

THE STEAD SCHOOL

# School Accountability Committee Bylaws

4/14/2022  
Updated 1/9/2025

## Article I. - General Information

### 1. Name

The name of this organization shall be the STEAD School Accountability Committee, hereinafter referred to as the "SAC".

### 2. Purpose

The STEAD School recognizes the importance, shared responsibility and partnership between family, school and community. Family involvement in the education of students promotes achievement and a positive educational experience.

The purpose of the SAC is to inform, encourage and provide opportunities for parents and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes.

### 3. Background

In 2009, the State of Colorado passed SB 09-163, the Education Accountability Act. This legislation mandates that every public school have a School Accountability Committee (SAC). In 2013, the state passed SB 13-193, legislation focused on increasing parent engagement in public school, which added to the statutory responsibilities of the SAC.

### 4. Responsibilities

SAC is responsible for advising the Executive Director and the board on budget priorities, developing school improvement plans, and to increase parent and community partnerships. Based on the Colorado Department of Education(CDE), SAC responsibilities inventory, SAC will be responsible for the following:

- a. *Unified Improvement Plan.* One of the main responsibilities of a SAC is to define the school's academic goals and action plans in a clearly understood and communicated Unified Improvement Plan, or UIP. This plan is submitted to, and reviewed by, the STEAD Governing Board. The goals and action plans must fit within the STEAD Governing Board goals and by the Board of Education and state standards. They must also reflect the school's performance data, community concerns and the philosophy of the school.
- b. *Budget priorities.* The SAC makes an informed recommendation to the Executive Director regarding spending priorities for budget expenditures of the building. The committee should review the staffing design, discretionary and nondiscretionary funds, carryover, and all other funds available to the school. The SAC is responsible for sending a copy of its recommendations to the STEAD Governing Board and the Board of Education (BOE).
- c. *Topical discussions.* The SAC must discuss on a quarterly basis.
  - a. Whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school's accreditation contract with the BoE.
  - b. Safety issues relative to the school environment.
  - c. Community concerns and input regarding aforementioned duties and responsibilities.

- d. *General community feedback.* The SAC is required to gather and provide information to the Executive Director and the STEAD Governing Board on the needs or concerns of the school's community.
- e. *Advice on accreditation contract plan.* The SAC will advise the Executive Director, superintendent and/or BoE as required concerning the preparation of their performance, improvement, priority improvement, or turnaround plan, whichever is applicable. The SAC will also submit recommendations concerning the content of the plan.
- f. *Annual report.* As the district prepares an annual report to the community and BoE on the school's performance, the SAC is encouraged to provide input and assistance.
- g. *Executive Director evaluations.* SACs shall provide input and recommendations on an advisory basis to the STEAD Governing Board concerning **a.** Executive Director development plans for the school's Executive Director, and **b.** Executive Director evaluations (This does not mean SACs evaluate their respective Executive Directors.)
- h. *Other duties as assigned.* Perform such other duties and responsibilities as may be required by Governing Board policy and comply with Superintendent policies and directives.

#### 5. Duties Shall Not Include

- a. *Personnel issues, including hiring or evaluation of individual staff members.* The SAC's responsibility is limited to providing input and advice on the Executive Director evaluations.
- b. *Individual student discipline issues.*
- c. *Any issue dealing with a specific student, staff member, or parent.*

#### 6. General Expectations

Members of The STEAD School Accountability Committee are expected to - at a minimum -

- a. Be familiar with the SAC charter
- b. Be an active committee member, prepared to work closely with the school's governing board to analyze performance and measure progress toward established goals
- c. Attend at a minimum quarterly Accountability Committee Meetings while school is in session
- d. On a rotating schedule at least one (1) member of the SAC will attend "Exhibition Night" or similar forum
- e. Take responsibility for self education including completing governing board training modules
- f. Exemplify integrity, honesty, and respect.
- g. Make dedication and commitment to the mission and vision of The STEAD School a top priority.

## Article II. - Membership

### 1. SAC Membership

The committee is expected to be composed of at a minimum three (3) parents, one community member, one (1) guide, and the Executive Director or the Executive Director representative.

Schools must ensure the number of parent representatives exceeds the number of representatives from the group with the next highest representation. SACS will make efforts to secure a balance of membership consistent with the student populations that are significantly represented within the school. SAC parent members are elected by the school's parent body.

Non-voting members may be added but are not required. The committee will be capped at ten (10) elected members.

### 2. Reflection of the School Populations

The Executive Director and other members of SAC shall encourage persons who reflect the student populations and are significantly represented within the school to seek election to the committee, with the exception individuals should not be encouraged to seek election to the committee because of their race, color, national origin, sexual orientation, or transgender status. However, it is permissible for Executive Directors to encourage individuals to seek election on the basis such individuals reflect student populations who (a) are eligible for free and reduced lunch; (b) are English language learners; (c) are migrant children; (d) are identified as children with disabilities; or (e) are identified as gifted children.

### 3. Good Faith Efforts

If, after making good-faith efforts, the Executive Director or an organization of parents, teachers, and students is unable to find a sufficient number of persons who are willing to serve on the SAC, the Executive Director, with advice from the organization of parents, teachers, and students, may establish an alternative membership plan or method of appointment for the SAC, which shall reflect the membership and method of selection specified herein as much as practical.

### 4. Roles and Responsibilities

Once the SAC membership is in place, the SAC members should elect officers. Elected or appointed SAC officers include a Chairperson, a Vice-Chairperson, and Recorder.

- a. *Chair* - Is an elected position • Shall be a parent representative or a community representative • Sets agenda in collaboration with the Executive Director and vice-chairperson and sends to SAC members at least three (3) days in advance of the

meeting • Presides over the meeting. Assures the SAC complies with the Bylaws. Works in collaboration with the school governing board and the Executive Director to create and monitor the Unified Improvement Plan (UIP) Authors process for SAC involvement on UIP

- b. *Executive Director* - Constructs the meeting agenda with the Chair. Provides the school data and school improvement plan to the SAC for review and input Provides information to the SAC for review and input on spending priorities • Oversees elections for SAC membership and to recruit likely candidates for SAC. Provides timely data to assist the team in reviewing the (UIP) • Acts as a liaison between 27JSD, the governing board, the school community and the SAC Assures the SAC complies with all Bylaws
- c. *Vice Chair* - Is an elected position • Shall be a parent representative or community member • Participates in setting the agendas with the chairperson and the Executive Director • Assumes duties of chairperson when the chairperson is absent • Assumes the duties of the chairperson in the event of a resignation and until a successor chairperson is elected. Assures the SAC complies with the Bylaws
- d. *Secretary* - An elected position • Shall be a parent representative or community member • Records meeting minutes • Distributes meeting minutes to all SAC members prior to the next meeting for feedback • Maintains a file containing all committee business • Assures the SAC complies with the Bylaws • Record attendance
- e. A minimum of one SAC representative will attend the District Accountability meeting when THE STEAD School presents their UIP.

## 5. Dates for Appointing and Designating Members

Appointment or Designation of members shall occur no sooner than 30 days before the end of a school year, nor later than 30 days after the start of a school year.

## 6. Appointment of Guide Members

Guide members will be appointed by the Executive Director no sooner than 30 days before the end of a school year nor later than 30 days after the start of a school year. All licensed professionals who provide instruction at the school or who have an office at the school will be invited to attend.

## 7. Appointment of Community Representatives

A community representative shall be appointed to the SAC by the Executive Director no sooner

than 30 days before the end of the school year nor later than 30 days after the start of a school year or as soon as practical after a vacancy. A community member can be a parent or guardian of a potential incoming student, a business representative or individual that supports The STEAD School vision and mission, or any other community member the Executive Director deems appropriate. If the community member becomes a parent or guardian of a student prior to their term ending a new community member will be invited to join.

#### 8. Appointment of Parent or Legal Guardian Members

- a. Notice of position availability - shall occur by means of most common communication, and will include notice of the deadline for submission of appointment intent. The notice will allow at least two (2) weeks for submitting the intent of appointment.
- b. Appointment - Any parent or legal guardian of a student enrolled in the school may submit a request for membership for him or herself.
- c. Requests shall be submitted in writing to the Executive Director of the school or the SAC Chairperson.
- d. Appointment of SAC members will be made by the Executive Director, chair, and vice-chair based on open membership positions and qualified interest.

#### 9. Term Limits

Members can serve up to a (4) year term. The Executive Director (or the Executive Director designee), shall serve on the committee for the duration of employment with the STEAD school.

If the school cannot obtain candidates for any open positions, after completely following the appointment process the SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.

#### 10. Vacancies

Any vacancy to an elected position shall be filled by a simple majority vote of the remaining voting members of the SAC. In filling a vacancy, the SAC shall assure the composition required is maintained.

A vacancy resulting in a mid-term election, the elected official has the option of running for a full two (2) year term at the upcoming election.

#### 11. Resignation

Any SAC member may resign by giving written notice to the Chairperson, Recorder, or the Executive Director of the SAC. 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.

## 12. Removal

Any SAC member who is elected or appointed shall be removed upon a conviction, deferred sentence, plea of guilty or plea of nolo contendere to any offense which constitutes any felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any elected or appointed SAC member may also be removed for failure to attend three (3) consecutive meetings without excuse or for reasons deemed sufficient by a three-fourths (3/4) majority of the SAC's voting members, not including the member who is subject to the removal vote.

## 13. Employment Limitations

- a. No more than two (2) voting members (the Executive Director and the guide representatives) may be employed by the school or be relatives of an employee of the school. "Relative" includes a person's spouse, son, daughter, sister, brother, mother or father. "District employee" includes anyone who is a W-2 employee of 27J School District or Minga Education.
- b. If a voting member of the SAC becomes employed with the school or becomes a relative of any employed person with the school the voting member will be disqualified as a voting member and SAC will elect a new voting member at the next meeting.
- c. No member or relative of the Governing Board will be eligible to become a voting member of the SAC.
- d. Only one spouse may serve as a voting member at a time.

## Article III. - Meetings

### 1. Regular Meetings

Meetings of the SAC shall be held at least quarterly, but may meet more often if necessary.

- a. 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.
- b. Because the meetings are open to the public, no confidential information shall be discussed (e.g. disciplinary policy may be discussed, but a specific instance or enforcement of the policy may not be discussed).
- c. Discussions at SAC meetings should revolve around the prescribed duties and responsibilities as outlined in SAC bylaws and state statute and follow the created agenda.

- d. Subcommittees may be established to meet outside of SAC meeting times to research or study a topic to be reported back to the SAC during regular meetings.
- e. SAC meetings may be conducted either in person or via video chat.
- f. SAC will as much as possible try to ensure that meetings run according to schedule.

## 2. Special Meetings

Special meetings may be called by any officer of the SAC, with a minimum of five (5) days notice given to all SAC members.

## 3. Notice of Meetings

Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the school and/or on their website at least 24 hours in advance. The notice shall include the meeting time, location, and 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.

## 4. Waiver of Notice

When notice is required to be given to any SAC member under these Bylaws, a waiver in writing signed by the person entitled to that notice, whether before or after the time stated therein, shall be the equivalent of given such notice. Furthermore, attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not properly been called.

## 5. Agendas

Proposed agenda items are to be submitted to the chairperson at least ten (10) 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.

## 6. Minutes

The minutes shall be taken during the meeting so that participants have a record of what happened during the meeting. Minutes shall be produced and distributed to members of the committee for feedback prior to the next scheduled meeting and shall be published in a timely manner to the school.



## 7. Attendance

- a. Members shall contact the chairperson or the Executive Director if unable to attend a meeting. Members who fail to attend two (2) consecutive meetings are subject to removal.
- b. Speakers may be scheduled to address the SAC on any topic of considerable school and community interest provided the chairperson approves the topic. The chairperson shall schedule and determine the duration of each presentation.
- c. Unscheduled visitors may address the SAC during open forum for up to three (3) minutes. The SAC reserves the right to limit the number of persons who address the committee.

## 8. Sunshine Law

SACs, as a local public body, must conform to Colorado sunshine laws for open meetings. Meetings must be posted on the school calendar at least 24 hours prior to the scheduled meeting. The posting place must be designated at the first regular meeting of the calendar year, and if possible, the notice should include agenda information. Meeting minutes must be posted on the school website and kept indefinitely.

## 9. Quorum

At any meeting a quorum shall consist of a simple majority of the voting members.

## 10. Information for the Public

Information on SAC meetings must be made available to the public according to state law. In order to ensure that the information reaches a wide range of people, the school should have data available in a manner to which parents at the school are accustomed.

The meeting schedule, as well as each upcoming meeting agenda and past approved meeting minutes, should be established and published on the school's website and/or its customary communication channels.

## 11. Voting at Meetings

At all meetings, each member shall have one (1) vote. SAC members may vote when absent by giving their vote in writing to the chairperson or the Executive Director, prior to the meeting.

## 12. 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 can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

### 13. Decision Making Process

Decision making (except for election of officers, removal of officers, removal of members, and appointment of additional members) should be done using a consensus model. The process should consist of collaboratively generating a proposal, identifying concerns, and modifying the proposal to generate consensus. If consensus cannot be reached, decisions may be put to a vote of the voting members. Decisions by consensus or vote require a quorum of the SAC. To the extent decisions cannot be reached by consensus, the chairperson or the SAC by majority vote may elect to proceed under the procedural rules set forth in the most recent edition of *Robert's Rules of Order*.

### Article IV. - Training

Members of the committee should receive, on a regular basis, the background information and training needed to carry out their responsibilities. Administrators and school staff will offer supporting information on particular issues of concern to the SAC.

Prior to the beginning of the year, the SAC will establish meeting norms, understand the decision making process, and adopt the most recent bylaws as approved by the STEAD Governing Board.

Members may participate in the Colorado SAC/DAC Networking Series for information regarding SAC responsibilities at a state level.

### Article V. - Amendments

#### 1. Articles Not Subject to Amendments

Articles I - V of these Bylaws may not be amended, repealed, or altered except by action of the governing board.

#### 2. Additional Amendments

Additional articles may be added to these Bylaws, subject to the following procedures and limitations:

- a. Proposed amendments must not conflict with the above articles of these Bylaws and must comply with other guidelines established by the District.
- b. Subject to the above, an amendment, repeal, or alteration of the Bylaws may be proposed at any regular meeting or special meeting of the SAC.
- c. Members will be provided with notice at least one (1) meeting in advance prior to any meeting in which the SAC will discuss and approve any proposed amendment,

repeal, or alteration, unless unusual circumstances exist and the SAC must temporarily approve an amendment, repeal, or alteration to meet emergency conditions. If such unusual circumstances occur, final ratification of any amendment, repeal, or alteration will occur at the next meeting.

- d. Proposed amendments must be approved by a two-thirds (2/3) majority vote of the voting membership to take effect.

### **Certificate of Bylaws**

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted by the SAC on the \_\_\_\_ day of \_\_\_\_ 2025.

\_\_\_\_\_  
Founding Chair

\_\_\_\_\_  
Founding Chair (Printed)

\_\_\_\_\_  
Founding Executive Director

\_\_\_\_\_  
Founding Executive Director (Printed)

\_\_\_\_\_  
Founding Vice-Chair

\_\_\_\_\_  
Founding Vice-Chair (Printed)

\_\_\_\_\_  
Founding Secretary

\_\_\_\_\_  
Founding Secretary (Printed)

\_\_\_\_\_  
Founding Guide Member

\_\_\_\_\_  
Founding Guide Member (Printed)

\_\_\_\_\_  
Governing Board Representative

\_\_\_\_\_  
Governing Board Representative