

**DISTRICT ACCOUNTABILITY COMMITTEE**  
(By-laws)

**ARTICLE I: Name**

The name of this organization will be the District Accountability Committee, or DAC, an advisory body, as required by Colorado law, to the Colorado Springs School District 11 Board of Education (the Board)..

**ARTICLE II: Purpose**

The overall purpose of the DAC is to make recommendations to the Board relative to the administration of the program of accountability as provided by state law to include accreditation, achievement, Colorado Springs School District 11 (the District) and school performance plans and priorities for spending District funds.

**Article III: Responsibilities**

1. Advise the Board concerning preparation and review of the District's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is required based on the District's accreditation category, and make recommendations at least annually to the Board concerning the contents of the plan [per C.R.S. 22-11-303 thru 22-11-306]. Such action should take into account input from School Accountability Committees (SACs) and school performance plans.
2. In coordination with the Administration (resource person), the DAC shall participate in the compilation, review and submission to the Board of school Performance, Improvement, Priority Improvement, and Turnaround plans submitted by the SACs [per C.R.S 22-11-403 thru 22-11-406].
3. Support individual schools and SACs in the development of the school's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is required based on the school's accreditation category.
4. Consider input and recommendations from the SACs concerning school principal evaluation procedures and development plans and support consideration by the District as appropriate.
5. Provide input and recommendations to the District, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher and principal evaluations.
6. Participate in the District accreditation process and evaluations of student achievement. Review and make recommendations regarding student achievement and the learning environment relative to defined District goals and objectives.
7. Make recommendations about the prioritization of expenditures of District funds with a focus on student achievement and safety, and with consideration of recommendations from SACs.

8. Review charter school applications and report to the District Board the findings of the reviews.
9. Work to increase the level of parent/guardian engagement in the District and in the schools of the District by publicizing opportunities to serve, soliciting parents/guardians to serve on the DAC and SACs, and assisting the District in implementing the parent/guardian engagement policy adopted by the Board.
10. Assist SACs and school personnel in increasing parents'/guardians' engagement with educators, including but not limited to parents'/guardians' engagement in creating students' Reading to Ensure Academic Development Act (READ) plans, in creating students' Individual Career and Academic Plans (ICAP), and in creating students' plans to address chronic absenteeism and/or habitual truancy.
11. Provide input to the Board concerning the creation and enforcement of the District student conduct, discipline, and attendance code.
12. At least annually, in coordination with the Board, cooperatively determine any areas and issues that the DAC should study and then report the DAC findings and recommendations to the Board.
13. The Board may also task the DAC directly in other Board policies.

#### **ARTICLE IV: Membership**

The membership of the DAC shall be approved annually by the Board. The membership composition will be developed in accordance with the guidelines in policy AE, Accountability/Commitment to Accomplishment. Per state law and Policy AE, a parent/guardian shall not be eligible to serve in a parent/guardian category on the DAC if he or she is employed by the District or a relative is employed by the District. In accordance with state law, relative is defined as a person's spouse, son, daughter, sister, brother, mother, or father.

##### **Section 1**

The membership of the DAC shall consist of:

- Chair – (should be a parent/guardian, if not, then a community member)
- Vice - Chair (should be a parent/guardian, if not, then a community member – will also chair Membership subcommittee)
- 4 parents/guardians with students in District regular elementary public schools
- 1 parent/guardian with GT/or Special needs
- 1 parent/guardian from ELL
- 2 parents/guardians with students in District regular middle schools
- 2 parents/guardians with students in District regular high schools
- 1 parent/guardian with a student in a District alternative school
- 1 parent/guardian with a student in a District charter school
- 3 teachers (one elementary school, one middle school and one high school)

- 3 school administrators (one elementary school, one middle school, and one high school)
- 4 community members living in the District without students in District schools
- 1 person involved in business or industry within the District's boundaries
- 1 person associated with the military community at Peterson AFB
- 1 Education Support Professional
- Chair of the DAC Budget Subcommittee
- Chair of the DAC Accreditation/Achievement Subcommittee
- Administrative Liaison (Appointed by the Superintendent), ex-officio, non-voting member
- Administrative support, ex-officio, non-voting member
- BOE Liaison ex-officio, non-voting member

Recommendations for parent/guardian school representatives may be submitted to the DAC Membership Committee by each School Accountability Committee (SAC) by April 15th of the school year.

The DAC Membership Subcommittee will solicit community representatives, teachers, and administrators as needed; and work with the schools and school SACs to meet the membership guidelines outlined above consistent with policy AE.

## **Section 2**

The term of membership on the DAC will be two years and may be renewed. The DAC and DAC Membership Subcommittee will strive to stagger the terms of the DAC membership in order to retain continuity and expertise on the DAC. The DAC Membership Subcommittee will make recommendations for membership to the DAC no later than one week before the May DAC meeting for the following school year. The DAC will forward recommendations for membership to the Board, for approval, no later than the first Board meeting in June for the following school year. The Board may add members or remove members as needed in coordination with the DAC.

The membership year will be from July 1 to June 30.

## **Section 3**

Regular attendance is expected at DAC and DAC Subcommittee meetings. In the event a DAC voting representative cannot attend a meeting, he or she is expected to notify the Chair or administrative support person. Any member with two unexcused consecutive absences, or three excused absences, will be contacted by the Membership Committee chair or designee to determine his/her intent to continue on the DAC. In the event that a DAC member is unable to complete their term, the Membership Subcommittee will nominate a replacement to be approved by the DAC and then approved by the Board.

## **Section 4**

The Board will name a director or directors from its membership to serve as a non-voting liaison to the DAC. The Board may also designate liaisons to the standing committees as desired.

## **ARTICLE V: Officers**

### **Section 1**

The elected officers will be a chair and a vice-chair.

### **Section 2**

The DAC chair will be elected annually and may serve no more than two consecutive years. The term of office for the vice-chair will be one year and may be renewed annually.

### **Section 3**

The elected chair and vice-chair will be elected by a majority vote of the DAC voting membership present at the May meeting subject to approval by the Board in June. They will assume office July 1 of that year.

### **Section 4**

The DAC chair will call and preside at all meetings, appoint Subcommittee chairs with approval of the DAC (with the exception of the Membership Subcommittee chair) and, in general, conduct the business of the DAC. The DAC chair will also serve as facilitator of the DAC/SAC/Parent work sessions and conferences. The designated vice-chair will serve in the absence of the DAC chair.

### **Section 5**

The Administration resource person, administrative support, and Board liaison(s) shall serve as non-voting ex officio members.

### **Section 6**

In the event the Board requests DAC input/ recommendations on short notice and there is not sufficient time to call a special meeting of the DAC, the DAC chair or designee will make every effort to solicit input electronically from the DAC voting membership in such cases.

### **Section 7**

In coordination with the Board, the DAC will develop charges for the DAC for the upcoming school year. Charges will be submitted to the Board for approval in October of each academic year.

## **ARTICLE VI: Subcommittees**

### **Section 1**

During any school year there will be, at a minimum, a Membership Subcommittee, a Training and SAC Support Subcommittee, a Budget Subcommittee and an Achievement/Accreditation

Subcommittee as standing committees. Additional ad hoc subcommittees will be formed as deemed necessary by the DAC in coordination with the Board. The chairs for all standing committees must be parents/guardians or community members of the District who are not employees of the District. To the extent possible, the parent/guardian representation should be the largest of any subgroup on any DAC subcommittee. DAC members are strongly encouraged, but not required, to serve on at least one DAC subcommittee. Membership for all DAC subcommittees will be coordinated/screened by the Membership Subcommittee and then forwarded to the DAC for approval. The final approval for the Budget and Accreditation Subcommittees will be by the Board and will be submitted to the Board not later than October 1 of each academic year. The Board may add members or remove members as needed in coordination with the DAC.

## **Section 2**

The District will provide administrative resource/secretarial support to the subcommittees as necessary.

## **Section 3**

Subcommittee chairs will give notice of all subcommittee meetings to the DAC chairman and administration resource person to be reported to the DAC. A simple majority of the approved committee membership shall constitute a quorum for voting purposes at any scheduled meeting.

## **Section 4**

Each additional ad-hoc subcommittee will submit a proposed goals and membership list, for the review and preliminary approval of the DAC. Subcommittee goals will be sanctioned by the DAC and submitted to the Board for final approval. All ad-hoc subcommittees will have a sunset date for the committee as determined by the DAC in coordination with the Board.

### **Membership Subcommittee**

The Membership Subcommittee shall be chaired by the Vice Chair. Membership on the Subcommittee shall be primarily constituted by members of the DAC. The Subcommittee is responsible for recruiting/screening potential members, working with the DAC administrative liaison to maintain membership rosters, school SAC contact info, attendance, etc. Proposed nominees for DAC membership and for Chair and Vice-Chair will be provided to DAC members not later than one week before the May meeting. Nominations may also be taken from the floor. Nominees' consent will be required to be considered as a candidate for DAC membership or for office.

### **Training and SAC Support Subcommittee**

The Chair should be appointed from within the DAC. Membership may be a combination of DAC and non-DAC members but should be primarily members. The Subcommittee will be responsible for training programs for DAC and SAC members, e.g. training on UDIP and USIP development and monitoring, reviewing and updating handbook(s), etc. This group would be the lead for developing the annual training

program for SACs and the DAC and be a lead resource for developing and presenting at SAC/DAC/Parent work sessions and conferences. Subcommittee members would also be a lead resource for providing assistance to SACs.

### **Budget Subcommittee**

The Budget Subcommittee will make recommendations, as approved by the DAC, to the Board relative to cost containment, budget management and the prioritization of expenditures of District funds as related to student achievement and student safety; and perform additional non-administrative functions pertaining to District funds as directed by the Board and sanctioned by the DAC.

The terms of the members of the Budget Subcommittee will normally be for two (2) years, will be overlapping to the best extent possible in order to provide synergy within the committee, and will be subject to annual approval by the Board.

### **Achievement/Accreditation Subcommittee**

The Achievement/Accreditation Subcommittee will make recommendations, as approved by the DAC, to the Board relative to student achievement, accreditation of the District and District schools, and the development of the District's Performance, Improvement, Priority Improvement, or Turnaround plan as required based on the District's accreditation category [per C.R.S 22-11-303 thru C.R.S 22-11-306]. Such action should take into account input from school accountability committees (SACs) and school performance plans.

In coordination with the Administration (resource person), the DAC Achievement/Accreditation Subcommittee shall also serve as the DAC lead agency in the compilation and submission to the Board the school Performance, Improvement, Priority Improvement, and Turnaround plans submitted by the schools/SACs [per C.R.S 22-11-403 thru 22-11-406]. (See also AE-R-1, Article III, Item 2.)

The terms of the members of the Achievement/Accreditation Subcommittee will normally be for two (2) years, and will be overlapping to the best extent possible in order to provide synergy within the committee.

## **ARTICLE VII: Meetings**

### **Section 1**

All meetings will be open to the public. Meetings of the DAC will normally be held monthly during the school year. Meeting dates and times will be set by the DAC Chair in coordination with the DAC.

**DAC/SAC/Parent Work Sessions and Conferences:** The DAC will meet with representatives of all SACs in open session at least four times during the school year. The first meeting will be in September to provide extensive SAC training for new and continuing members of SACs. Remaining meetings will be scheduled by the DAC chair, approximately quarterly to provide updates on SAC/DAC topics of interest related to SAC/DAC responsibilities; provide a chance to

obtain input from SACs on budget, achievement, safety/security, discipline matters parent/guardian engagement, etc., and facilitate peer discussions between SACs on best practices and problems/issues of mutual interest. Parents/guardians interested in being involved in SACs or DAC will be encouraged to participate in these information sessions.

## **Section 2**

Notification of DAC meetings/events will be sent to all DAC members, Board members, and appropriate Administration officials. Notification will be by email or other electronic means where possible.

Dates, agendas, and minutes of meetings of the DAC and DAC subcommittees will be posted on the District web site.

Notification of all special/rescheduled meetings and/or DAC/SAC/Parent Work Sessions and Conferences will be sent to schools and DAC members sufficiently in advance for the public to be notified as well as posted on the District web site.

## **Section 3**

Proper notice having been given, the voting members present will constitute a quorum for the full DAC for regular and special meetings.

## **Section 4**

Special meetings of the DAC may be called by the chair or a majority of the DAC voting membership. At least seven days advance notice of special meetings will be given to members.

## **ARTICLE VIII: Rules of order**

The current edition of Robert's Rules of Order, Newly Revised, will be the authority of parliamentary law in meetings.

## **ARTICLE IX: Amendments**

### **Section 1**

These by-laws may be amended by a two-thirds vote of the voting membership present at any regular meeting following prior written notice of the proposed changes of at least seven days to all members.

### **Section 2**

All amendments to the by-laws will be submitted to the Board Policy Committee for review (see Policy BG) and are subject to approval by the Board.

Adopted December 6, 1971  
Revised December 15, 1977  
Revised December 9, 1981

Revised November, 1986  
Revised February 28, 1990  
Revised November 1991  
Revised October 1995  
Revised November 1997  
Revised June 2002  
Revised March 2010  
Revised April 2010  
Revised May 8, 2013  
Revised January 22, 2014  
Revised May 11, 2016

LEGAL REFS.: C.R.S. 14-15-101, et seq.  
C.R.S. 22-2-117 (waivers from State Board of Education)  
C.R.S. 22-7-301, et seq.  
C.R.S. 22-7-1201, et seq. (Colorado READ Act)  
C.R.S. 22-11-101 et seq. (Educational Accountability Act of 2009)  
C.R.S. 22-11-301 and 302 (District Accountability Committee)  
C.R.S. 22-11-401 through 406 (School Accountability Committee)  
C.R.S. 22-32-109 (1)(oo)  
C.R.S. 22-32-142  
C.R.S. 24-6-402 (Colorado Sunshine Law)  
1 CCR 301-1, Rules 2202-R-100 et seq.  
1 CCR 301-81, Rules Governing Standards for Individual Career and  
Academic Plans  
1 CCR 301-92, Rules for Administration of Colorado READ Act

CROSS REFS.: AE, Accountability/Commitment to Accomplishment  
AE-R-2, School Accountability Committees  
AED, Accreditation  
BDF, Advisory Committees  
BG, School Board of Education Policy Process  
IHBJ and IHBJ-R, Parent Involvement in Title I Education  
JHB, Truancy  
JIC, Student Conduct, Discipline, and Attendance Code  
JK, Student Discipline  
KB, Parent/Guardian Engagement