

BYLAWS

Willow Creek School Accountability Committee
Cherry Creek School District

ARTICLE I

Name

Section 1. Name

The name of this organization shall be the Willow Creek School Accountability Committee or SAC (or The Committee).

ARTICLE II

Purpose

Section 1. Purpose and Responsibilities

School accountability committees are established by state law and constituted under the Education Accountability Act of 2009. The purpose of The Committee shall be

- A. To make recommendations to the school's principal regarding priorities for spending school district moneys, including all state, federal, local, or private grants and any other discretionary moneys;
- B. To send a copy of recommended spending priorities to the District Accountability Committee and the Board of Education of Cherry Creek Schools;
- C. To advise the principal concerning the preparation of the school's Unified Improvement or Performance Plan;
- D. To discuss at least quarterly whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the school's plan;
- E. To provide input and recommendations to the District Accountability Committee and district administration concerning principal development plans and principal evaluations;
- F. To increase parent engagement with the school by publicizing opportunities to serve on the SAC, to aid the district in implementing the district's family engagement policy, and to assist school personnel in increasing family engagement with teachers; and
- G. To comply with other governmental mandates.

ARTICLE III

Membership

Section 1. Selection

The members of The Committee shall be appointed by the principal using the following process:

- (1) Within 30 days of the beginning of the school year, the principal and any interested accountability committee members shall advertise for new members through a variety of official school communications (e.g., welcome packet, registration information, newsletter, website, signage, a singular email, and flyers) and actively recruit volunteers from the various constituencies listed below in Section 2 to serve on the SAC. The principal may choose to ask the faculty to select the teacher representative(s) and shall remind the PTO/PTCO to select the representative from that group. At least some recruitment materials shall include a description of the committee members' responsibilities.
- (2) The principal shall, to the extent practicable, recruit persons who reflect the student populations that are significantly represented within the school. These student populations may include, but need not be limited to, students who are members of non-Caucasian races, students who are eligible for free or reduced-cost lunch, students with limited English proficiency, students who are migrant children, students who are identified as children with disabilities, and students who are identified as gifted.
- (3) Those parents and community members who wish to express interest in serving on the committee shall respond in writing to the principal.
- (4) The principal shall respond in writing confirming their appointment to the committee and informing them of the first meeting.
- (5) Any parent or community member who commits to serve on the committee shall be appointed by the principal.

When the membership roster is completed, the principal will forward the names and positions of the members to the District Accountability Committee and the Board of Education.

Section 2. Composition of The Committee

The School Accountability Committee will have at least the following members:

- A. The principal or his designee. If the principal chooses to use a designee, the principal shall promptly inform the SAC of the name of the designee.
- B. At least one teacher who provides instruction at the school.
- C. At least three parents or legal guardians of students enrolled at the school.
- D. At least one adult member of PTO/PTCO.
- E. At least one person from the community.

Section 3. Duties of Members

- A. Each voting member of The Committee is expected to participate in the work of the committee and contribute to fulfilling the purpose and responsibilities listed in Article II, Section 1.
- B. Regular attendance is encouraged.

Section 4. New Members

If a vacancy arises on The Committee because of a member's resignation or disqualification or for any other reason, the remaining members of the school accountability committee shall fill the vacancy by majority action.

If a parent or community member wishes to join the committee after the beginning of the year and is willing to make the commitment to fulfill the duties as outlined, that person shall be appointed.

ARTICLE IV

Officers

Section 1. Officers and Terms of Office

- A. The members of the Committee shall annually elect its officers at a regular meeting of the Committee.
- B. The elected officers of The Committee shall be the Co-Chairs and the District Accountability Representative(s). These officers shall be parents or legal guardians of students attending this school. They cannot be employed by or related to an employee of the school district.
- C. The Co-Chairs shall serve two-year terms. The two officers shall be elected to staggered terms.
- D. Regular attendance is expected from the officers. At the discretion of the Committee, an officer with extended absences may be removed and a vacancy declared.
- E. Any officer vacancy shall be filled by an election to be held no later than the second meeting of The Committee following occurrence of the vacancy. Nomination for persons to fill the vacancy shall be made and seconded no later than the first meeting of The Committee following the occurrence of the vacancy.

Section 2. Duties of the Officers

- A. The Co-Chairs shall preside over all meetings of The Committee. At least eight days before the next scheduled meeting, the Co-Chairs shall confer with the principal or the principal's designee to establish an agenda for the upcoming meeting. The principal or the principal's designee shall publish the agenda to the members at least seven days before the next meeting.
- B. The District Accountability Representative shall attend meetings of the District Accountability Committee (DAC) and serve as a liaison between the two committees. The Representative will report on the work of the DAC at the next meeting of the school committee and shall take any recommendations, reports, and advice from the school committee to the DAC.

ARTICLE V

Meetings of the Membership

Section 1. Meetings of the Membership

- A. All meetings of The Committee and its subcommittees shall be open to the public and held at the school unless The Committee agrees to hold a certain meeting elsewhere. The date, time, and location of the meeting shall be announced to the public through the school website and newsletter. Each committee member shall receive notice of any meeting, regular or special, its agenda, and draft minutes of the previous meeting not less than seven (7) days prior to such meeting.
- B. A regular meeting of The Committee shall be held at least quarterly.
- C. All meetings shall be conducted pursuant to the ordinary rules of parliamentary procedure.
- D. Minutes shall be kept of all meetings and, after adoption, will be posted and available to the public.
- E. The Co-Chairs may authorize a special or emergency meeting of The Committee. The calling of a special meeting of The Committee shall require the assent of one-half or more of the members. Such assent may be obtained by the Co-Chairs by telephone or email poll.

ARTICLE VI

Voting

Section 1. Voting

- A. Each member shall have one (1) vote on all matters brought before The Committee.
- B. No vote of The Committee shall be conducted unless a quorum is present and the matter to be voted on appears on the published agenda. A quorum requires that (1) fifty percent (50%) of the membership be represented, either in person or by proxy, and (2) the largest number of those voting are parents.
- C. A vote of a simple majority of Members present or represented by proxy shall be required for adoption of a motion. Proxies shall be solicited by the Co-Chairs and counted by two members of the Committee, one parent and one teacher.

ARTICLE VII

Subcommittees

Section 1. Subcommittees

- A. The Committee may create such subcommittees as necessary to carry out its duties.

ARTICLE VIII
Amendment of Bylaws

Section 1. Amendment of Bylaws

The bylaws may be amended at any regular meeting of the School Accountability Committee by a two-thirds vote of the members present, provided notice of the proposed amendment has been given during the previous regular meeting of The Committee and in the notice for the meeting at which the vote will be taken, and the proposed changes have been distributed in writing at least seven (7) days before the vote.

Adopted May 14, 2018