accountability Committee may be the place for you!**

**The purpose of SAC** is to inform, encourage and provide opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes.

What does that mean exactly? It means we discuss things like:

- Budget Priorities
- Staffing needs
- Technology
- Principal Evaluation Tools
- Community Concerns and Opinions
- Unified Improvement Plans (the school's academic goals and action plans)
- The Annual Report
- Safety Issues
- Testing
- Calendars
- Other items that may be impacting our school

The SAC reports information as required to the District Accountability Committee (DAC). The DAC meets monthly and makes recommendations to the Douglas County School Board of Education regarding spending district money, charter school applications, school improvement plans and issues for study as well as teacher and principal assessment tools. [This is how we can impact what happens in our school.](#) We help influence the decisions that ultimately impact every student in the school, and possibly the district.

**We need parent representatives** that reflect our school's amazing diversity to be a part of the SAC. **That means you!**

#### **Becoming a member of the SAC means:**

- **attending the SAC meeting** which must happen quarterly, but may happen monthly if needed. The time and dates of the meetings will be decided by the SAC in order to accommodate the schedules of our community to ensure the greatest opportunity to attend.
- **becoming informed** about school programs and budgets - specialists may be invited to SAC meetings to help educate the members.
- **becoming a voice for our school.**

We are currently assembling our SAC Committee for the next school year. Nominations and an election are required to fill the four parent voting positions: Chairperson, Vice Chairperson, Recorder and/or DAC Liaison. Information about what each of these positions entails can be found at [www.dcsdk12.org/district-accountability-committee](http://www.dcsdk12.org/district-accountability-committee). Scroll down to 'About DAC' and click 'SAC Resources' and then under 'School Accountability Committee, click 'Bylaws'. You don't need to be in one of the four voting positions to be a part of the SAC - the more parents involved, the better!

If you are interested in nominating yourself or another person for a voting position, or participating in the SAC, please contact <insert staff-person email>. Nominations will be accepted until <date>. The nominations will be presented to the parent community and voting will take place from <date-date>.

**We look forward to your participation on our SAC!**

This sample SAC letter was created by South Ridge Elementary SAC member, Stephanie Pollock.

**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. Duties and responsibilities of the SAC shall not include:
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 meeting 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 minimum 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 considerable 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's 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

# NOTES

Notes



