

**BYLAWS
OF
Odyssey Elementary School
SCHOOL ACCOUNTABILITY COMMITTEE
Falcon School District #49- Power Zone**

**Article I
Name**

The name of the School Accountability Committee within the Falcon School District shall be “Odyssey Elementary School” School Accountability Committee,” hereinafter referred to in these Bylaws as the “SAC.”

**Article II
Purpose of the Committee**

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 makes recommendations concerning the school’s Performance, Improvement, Priority Improvement, or Turnaround plan, and meets at least quarterly to discuss implementation of the school’s plan and other progress pertinent to the school’s accreditation contract with the Board of Education. Final decision-making authority rests with the principal.

**Article III
Duties and Responsibilities**

A. The duties and responsibilities of the SAC are as follows:

1. To provide input and review the Unified Improvement Plan (UIP) with goals and objectives for the improvement of education in the school.
2. To recommend to the principal its priorities for spending school moneys. The principal shall consider the SAC recommendations regarding spending state, federal, local, or private grants, and any other discretionary moneys and take them into account in formulating budget requests for presentation to the Board of Education. The SAC shall send a copy of its recommended spending priorities to the DAC and to the Board of Education.
3. The SAC shall discuss at least quarterly:
 - a. Whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school’s performance, improvement, priority improvement, or turnaround plan, whichever is applicable, or other

progress pertinent to the public schools' accreditation contract with the Board of Education.

- b. Safety issues relative to the school environment.
4. Gather and provide information to the principal and DAC on the needs or concerns of the school's community.
 - a. Facilitate communication between the school and the community.
5. When a school has been placed on a priority improvement or turnaround plan, the SAC shall advise the principal concerning the preparation of such plan, and submit recommendations concerning the content.
6. Provide input and recommendations on an advisory basis to DAC and district administration concerning
 - a. Principal development plans for their principal; and
 - b. 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.
8. Perform such other duties and responsibilities as may be required by Board policy and comply with Superintendent policies and directives.

B. Duties and responsibilities of the SAC shall not include:

1. Personnel issues, including hiring or evaluation of individual staff members.
2. Individual student discipline issues.
3. Any issue dealing with a specific student, staff member, or parent.

Article IV
Membership

A. Establishment and Composition. There shall be seven voting members consisting of:

1. **Principal** – The principal of the school or the principal's designee.
2. **Teacher** – One teacher who provides instruction at the school.
3. **Three parents or legal guardians** – Three parents or legal guardians of students enrolled in the school. (One of the three should also be the DAAC representative.)

4. **PTA Adult** – One adult member of an organization of parents, teachers, and students (PTA) recognized by the school. If the school does not have a recognized PTA organization, a fourth parent or legal guardian of a student enrolled in the school is elected to the SAC by a majority vote of the parent community.
 5. **Community** – One person from the community not otherwise included above and, if practical, represents the business community. “Community” is defined broadly to mean lives or owns a business in Falcon School District Boundaries and is not a relative of or a legal guardian of a student attending the school they represent.
 6. **Student Council Representative-** One no more than two students to attend SAC meetings to provide input to the committee on school and student needs from a student perspective.
- C. Term Limits. Except for the principal (or principal’s designee), no member shall serve more than two consecutive full terms, plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy. Note: If the school cannot obtain candidates for any open positions, the SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.
- D. Terms of Members. Members shall serve a two-year term. Terms of membership of two years are encouraged so that over this period, members may develop a full understanding of and make significant contributions to the accountability process in the school.
- E. Appointment of Parent Members. Annually, at the last meeting of the year or the first meeting of the year, the Principal shall appoint persons who, to the extent practicable, reflect the student populations that are significantly represented within the school.
- F. Resignation. Any SAC member may resign by giving written notice to the Chairperson. The resignation of any SAC member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.
- G. Removal. Any appointed SAC member may be removed for failure to attend two consecutive meetings without excuse or for reasons deemed sufficient by a majority of the SAC’s voting members, not including the member who is subject to the removal vote.

Article V
Appointments and Elections

- A. Date for Appointing. Appointment or Designation of members shall occur no later than October 1.

- B. Election of Teacher Member(s). Teacher shall be appointed no later than October 1.
- C. Appointment of Community Member. A community representative shall be appointed to the SAC by the principal of the school on or before October 1.
- D. Reflection of the school populations. The school principal and other members of SAC shall encourage persons who reflect the student populations that are significantly represented within the school to seek appointment to the committee.
- E. Good faith efforts. If, after making good-faith efforts, a principal or an organization of parents, teachers, and students are unable to find a sufficient number of persons who are willing to serve on the SAC, the principal, with advice from the organization of parents, teachers, and students, may establish an alternative membership plan for the SAC, which plan shall reflect the membership specified in Article IV, Section A as much as practicable.

Article VI
SAC Officers, DAAC Liaison, and School Principal

From the voting members of the SAC, the following responsibilities will be covered.

A. The Officers: Chairperson, Vice-Chairperson and Recorder.

1. Chairperson:

- a. Is an appointed position.
- b. Should be a parent representative or a parent from the PTA.
- c. Serves a one-year term and may be re-elected for one additional one-year term.
- d. Sets agenda in collaboration with the principal and vice-chairperson and sends to SAC members at least three days in advance of the meeting.
- e. Presides over the meeting.
- f. Assures the SAC complies with the Bylaws.
- g. Works in collaboration with DAAC Liaison and principal to create and monitor the UIP.

2. Vice-Chairperson (Optional):

- a. Is an appointed position.
- b. Should be a parent representative or a parent from the PTA.
- c. Serves a one-year term, may be appointed for one additional one-year term, and may be appointed such that the vice-chairperson will assume the chairperson's role the following year.
- d. Participates in setting the agendas with the chairperson and principal.
- e. Assumes duties of chairperson when the chairperson is absent.

- f. Assumes the duties of the chairperson in the event of a resignation.
 - g. Assures the SAC complies with the Bylaws.
3. Recorder:
- a. An elected position in which members volunteer to fulfill the responsibilities for a single meeting.
 - b. Distributes meeting minutes to all SAC members prior to the next meeting for feedback.
 - c. Maintains a file containing all committee business.
 - d. Post agenda, minutes, bylaws for public access.
 - e. Assures the SAC complies with the Bylaws.

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Chairperson	Pat Claman
Co-chairperson	
Recorder	Corina Martin
Time Keeper	Marisa Talbot
3 Parents:	Ryan Sherman, Daniel Weatherstone, Pat Claman
Community Member	Rosemary Ferrarini, Corina Martin
DAAC Rep	Ryan Sherman
PTA Rep	Michelle Owens

B. District Accountability Committee Liaison:

- 1. Is an elected position.
- 2. Should be a parent representative, a parent from the PTA, or the community member.
- 3. Attends all scheduled Forums of the DAAC and reports back to the SAC, providing a communication link between SAC and DAAC.
- 4. Is a member of the SAC.

C. Principal.

- 1. Principal or Principal's Designee:

- a. Collaborates with the chairperson and vice-chairperson to set the meeting agenda.
 - b. Assures the agenda and minutes, after being reviewed by the committee, are posted.
 - c. Assures that the SAC complies with the Bylaws.
2. Assistant Principal:
- a. Attends SAC meetings as an ad-hoc member, if needed.
 - b. Assumes the role of the Principal in the Principal's absence.
- D. Election and Term of Office. Officers shall be elected by a simple majority of the voting members of the SAC for a term of one year. Individuals may be re-elected for one additional term by a simple majority of the voting members of the SAC.
- E. Vacancy. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a simple majority of the voting members of the SAC, notice of such election having been given.
- F. Resignation. Any officer may resign by giving written notice to the Chairperson of the SAC. The resignation of any officer shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.
- G. 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.

Article VII

Meetings

- A. Regular Meetings. Regular meetings of the SAC shall be held at least quarterly.
- 1. A meeting schedule will be established during the first SAC meeting of the school year. Meetings shall be scheduled at a time to allow for maximum parent and community involvement.
 - 2. Because the meetings are public, no confidential information shall be discussed at these meetings.
 - 3. Subcommittees may be established to meet outside of SAC meeting times to research or study a topic.

- B. Special Meetings. Special meetings may be called by any officer of the SAC, with a minimum of five days notice given to all SAC members.
- C. Notice of Meetings. Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the school or on their website at least 24 hours in advance. The notice shall include the meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called.
- D. Quorum A majority of the Members shall constitute a quorum for the transaction of business at any meeting of the SAC; but if less than a majority of the Members are present at a meeting, a majority of the Members present may discuss items and vote to adjourn, but may not take any other action.
- E. Manner of Acting
1. To the fullest extent possible, decisions shall be made by consensus.
 2. In the event that consensus cannot be reached, the chairperson shall call for a vote. A simple majority shall rule.
 3. All participants are expected to come prepared (read any materials sent to you prior to the meeting.)
 4. Keep the discussion on track with the stated purpose on the agenda. (Limit the focus.)
 5. Note what actions need to be taken as each agenda item segment is closed. Always assign actions/follow-up to a particular group or person. (Chair)
 6. Subcommittees to execute the SAC objectives shall be formed as necessary.
 7. During discussions, agree to disagree. Learn how to move on even if we have different points of view.
- F. Agendas and Minutes.
1. Proposed agenda items are to be submitted to the chairperson at least ten working days before the meeting. The SAC may modify the agenda during the meeting, elect to address the topic in the future or decide not to address the topic at any meeting.
 2. Meeting minutes shall be produced and distributed to members for feedback prior to the next scheduled meeting. Minutes shall be publicly available following each meeting, after they have been reviewed by the committee.
 3. As provided by law and in Article III of these Bylaws, the SAC shall meet at least quarterly. *Reference: C.R.S. 22-11-402(1)(d)*
- G. Attendance.
1. Members:
 - a. Members shall contact the chairperson or principal if unable to attend a meeting.

- b. Members who fail to attend two consecutive meetings are subject to removal
2. Scheduled Visitors:
- a. Speakers may be scheduled to address the SAC on any topic of considerable school and community interest provided the chairperson approves the topic.
 - b. The chairperson shall schedule and determine the duration of each presentation.
3. Unscheduled Visitors:
- a. Unscheduled visitors may address the SAC during open forum for up to three minutes.
 - b. The SAC reserves the right to limit the number of persons who address the committee.
- H. Compliance with Colorado's Open Meetings Law. All meetings shall be open to the public with meeting time and location posted in compliance with Colorado's open meetings law, C.R.S. §§ 24-6-401 *et seq.* Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado's open meetings law, C.R.S. §§ 24-6-401 *et seq.*
- I. Voting at Meetings. At all meetings, each voting member shall have one vote. SAC members may vote when absent by giving their vote in writing to the chairperson or vice-chairperson, prior to the meeting.
- J. Participation by Electronic Means. Any SAC member may participate in a meeting by means of telephone conference or similar communications equipment 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.

Article IX
Amendments

- A. The By-Laws of SAC shall be initially adopted and thereafter altered, amended or repealed by action of the SAC present at any regular meeting, or at any special meeting.

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted by the SAC on the 9th day of August , 2017.

