

**Bennett Ranch Elementary School
School Accountability Committee Bylaws
Proposed – September 11, 2018**

**ARTICLE I
NAME AND PURPOSE**

SECTION 1.1 NAME

The name of the organization shall be Bennett Ranch Elementary School Accountability Committee (“BRES SAC”). The office and locations of all operations and affairs of the BRES SAC shall be at Bennett Ranch Elementary School, 11243 Londonderry Drive, Peyton, CO 80831.

SECTION 1.2 PURPOSES AND RESPONSIBILITIES

The responsibilities of the BRES SAC are to serve as the accountability committee at Bennett Ranch Elementary 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 the 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 monies)
 - b. School safety
 - c. Academic performance
 - d. Other areas as they arise which are pertinent to Bennett Ranch Elementary School.

**ARTICLE II
MEMBERS**

SECTION 2.1 MEMBERSHIP AND OFFICERS

Membership in the BRES SAC shall be comprised of, and the business and affairs of the BRES SAC shall be managed by, at least 5 individuals from the school community defined in the following section. The principal shall have full authority for appointing the initial members of the BRES SAC to begin each school year.

SECTION 2.2 MEMBERS

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

1. The principal or administrative representative.
2. At least one classroom teacher who teaches at the school.
3. At least two parents or legal guardians of students currently enrolled at the school.
 - a. If possible, this person can also represent an organization of parents, teachers and students recognized by the school.

4. 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 BRES SAC by submitting a written resignation to the committee chair.

SECTION 2.5 VACANCIES

During the school year, any vacancies that may arise on the BRES SAC by reason of a member's resignation, 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 BRES SAC 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 BRES SAC shall:

1. Actively promote and encourage the highest level of ethics within the BRES SAC and the greater 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 BRES 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 BRES SAC shall be established and distributed to Members at the first meeting of each year. All meetings shall be open to the public and should take place at least three times a year. To expedite school improvement planning, the first meeting of the BRES SAC should be scheduled no later than September 15.

SECTION 3.2 SPECIAL MEETINGS

Special Meetings of the BRES SAC may be called by, or requested by, the Chair, or one-third (1/3) of the members. The person or persons authorized to call the special meetings shall set 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 BRES SAC shall be distributed by general communication to the 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 BRES 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. However, no other action may be taken without a quorum present.

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. It is encouraged that members read any materials sent prior to meetings.
3. Keep the discussion on track with the stated purpose on the agenda. This allows for a greater level of focus and completion of tasks.
4. Note what actions need to be taken as each agenda item segment is closed. The Chair should always assign actions/follow-up to a particular group or person.
5. Ad hoc committees to execute the BRES SAC objectives shall be formed as necessary.
6. During discussions, members may have to agree to disagree. Members should be tolerant of others' points-of-view and be ready to proceed with additional agenda items.

ARTICLE IV
OFFICERS

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

SECTION 4.1 RESPONSIBILITIES OF OFFICERS

A. Chair

1. Meet with the Principal as needed to assist with planning for BRES SAC meetings;
2. Develop an agenda for each meeting.
 - a. The agenda for each regular meeting may include, but not be limited to:
 - i. Call to Order
 - ii. Approval of the Minutes
 - iii. Approval of the Agenda
 - iv. Administrative Report/Updates
 - v. Special Guests
 - vi. Old Business
 - vii. New Business
 - viii. Adjournment
 - ix. Subcommittee Reports
 - x. Adjournment
3. Preside at BRES SAC meetings;
4. Make appointments to any sub-committees that may be formed to execute the school objectives.

B. Co-Chair

1. Assist the Chairperson as requested or needed;
2. Preside at BRES SAC meetings in the absence of the Chairperson.

C. Secretary

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

1. Keeping the minutes of all meetings and maintaining a print or digital record of meetings to be available to the public;
2. Maintaining attendance records;
3. Submitting attendance and minutes to the BRES SAC membership for approval;
4. Other duties as assigned by the Chairperson.

SECTION 4.2 RESPONSIBILITIES OF MEMBERS

A. Principal or Administrative Designee

The Principal or Administrative Designee shall provide key information regarding the current school educational plan and budgetary considerations. The role of the Principal includes:

1. Developing, through positive actions, feelings of trust and mutual regards among the BRES SAC, greater school community, and the staff.
2. Helping to establish priorities for the BRES SAC based on targeted goals.
3. Encouraging leadership within the Council of Officers.

B. School Staff Representative

The members of the school staff shall:

1. Represent the views and interest of the total school staff.
2. Act as resources for the BRES SAC by conveying specialized information such as:
 - a. Educational programs.
 - b. Innovative Ideas.
 - c. Available resources.
3. Serve as a communication link between the BRES SAC and the school staff, informing others of actions and activities that take place.

C. Parents, Business, and Community Representatives

The parent, business, and community members of the BRES SAC shall:

1. Represent the views of the parents, parent organizations, citizens, and business and community organizations within the greater school community.
2. Act as a resource for the BRES SAC in the areas of community-related issues that affect the school and its students.
3. Serve as a communication link between the SAC, business, community, and parent groups.

Committees

The BRES SAC shall form Ad hoc committees to execute specific objectives when deemed necessary.

ARTICLE V DAAC REPRESENTATIVE

The BRES SAC shall identify a District Accountability and Advisory Committee (DAAC) Representative on an annual basis. The DAAC Representative shall:

1. Be responsible for attending DAAC meetings throughout the school year.
2. Keep the BRES SAC apprised of all DAAC activities and shall communicate matters of importance of the BRES SAC to the DAAC as it is appropriate.

The BRES SAC shall identify the DAAC Representative in the spring for service the following school year.

ARTICLE VI
AMENDMENTS TO BY-LAWS

The By-Laws of the BRES SAC shall be initially adopted and thereafter altered, amended, or repealed by action of the BRES SAC members present at any regular meeting, or at any special meeting that meets the requirements as outlined in Article III of this document.

Dated: _____

Signed:

BRES SAC Chair

Principal or Administrative Designee