

School Accountability Committee

Vista Ridge High School

6888 Black Forest Road

Colorado Springs, CO 80923

Adopted: May 2016

Purpose

The School Accountability Committee (SAC) seeks to represent the school community's point of view at large and to make recommendations to the building principal for improving the school. Toward the achievement of this purpose, the SAC, which will meet at a minimum of quarterly, will work in cooperation with the principal to:

Committee Responsibilities

Make recommendations to the principal on the school priorities in the areas of:

- Provide input annually regarding the school's Unified Improvement Plan (UIP)
- Spending school funds - to ensure that funds and spending priorities align with the core values of school to benefit all students
- Annually review and approve the school fees
- Safety issues related to the school environment
- Other areas relative to the program of accountability as provided by law
- Provide input and recommendations to the DAAC and district administration, on an advisory basis, concerning principal development plans and principal evaluations. (Note that this should not in any way interfere with a district's compliance with the statutory requirements of the Teacher Employment, Compensation and Dismissal Act.)

Composition of Committees

Each school is responsible for establishing a School Accountability Committee (SAC). The principal shall have full and final authority for appointing the initial members of the (SAC) to begin each school year. The committee will consist of at least the following seven voting members:

- The principal of the school or the principal's designee
- At least one teacher who provides instruction in the school
- At least three parents of students enrolled in the school (must be a larger representation than teachers)
- At least one adult member of an organization of parents, teachers, and students recognized by the school (e.g. PTSA)
- At least one person from the community

Note: A person may serve in only one category in a single term. If after making good-faith efforts, a principal is unable to find a sufficient number of persons who are willing to serve on

the SAC, the principal, with advice from SAC will reflect the required representation stated above as much as practicable.

Appointment of Parent Members: The Principal shall appoint persons who, to the extent of practicable, reflect the student populations that are significantly represented within the school.

Resignation: Any member may, at any time resign from the SAC by submitting a written resignation to the committee chair.

Vacancies: Any vacancies that may arise on SAC shall be filled by majority action of the remaining members of the committee.

Attendance Expectations: Attendance at all regularly scheduled meetings is expected to avoid repetition of meetings. Members should not miss more than two consecutive meetings without offering a justification that is acceptable to the members of the committee.

Removal: Any SAC member may be removed for failure to attend two consecutive meetings without offering justification deemed appropriate by a majority of the SAC's voting members, not including the member who is subject to removal.

Officers, Terms and Duties

Chairperson:

- Communicate with principal as needed
- Develop an agenda for each meeting
 - Call to Order
 - Approval of Minutes
 - Special Guests
 - Subcommittee Reports
 - Old Business
 - New Business
 - Adjournment
- Preside at SAC meetings
- Make appointments to sub-committees

CO-Chair:

- Assist the Chairperson as requested or needed

Secretary:

- Keep minutes of all meetings and maintain an office notebook of meetings to be available to the public
- Maintain attendance records
- Submitting attendance and minutes to the SAC membership for approval
- Other duties as assigned by the chairperson

Responsibilities of Members

Principal:

- Provide Key Information regarding schools education plan and budgetary considerations
- Helps to establish priorities for the SAC based on goals

Faculty and Staff Representatives:

- Represent the views and interests of the total school staff
- Act as a resource for the SAC
- Communication link between SAC and school staff - informing others of actions and activities

Parent, Business, and Community Representatives:

- Represent the views and interests of the parents, citizens, and business community organizations of the school community
- Act as a resource for the SAC
- Communication link between SAC and business, community, and parent groups

The term of office will be one or two years. Officers will be elected by the majority of the membership present at the first SAC meeting of year. The SAC will encourage terms of membership of two years, but will accept terms of one year.

The chairperson will preside at all meetings, appoint subcommittee chair people as needed, and, in general, conduct the business of the committee, as well as develop the agenda with the building principal. The chairperson or secretary, if elected, will take minutes of the meetings, record attendance and provide a written copy for the records. Will provide notification of the meeting prior to, with an agenda present on the school website.

Meetings

Meetings will be held at least quarterly, but could be monthly during the school year. A schedule of meetings (dates and times) will be established by the SAC at the beginning of the school year. Special meetings may be called by the chairperson or principal, should the need arise. At least seven days previous notice of special meetings will be given to all SAC members. Meeting notices will be posted in the same place and manner as notices of Board of each school year, including the principal via phone, email and/or written contact, meetings and in school buildings, as appropriate.

The following guide is a calendar to assist SAC's plan to complete their annual responsibilities and develop a quarterly meeting schedule:

August - October:

- Members identified and installed
- UIP introduction

November - December:

- Safety Updates and Plans (Climate Culture Survey)
- Review School Fees

January - March:

- UIP Finalized
- Recommend Spending Priorities (District Funding - MLO)

April - May:

- Building Budget Review
- Advise DAAC on principal evaluation process

Subcommittees

Subcommittees will be formed as deemed necessary by the chairperson and principal. Subcommittees meeting schedules and plans of work must be approved.

By-laws and Amendments

By-laws will be adopted by the SAC, which are consistent with DAAC By-laws. They may be amended by a majority vote of the SAC membership at any regular meeting.

LEGAL REFERECES: C.R.S. 22-7- 107 SENATE BILL 00-186