

## DISTRICT ADVISORY ACCOUNTABILITY COMMITTEE

### Policy

DAAC By-laws

#### **ARTICLE I: Name**

The name of this organization will be the District Advisory Accountability Committee, or DAAC, an advisory committee to the Board of Education, Colorado Springs Public Schools, District No. 11.

#### **ARTICLE II: Purpose**

The purpose of the DAAC is to make recommendations to the Board of Education relative to the administration of the program of accountability as provided by state law to include accreditation, and budget as related to achievement.

#### **Article III: Responsibilities:**

1. Support individual schools in the development of their school improvement plans.
2. Review and evaluate school improvement plans as part of the juried process, prior to submission to the board of education.
3. Review and make recommendations regarding student achievement and learning environment relative to the defined requirements.
4. Make recommendations about the prioritization of expenditures of district monies related to student achievement.
5. Prepare an annual report to the public and the DISTRICT 11 BOARD OF EDUCATION.
6. Review charter school applications and report to the District 11 Board of Education the findings of the review.
7. Participate in the District Accreditation process and the development of the District Improvement Plan.

#### **ARTICLE IV: Membership**

The membership of the DAAC will be approved by the Board of Education.

#### **Section 1**


The DAAC will consist of one representative from each school within the District including and District 11 charter schools, and up to ten representatives from the community at large (taxpayers). Each school will be entitled to have one voting member representative serve on the DAAC.



Recommendations for school representatives will be submitted to the DAAC Executive Committee by each Building Advisory Accountability committee (BAAC) by the close of the school year previous to the term of membership but no later than September 30.

The DAAC Executive Committee will solicit application for community representatives.

## **Section 2**

The term of membership on the DAAC will be one year and may be renewed. The DAAC Executive Committee will forward recommendations for membership to the Board of Education, for approval,  later than the end of October of each year.

The membership year will be from August 1 to July 31.

## **Section 3**

Regular attendance is expected. In the event a DAAC member cannot attend a meeting, he or she is expected to find a replacement for that meeting or notify the associated school principal or the District liaison office in advance concerning this absence.

## **Section 4**

The Board of Education will name a director or directors from its membership to serve as liaison to the DAAC.

## **Section 5**

The DAAC will be provided and Administrative Resource from the Department of Instruction.

## **ARTICLE V: Officers and Executive Committee**

### **Section 1**

The executive committee will have general supervision of the affairs of the DAAC between its regular meetings, review and give preliminary approval to subcommittee work plans, and will perform such other duties as specified in the by-laws. However, none of its acts may conflict with action taken by the DAAC.

### **Section 2**

The executive committee will consist of the following: chairman, vice-chairmen, chairmen of subcommittees, the administrative resource person, the board of education liaison(s) and members at large, up to a maximum of five.

### **Section 3**

The elected officers will be a chairman, vice-chairmen and members at large, with no more than one vice-chairman from each of the High School clusters.

#### **Section 4**

The term of office will be one year or until their successors are elected. The chairperson may serve no more than two consecutive years.

#### **Section 5**

The chair, vice-chairs, and at-large members of the executive committee will be elected by a majority vote at the May meeting. They will assume office August 1 of that year.

#### **Section 6**

The chairman will call and preside at all meetings, appoint subcommittee chairmen and, in general, conduct the business of the DAAC. The District Advisory Accountability Committee chairman also will serve as chairman of the executive committee and will call meetings of the executive committee.

The Superintendent appoints an administrative resource person to the DAAC.

#### **Section 7**

The designated vice-chairman (in alpha order, by cluster) will serve in the absence of the chairman.

#### **Section 8**

In the event that a chair, vice-chair(s) or executive committee member is unable to complete their term, the executive committee will nominate a replacement to be approved by the DAAC and then approved by the District 11 Board OF Education.

#### **Section 9**

An executive committee member may not vote as a school representative.

#### **Section 10**

The DAAC Executive Committee will develop charges for the vice-chair persons prior to October 15 of each academic year. The charge will be approved by DAAC.

### **ARTICLE VI: Subcommittees**

#### **Section 1**

During any school year there will be, at a minimum, a Budget, Nominating and an Accreditation subcommittee. Additional subcommittees will be formed as deemed necessary by the DAAC Executive Committee.

#### **Section 2**

The chairman, vice-chairmen and at large members will be ex-officio members of all subcommittees except the nominating committee. The District will provide Administrative/secretarial support to the subcommittees as necessary.

### **Section 3**

Sub-Committee chairs will give notice of all committee meetings to the DAAC chairman and administrative resource person to be reported to the DAAC.

### **Section 4**

Each additional subcommittee will submit a proposed goals and membership list, for the review and preliminary approval of the DAAC Executive Committee. Subcommittee goals will be sanctioned by the DAAC and submitted to the BOE for final approval.

### **Section 5**

The DAAC Executive Committee will determine the term of membership for subcommittees.

## **Nominating Sub-Committee**

### **Section 1**

A nominating committee of at least three members elected at the March meeting will nominate at least one candidate for each elected office. Nominees' consent will be required to be considered as a candidate for office. Elections will be held at the May meeting of the DAAC.

## **Budget Subcommittee**

### **Section 1**

The Budget Subcommittee will make recommendations, as approved by the DAAC, to the Board of Education relative to cost containment and the prioritization of expenditures of school District monies as related to student achievement, and perform additional non-administrative functions as directed by the Board of Education and sanctioned by the DAAC.

### **Section 2**

The terms of the members of the Budget Subcommittee will be overlapping in order to provide synergy within the committee and will be subject to annual approval by the Board of Education.

The DAAC Executive Committee will recruit and submit to the Board of Education for their approval, new members of the Budget Sub-committee. The Board of Education may add members or remove members as needed with DAAC executive consensus.

### **Section 3**

Subject to BOE approval, the DAAC executive committee will approve the Budget subcommittee chair and vice-chair(s).

### **Section 4**

The DAAC chairman, one designated DAAC vice-chair(s) and a representative of the administration will be ex officio members of the Budget Subcommittee.

## **Accreditation Sub Committee**

### **Section 1**

The Accreditation Subcommittee will make recommendations, as approved by the DAAC, to the Board of Education relative to Accreditation of the District and the development of the District Improvement Plan.

### **Section 2**

The terms of the members of the Accreditation Subcommittee will be overlapping in order to provide synergy within the committee and will be subject to approval by the Board of Education.

The DAAC Executive Committee will recruit and submit to the Board of Education for their approval, members of the Accreditation Sub-committee. The Board of Education may add members or remove members as needed with DAAC executive consensus.

### **Section 3**

Subject to BOE approval, the DAAC executive committee will approve the Accreditation subcommittee chair and vice-chair(s).

### **Section 4**

The DAAC chairman, one designated DAAC vice-chair(s) and a representative of the administration will be ex officio members of the Accreditation Subcommittee

## **ARTICLE VII: Meetings**


### **Section 1**

All meetings will be open to the public. Meetings of the DAAC and DAAC Executive Committee will be held monthly during the year. Meeting dates and times will be set by the Executive Committee. Meeting notices will be posted as required by law and in school buildings.

### **Section 2**

Notification of DAAC meetings will be sent to all DAAC members, all principals, Board of Education Members, and appropriate administration officials.

Dates of regular meetings of the DAAC will be provided in public announcements and made available in printed form to the news media and public.

Notification of all special/rescheduled meetings will be sent to schools and the news media sufficiently in advance for the public to be notified. The news media will be notified in event of  emergency meetings.

Any person or organization that requests notification of all meetings, or of meetings where specified topics will be discussed, will be provided when requested with reasonable advance notice.

### **Section 3**

Proper notice having been given, the members present will constitute a quorum.

### **Section 4**

Special meetings may be called by the chairman, four members of the executive committee or a majority of the membership. At least seven days advance notice of special meetings will be given to members.

## **ARTICLE VIII: Rules of order**

The current edition of Roberts Rules of Order, Newly Revised, will be the authority of parliamentary law in meetings.

## **ARTICLE IX: Amendments**

### **Section 1**

These by-laws may be amended by a two-thirds vote of the membership present at any regular meeting following prior written notice of the proposed changes of at least seven days to all members.

### **Section 2**

All amendments to the by-laws are subject to approval by the Board of Education.

Approved December 6, 1971

Revised December 15, 1977

Revised December 9, 1981

Revised November, 1986

Revised February 28, 1990

Revised November, 1991

Revised October, 1995

Revised May, 2002

**LEGAL REFS.**

C.R.S. 22-7-104

C.R.S. 24-6-402

**CROSS REF.**

Sunshine Law

Colorado Springs School District Eleven, Colorado Springs Colorado

May, 2002

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