

Bylaws of Arrowhead Elementary Accountability Committee

BYLAWS

OF

Arrowhead Elementary School

SCHOOL ACCOUNTABILITY COMMITTEE

ARROWHEAD ELEMENTARY CCSD5

Article 1

Name

The name of the school accountability committee within the Cherry Creek School District D5 ("School District" or "District") shall be "Arrowhead Elementary School Accountability Committee," hereinafter referred to in these Bylaws as the "SAC".

Article II

Purpose of the Council

The purpose of the SAC is to inform, encourage and provide opportunities for parents 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 Performance, Improvement, Priority Improvement, or Turnaround 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 adopt 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 DAC for review by **January 31, each year**.
 2. To recommend to the principal its priorities for spending school moneys. The principal shall consider the SAC recommendation 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.
 3. The SAC shall 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.
 - 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 this 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.
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. Perform such other duties and responsibilities as may be required by Board policy and comply with Superintendent Policies and directives.

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. **Establishment and Composition.** There shall be a minimum of seven (7), but no more than fifteen (15) voting members, consisting of:

1. **Principal** - The principal of the school or the principal's designee.
2. **Teacher** - One teacher who provides instruction at the school. This may be a rotating position.
3. **Three parents or legal guardians** - Three parents or legal guardian of students enrolled in school. *There must always be at least one more parent than school representative.*
4. **PTCO Adult** - One adult member of an organization of parents, teachers, and students recognized by the school. If the school does not have a recognized PTCO 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 and, if practical, represents the business community. "Community" is defined broadly to mean lives or owns a business in the Cherry Creek Community and is not a relative of or a legal guardian of a student attending the school they represent.
6. **Non-Voting Members** - At the option of the SAC, non-voting members may be selected by a simple majority vote of the above voting members. Non-voting members will be active participants in SAC, but will not be called upon to vote should a vote of the SAC be necessary.

B. **Employment Limitation for Voting Members.**

1. No more than three voting members may be employed by or 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 Cherry Creek School District D5.

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 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 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, SAC voting members 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 minimum one-year term with a two-year consecutive term maximum.
 - E. Vacancies. Any vacancy 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 Article V; Section E., is maintained.
 - 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 misdemeanor crime involving unlawful sexual 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. Dates for Electing, Appointing or Designating Members. Election, Appointment or Designation of members shall occur by October 1st.
- B. Teacher Member(s). The Teacher Member may be a rotating member and should be selected on or before October 1st. All licensed professionals who provide instruction at the school or who have an office at the school will be invited to attend.

C. Appointment of Community Member. A community representative shall be nominated to the SAC on or before October 1st.

D. Election of Parent or Legal Guardian Members.

1. Notice of Election. The notice of election shall occur by means of the school *website, school* newsletter or similar format, and will include notice of the dealing for submission of nominations. The notice will allow sufficient time for submitting nominations and conducting the election prior to September 15th.

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. Nomination shall be submitted in writing to the principal of the school or SAC Chairperson.

3. Conducting the Election. Any parent 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, If there are more people nominated than there are positions available, 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 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 - alternate methods are appropriate, if the method used can assure only one vote per person.

d. 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 has been followed.

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.

F. Good faith efforts. If, after making good-faith efforts, a principal or 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 for the SAC which plan shall reflect the membership specified in Article IV, Section A as much as practicable.

Article VI

SAC Officers, DAC Liaison, and School Principal

A. The Officers of the SAC Shall Consist of a Chairperson, Vice-Chairperson and Recorder.

1. Chairperson:
 - a. Is an elected position.
 - b. Should be a parent representative.
 - 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 five 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. Should be a parent representative.
 - 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 chairperson'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. Submits meeting minutes for distribution to all SAC members prior to next meeting.
 - c. Maintains a file containing all committee business.
 - d. Assures the SAC complies with the Bylaws.

B. District Accountability Committee (DAC) Liaison:

1. Is an elected or appointed position; may be on a rotating basis.
2. Should be a parent or community member.
3. Attends all scheduled Forums of the DAC and reports back to the SAC, providing a communication link between the SAC and the DAC.
4. Is a member of the SAC.
5. Works in collaboration with the principal and SAC Chair to create and monitor the UIP.
6. Reports to DAC on UIP priorities.

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 are posted to the school website, within one week of the meeting.
- c. Assures that the SAC complies with the Bylaws.

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

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 public, no confidential information shall be discussed at these meetings. (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.

B. Special Meetings. Special meetings may be called by any Officer of the SAC, with a minimum of five (5) 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 at least twenty four (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 to the meeting has not properly been called.

E. Agendas and Minutes.

1. Proposed agenda items are to be submitted to the chairperson at least five 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 before the next scheduled meeting. Minutes shall be publicly available, specifically posted to the school website, within one week, following each meeting.
3. As provided by law and in Article III of these Bylaws, the SAC shall meet at least quarterly.

F. Attendance.

1. Members:
 - a. Member 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:
 - . Speakers may be scheduled to address the SAC on any topic of considerable school and community interest provided the chairperson approves the topic.
 - a. The chairperson shall schedule and determine the duration of each presentation.
3. Unscheduled Visitors:
 - . Unscheduled visitors may address the SAC during open forum for up to three minutes.
 - a. The SAC reserves the right to limit the number of persons who address the council.

G. Compliance with Colorado's Open Meeting Law. All meeting 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.*

- 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 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 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. If consensus cannot be reached, decisions may be put to a vote of the voting members. Decisions by consensus or vote require a quorum (simple majority of voting members) 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 be amended, repealed, or altered by action of the SAC and approval of 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 amendment must be approved by a two-thirds majority vote for 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_____

Recorder

Print Name