



School Accountability Committee

Each school within the Colorado Early Colleges (CEC) Network of Schools will establish a School Accountability Committee (SAC) in accordance with C.R.S. 22-11-401, 402.

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. The SAC shall make recommendations concerning the school's Performance, Improvement, Priority improvement, or Turnaround Plan, and meets at least quarterly. Final decision-making authority regarding SAC recommendations rests with the CEC Head of School (HOS).

This policy outlines CEC SACs rules of operation.

SAC Duties and Responsibilities

CEC SACs will:

- Recommend budget priorities to school leadership.
- Participate in creation of the school's Performance Plan, Priority Improvement Plan, Unified Improvement Plan (UIP), and/or Turnaround Plan, if required.
- Review implementation of the school's UIP.
- Connect with families to increase parental engagement with the school.
- Recruit new SAC members.
- Discuss whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the school's Performance Improvement, Priority Improvement, or Turnaround Plan, whichever is applicable, or other progress pertinent to the school's accreditation contract with the Colorado Charter Schools Institute.
- Gather and provide information to the HOS on the needs or concerns of the school's community.
- Submit an End-of-Year Report to the Board each May that summarizes the SAC's accomplishments and recommendations.
- Perform such other duties and responsibilities as may be required by Board policy and comply with CEC policies and directives.

CEC SACs will not:

- Address personnel issues, including the hiring or evaluation of school staff.
- Be involved with student discipline.
- Resolve any issue dealing with a specific student, staff member, or parent.

SAC Membership

At a minimum, a SAC will have seven members:

- CEC Head of School, or designee,
- One teacher who provides instruction at the school,
- At least three parents/legal guardians of students enrolled in the school,
- One adult member of an organization of parents, teachers, and students recognized by the school, and
- One community member involved in a local business/industry who is not a school parent. The HOS is responsible for recruiting for this position.

In addition,

- SAC members may also be members of CEC's Board.
- A person cannot fill more than one member position listed above.

If a school is unable to find seven members for its SAC, the HOS may develop an alternative membership structure that adheres as closely as possible to state requirements.

Parents of students enrolled in the school are invited to become SAC members and attend meetings.

Election of Teacher Member(s)

The election of the teacher member shall occur at a staff meeting or similar forum on or before October 1st of each school year. All licensed professionals who provide instruction at the school or who have an office at the school are 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.

Election of Parent or Legal Guardian Members

- **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 sufficient time for submitting nominations and conducting the election prior to September 15 of each school year.
- **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 HOS.
- **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 school employee or relative of a school employee. If there are more people nominated than there are positions available, the election of the parent/guardian members shall occur by email or written ballot at the first SAC meeting of the school year. Ballots shall have a signature line and printed name line to enable the school to verify eligibility and avoid duplicates. Only parents of students enrolled in the school can vote during the election.

SAC Officers

Each SAC will have three officers: a Chair, Vice-Chair, and Secretary.

Chair

- Is elected at the first SAC meeting of each school year, and no later than September 30.
- Is a parent representative.
- Creates each meeting's agenda in collaboration with the HOS and Vice-Chair.
- Presides over SAC meetings.
- Ensures SAC follows the rules of operation outlined in policy.

Vice-Chair

- Is elected at the first SAC meeting of each school year, and no later than September 30.
- Is a parent representative.
- Assists the Chair as needed.
- Collaborates with the Chair and HOS to create each meeting's agenda.
- Assumes meeting leadership duties if the Chair is absent, or if the Chair resigns and cannot complete his/her term.
- Ensures the SAC follows the rules of operation outlined in policy.

Secretary

- Is elected at the first SAC meeting of each school year, and no later than September 30.
- Takes meeting minutes at all SAC meetings and distributes meeting minutes to SAC members prior to the next scheduled SAC meeting.
- Is responsible for working with the Chair, Vice-Chair, and HOS to write the End-of-Year Report that summarizes the SAC's accomplishments for that school year. The End-of-Year Report is due no later than April 30 of each school year to CEC's Executive Office Administrator and will be presented to CEC's Governing Board at its May meeting.
- Ensures SAC follows the rules of operation outlined in policy.

SAC Officer Elections

The election of SAC officers noted above will take place at the first SAC meeting of each school year, and no later than September 30 by a simple majority of the voting members of the SAC. Officers are elected to a two-year term and can serve a maximum of 2 terms, or 4 years.

- **Vacancy.** A vacancy occurring in any office shall be filled for the remaining term by a person elected by a simple majority of the voting members of the SAC, notice of such election having been given.
- **Resignation.** Any officer may resign by giving written notice to the Chair or Secretary of the SAC. The resignation of any officer shall take effect upon receipt of notice, or at a later time, specified in the notice; unless otherwise specified, the acceptance of a resignation by the SAC is not necessary to make it effective.
- **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.

SAC Meetings

- SAC meetings must be scheduled and held at least each quarter during the school year. SACs should strive to schedule meetings at a time that allows for maximum parental and community involvement. The Chair may schedule special meetings as needed and must give timely notice to all SAC members.
- SAC meetings are open to the public.
- SAC meeting notices will be published in the school's newsletter. In addition, meeting notices will be posted on the school's website at least 24 hours in advance of the meeting.
- Any SAC member may participate in a meeting by means of telephone conference or similar means 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.

Conduct at SAC Meetings

- SAC meetings will follow *Robert's Rules of Order* and shall be open to the public, with the meeting time and location posted in compliance with Colorado Open Meetings Law.
- Meeting minutes shall be produced and distributed to members before the next scheduled meeting. Minutes shall be publicly available following each meeting.
- The presence of a simple majority of SAC members shall constitute a quorum for conducting business.
- Only SAC members are eligible to vote.

- Speakers may be scheduled to address the SAC on any topic of considerable school and community interest provided the Chair approves the topic. The Chair shall schedule and determine the duration of each presentation.
- Unscheduled visitors may address the SAC during open forum for up to three minutes. The SAC reserves the right to limit the number of persons who address the council.
- Attendance is highly encouraged. If a SAC member cannot attend a meeting, he or she should notify the Chair as soon as possible.