

PALMER SCHOOL ACCOUNTABILITY COMMITTEE (SAC)

ARTICLE I. NAME

The name of the organization shall be the Palmer School Accountability Committee (SAC).

ARTICLE II. PURPOSE

The school accountability committee (SAC) represents the school community's point of view at large. The SAC concerns itself with the improvement of education, safety, and learning environment for students at this school. Toward the accomplishment of this purpose, the SAC works in cooperation with the Principal to:

- Adopt rules for its operation (by-laws) consistent with these organizational guidelines
- Request assistance from the school's DAC cluster Vice Chairman or other DAC Executive.
- If a performance or improvement plan is required based on the school's accreditation status, advise the principal concerning preparation of the school's Performance or Improvement plan if either type is required based on the school's accreditation status, and make recommendations regarding the contents of the plan [per C.R.S. 22-11-403 thru 22-11-406].
- If a priority improvement plan or turnaround plan is required based on the school's accreditation status, publicize and hold a public SAC meeting to receive input concerning possible strategies to be included in the school Priority Improvement plan, or Turnaround plan if either type is required based on the school's accreditation status. The SAC shall make recommendations to the principal and Board of Education (Board) concerning the contents of the school Priority Improvement plan or Turnaround plan, taking into account recommendations received at the public meeting. *[At a minimum, the plans must identify the local, state, and federal resources that the school will use to implement the identified strategies with fidelity and incorporate strategies to increase parent/guardian engagement in the public school.]*
- In coordination with the principal, submit the school's plan to the DAC and District Superintendent (or designee) by the date specified by the Superintendent (or designee).
- Publicize the Board public hearing held to review the school's written Priority Improvement or Turnaround plan, if such a plan is required. Members of the SAC are encouraged to attend the public hearing.

- At least quarterly, the SAC should assess, in coordination with the principal, the achievements and challenges relating to successful implementation of the school's Performance, Improvement, Priority Improvement, or Turnaround plan whichever is applicable.
- Make recommendations to the principal on priorities for the expenditure of school funds with a focus on student academic growth and safety; and identify additional funding needs as appropriate. The SAC shall send copies of its recommendations for the upcoming school year to the DAC, Superintendent (or designee) and Board of Education not later than 1 February of each year.
- Publicize opportunities to serve and solicit parents/guardians to serve on the SAC. In soliciting parents/guardians to serve on the SAC, the SAC shall direct the outreach efforts to help ensure that the parents/guardians who serve on the SAC reflect the student populations represented in the school.
- Assist the District in implementing at the school the parent/guardian engagement policy adopted by the Board.
- Assist school personnel to increase parents'/guardians' engagement with teachers, including but not limited to parents'/guardians' engagement in creating students' Individual Career and Academic Plans, and in creating students' plans to address chronic absenteeism and/or habitually truant.
- Provide input and recommendations to the DAC and District administration, on an advisory basis, concerning school principal evaluation procedures and development plans.
- Develop additional SAC areas of study, as needed, which will address the educational needs of the school.

ARTICLE III. MEMBERSHIP

The SAC membership composition will be developed in accordance with the guidelines in policy AE, Accountability/Commitment to Accomplishment. A parent/guardian shall not be eligible to serve *as a parent/guardian* on the SAC if he or she is employed by the school or a relative is employed by the school. In accordance with state law, relative is defined as a person's spouse, son, daughter, sister, brother, mother, or father.

The membership year shall be the school year. The SAC will encourage terms of membership of two years so that over this period members may develop a full understanding of, and make significant contributions to, the accountability process in their school. Individuals may serve for multiple terms.

The SAC will make a best effort to stagger these terms of membership so that no more than approximately one-half of the committee's membership expires in any one year. Subject to the

approval of the SAC, the school Principal and/or Chairman will make recommendations for vacant positions for unexpired terms.

The school shall strive to have a balance of membership consistent with the school's racial/ethnic/economic/special education/gifted/migrant and English Language Learner (ELL) student representations.

To the extent feasible, the SAC shall consist of *at least* seven (7) members to include, at a minimum:

- 3 parents or legal guardians of students in the school
- 1 adult representing the Palmer PTO, Palmer PTA, Palmer Pride, or other Palmer parent organization, if one exists. Any active member of the parent organization may fill this role; it need not be a separate person from those listed above.
- 1 teacher who instructs in the school
- The school principal or his/her designee
- 1 representative of the CSHS/PHS Alumni Association or 1 person from the local school community
- The Student Body President or designee

The school Principal and Chairman, with advice from representative organization(s) of parents, teachers, and students, will make a good faith effort to meet the membership criteria outlined above.

Missing 25% of the meetings scheduled during a school year shall be grounds for recommendation to the committee for replacement with someone of like relationship to the school/district.

ARTICLE IV. OFFICERS, TERMS, AND DUTIES

A Chairman and Secretary will be elected from the SAC membership. Optionally, a Vice Chairman or Co-Chairman may be elected. The term of office will be two years, and may be renewed at the discretion of the SAC. All officer positions will be limited to four consecutive years. The Chairman, Co-Chairman, and Vice Chairman should be a parent/guardian elected from the parent/guardian representatives on the SAC.

Officers will be elected by the majority of the membership present at the last meeting of the existing school year or at the first meeting of the next school year but no later than Sept 1st of each year.

The Chairman will preside at all SAC meetings, appoint subcommittee chairs as needed and, in general, conduct the business of the committee.

The Vice Chairman shall act as aide to the Chairman and shall perform the duties of the Chairman in the absence or inability of that officer to act.

The Secretary will take minutes of the meetings, record attendance and provide a written copy for the records. The Secretary shall also maintain a membership list and have a current copy of the by-laws.

If the SAC Chairman is unable to serve as Palmer's delegate to the DAC, a DAC Delegate will be elected from the parent/guardian representatives on the SAC. It is the responsibility of the DAC Delegate to

represent the school on the DAC, solicit input from the SAC for items to be discussed at upcoming DAC meetings, and provide updates from the DAC to the SAC.

The SAC will submit the names of the school's SAC officers and DAC representative(s) for the current school year to the DAC Executive Committee no later than September 30th of each year. [Note: Per File AE-R-1, DAC By Laws, the term of DAC members is Aug 1 to July 31.]

ARTICLE V. MEETINGS

Meetings will be held at least quarterly but more typically monthly during the school year to address the goals and items listed under "Purpose" above. At least quarterly the SAC will assess, in coordination with the Principal, the achievements and challenges relating to successful implementation of the school's performance plan.

The SAC shall meet on the second Thursday of each month, August through May, starting at 7 am, at the school. A future meeting may be cancelled or rescheduled by majority vote at the prior meeting or, on or prior to the day of the meeting, by the Chairman in the event of inclement weather or other special circumstance.

All meetings will be open to the public. Meeting notices and minutes will be posted in school buildings and on the SAC web site. Member notification will be by email or other electronic means where possible.

Special meetings may be called by the Chairman or by a majority of the total SAC membership. At least seven days' previous notice of special meetings will be given via phone, email, or written contact to all SAC members.

The members present at any properly announced meeting shall constitute a quorum.

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE VI. SUBCOMMITTEES

Subcommittees will be formed as deemed necessary by the Chairman and Principal. Subcommittee meeting schedules and plans of work must be approved by the SAC.

ARTICLE VII. BY-LAWS AND AMENDMENTS

By-laws will be adopted by the SAC which are consistent with minimum requirements as set forth in AE-R-2 Colorado Springs School District 11 Board of Education Board of Education **Regulation 2 to Policy AE**.

SAC By-Laws may be amended by a majority vote of the SAC membership at any regular meeting following advance written notice of at least seven days to all members. All amendments also must be consistent with these minimum requirements.

LEGAL REFS.:

C.R.S. 14-15-101 et seq.
C.R.S. 22-7-301, et seq.
C.R.S. 22-7-1201. et seq (Colorado READ Act)
C.R.S. 22-11-101 et seq. (Educational Accountability Act of 2009)
C.R.S. 22-11-401 through 406 (School Accountability Committee)
C.R.S. 22-32-109 (1)(oo)
C.R.S. 22-32-142
C.R.S. 24-6-402 (Colorado Sunshine Law)
1 CCR 301-1, Rules 2202-R-1.00 et seq.
1 CCR 301-81, Rules Governing Std for Individual Career and Academic Plans
1 CCR 301-92, Rules for Administration of Colorado READ Act

CROSS REFS.:

[AE, Accountability/Commitment to Accomplishment](#)
[AE-R-1, District Accountability Committee By-Laws](#)
[AED, Accreditation](#)
[BDF, Advisory Committees](#)
[BG, School Board of Education Policy Process](#)
[DM, Cash in School Buildings](#)
[IHBJ, Parent Involvement in Title I Education](#)
[IHBJ-R, Parent Involvement in Title I Education - Regulation](#)
[JHB, Truancy](#)
[JIC, Student Conduct, Discipline, and Attendance Code](#)
[JJF, Student Activities Funds](#)
[JK, Student Discipline](#)
[KB, Parent Engagement](#)

APPROVED: August 11, 2016