

**HORIZON MIDDLE SCHOOL  
SCHOOL ACCOUNTABILITY COMMITTEE BYLAWS**

**Article I  
NAME AND PURPOSE**

**SECTION 1.1 NAME**

The name of the organization shall be Horizon Middle School Accountability Committee ("HMS SAC"). The office and location of all operations and affairs of the SAC shall be at Horizon Middle School, 1750 Piros Drive, Colorado Springs, CO 80915.

**SECTION 1.2 PURPOSES AND RESPONSIBILITIES**

The responsibilities of the SAC are to serve as the accountability committee at Horizon Middle School as required by State of Colorado law and shall include:

1. Adopting and monitoring a School Improvement Plan.
2. Serving as a focal point for input from the school stakeholders.
3. Providing recommendations and advice regarding school priorities in the areas of:
  - a. Expenditures of school monies (any state, federal, local, or private grants and any other discretionary moneys)
  - b. School safety
  - c. Academic performance
  - d. Other areas as they arise which are pertinent to Horizon Middle School

**ARTICLE II  
MEMBERS**

**SECTION 2.1 MEMBERSHIP AND OFFICERS**

Membership in the SAC shall be comprised of, and the business and affairs of the SAC shall be managed by at least 7 individuals from the school community defined in the following section. The principal shall have full and final authority for appointing the initial members of the SAC to begin each school year.

**SECTION 2.2 MEMBERS**

The Members of SAC shall be comprised of the following categories:

1. The school principal
2. At least one classroom teacher who teaches at the school
3. At least three parents or legal guardians of students currently enrolled at the school
4. At least one adult member of an organization of parents, teachers, and students recognized by the school
5. At least one person from the community who does not have a child attending the school.

**NOTE:** A person may serve in only one category in a single term. [C.R.S. 22-7-106(1) (a.5)]

### **SECTION 2.3 APPOINTMENT OF PARENT MEMBERS**

Annually, at the beginning of the school year, the Principal shall appoint persons who, to the extent practicable, reflect the student populations that are significantly represented within the school.

### **SECTION 2.4. RESIGNATION.**

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

### **SECTION 2.5. VACANCIES.**

During the school year, any vacancies that may arise on SAC by reason of a member's resignation or disqualification or for any other reason shall be filled by majority action of the remaining members of the committee.

### **SECTION 2.6. ATTENDANCE EXPECTATIONS**

1. Attendance at all regularly scheduled meetings of the School Accountability Committee is expected in order to facilitate continuing conversations about ways to enhance the quality of education in the school, and to avoid repetition in meetings.
2. Members should not miss more than two consecutive SAC meetings without offering a justification that is acceptable to the members of the committee.

### **SECTION 2.7. REMOVAL**

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

### **SECTION 2.8. CODE OF ETHICS**

MEMBERS OF THE SAC SHALL:

1. Actively promote and encourage the highest level of ethics within the SAC, and the school community.
2. Conduct themselves with integrity, dignity, professionalism and respect for others.
3. Render opinions, observations or conclusions in a non- threatening, non-confrontational manner.
4. Be thoroughly familiar with the bylaws of the SAC, to comply with those rules in full, and to exemplify the highest standards of fairness and behavior.

## **ARTICLE III MEETINGS**

### **SECTION 3.1 REGULAR MEETINGS.**

Regular meeting times of the SAC shall be established and distributed to Members at the first meeting of each year. All meetings shall be open to the public and shall take place quarterly. To expedite school improvement planning, the first meeting of the SAC should be scheduled no later than September 15, of each school year.

### **SECTION 3.2. SPECIAL MEETINGS.**

Special Meetings of the SAC may be called by, or at the request of, the Chair, or one-third (1/3) of the members. The person or persons authorized to call the special meetings shall fix the date, time and location of the meeting. All special meetings shall be open to the public.

### **SECTION 3.3. NOTICE.**

Written notice of any regular or special meeting of the SAC shall be distributed by general communication to a school community. The business, including an agenda, to be transacted at, and/or the purpose of, any regular or special meeting shall be specified in the notice of such meeting.

### **SECTION 3.4. 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.

### **SECTION 3.5. MANNER OF ACTING.**

1. To the fullest extent possible, decisions shall be made by consensus. In the event that consensus cannot be reached, the chairperson shall call for a vote. A simple majority shall rule.
2. All participants are expected to come prepared (read any materials sent to you prior to the meeting.)
3. Keep the discussion on track with the stated purpose on the agenda. (Limit the focus.)
4. 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)
5. Ad hoc committees to execute the SAC objectives shall be formed as necessary.
6. During discussions, agree to disagree. Learn how to move on even if we have different points of view.

**ARTICLE IV**  
**OFFICERS**

The officers of the SAC shall be a parent member serving as Chair and any other officers defined below as designated by action of the SAC.

**SECTION 4.1. RESPONSIBILITIES OF OFFICERS**

**A. Chair:**

1. Meet with the principal as needed to assist with planning for SAC meetings;
2. Develop an agenda for each meeting;
  - The Agenda for each regular meeting may include, but not (be) limited to:
    1. Call to Order
    2. Approval of Minutes
    3. Special Guests
    4. Subcommittee Reports
    5. Old Business
    6. New Business
    7. Adjournment
3. Preside at SAC meetings;
4. Make appointments to any sub-committees that may be formed to execute the school objectives.
5. Preside at District 49 DAC meetings, representing the Horizon Middle School SAC.

**B. Co-Chair:**

1. Assist the chairperson as requested or needed;
2. Preside at District 49 DAC meetings, representing the Horizon Middle School SAC in the absence of the chairperson.

**C. Secretary:**

The secretary shall document activities, decisions, and attendance of the SAC and its committees for accountability. The duties of the Secretary shall include, but are not limited to:

1. Keeping minutes of all meetings and maintaining an office notebook of meetings to be available to the public;
2. Maintaining attendance records;
3. Submitting attendance and minutes to the SAC membership for approval;
4. Other duties as assigned by the chairperson.

**SECTION 4.2. RESPONSIBILITIES OF MEMBERS**

**Principal:**

The principal shall provide key information regarding the current school educational plan and budgetary considerations. The role of the principal includes the development, through positive actions, of feelings of trust and mutual regard among the SAC, the community, and the staff. The principal helps to establish priorities for the SAC based on the goals, and encourages leadership from within the Council.

**Faculty and School Staff Representatives:**

The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the SAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the SAC and the school staff, informing others of actions and activities of the Council.

**Parents, Business, and Community Representatives:**

The parent, business, and community members of the SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the SAC, business, community, and parent groups.

**Committees**

The SAC shall form Ad hoc committees to execute specific objectives shall as necessary.

**ARTICLE V  
DAC REPRESENTATIVE**

The SAC shall identify a DAC representative on an annual basis. The DAC representative shall be responsible for attending DAC meetings throughout the school year. The representative shall keep the SAC apprised of all DAC activities and shall communicate matters of importance of SAC to the DAC as it appropriate. The SAC shall identify the DAC representative in the spring for service the following year.

**ARTICLE VII  
AMENDMENTS TO BY-LAWS**

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.

Dated:

Chair Signature  \_\_\_\_\_

