

DISTRICT ACCOUNTABILITY COMMITTEE
(By-laws)

ARTICLE I: Name

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

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, District and school performance plans and priorities for spending school district funds.

Article III: Responsibilities

1. Advise the Board concerning preparation 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 also participate in the compilation and submission to the Board of Education the 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, 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 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 DAC will consist of at least one representative from each school within the District, including District charter schools, and up to ten representatives from the community at large (student, business, and non-parent community members of the District). Each school will have one voting member representative serve on the DAC. Additional school representatives are encouraged to participate as non-voting members. Members of the DAC Executive Committee will also be members of the full DAC (See Article V below).

Recommendations for school representatives should be submitted to the DAC Executive Committee by each School Accountability Committee (SAC) by the close of the school year previous to the term of membership but no later than September 30. Schools should strive to nominate a parent/guardian representative as the primary voting member for the school.

The DAC Executive Committee will solicit community representatives, teachers, and administrators as needed; and work with the schools to meet the membership guidelines of policy AE.

Section 2

The term of membership on the DAC will be one year and may be renewed annually. The DAC Executive Committee will forward recommendations for membership to the Board, for approval, no later than the first Board meeting in November.

The membership year will be from August 1 to July 31.

Section 3

Regular attendance is expected. In the event a DAC voting school representative cannot attend a meeting, he or she is expected to find a replacement for that meeting or notify the associated school principal or the District DAC liaison office in advance concerning this absence. The designated replacement will serve as the school's voting member for that meeting. School principals and SAC chairs will be notified if a school is not represented at two consecutive DAC meetings and urged to ensure representation at future meetings.

Section 4

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

ARTICLE V: Officers and Executive Committee

Section 1

The elected officers will be a chair, vice-chairs and members at large (up to a maximum of five), with no more than one vice-chair from each of the Comprehensive High School clusters (4) and one from the Alternative Education/Charter School cluster. The chair and cluster vice-chairs must be parents/guardians with students enrolled in the District, preferably in their respective clusters or community members of the District who are not District employees. The members at large should represent the DAC as a whole, and may be chosen from any membership category so long as the parent/guardian representation on the DAC Executive Committee is the largest sub group (see Section 7 below).

Section 2

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

Section 3

The elected chair, cluster vice-chairs, and at-large members will be elected by a majority vote of the DAC voting membership present at the May meeting. They will assume office August 1 of that year.

Section 4

The DAC chair will call and preside at all meetings, appoint subcommittee chairs with approval of the DAC Executive Committee and, in general, conduct the business of the DAC. The DAC

chair will also serve as chair of the DAC Executive Committee and will call meetings of the Executive Committee.

Section 5

The designated vice-chair (in alpha order, by cluster) will serve in the absence of the DAC chair. Cluster vice-chairs will also serve as liaisons to SACs of schools in their respective clusters and provide or assist them in obtaining advice and support on DAC and SAC matters as appropriate. Cluster chairs will contact school principals and SAC chairs of schools repeatedly not represented at DAC meetings and urge representation (see Article IV, Sect. 3).

Section 6

In the event that a chair, vice-chair(s) or Executive Committee member is unable to complete their term, the Executive Committee will nominate a replacement to be approved by the DAC and then approved by the District 11 Board of Education.

Section 7

The DAC Executive Committee will consist of the following: chair, cluster vice-chairs, chairs of standing subcommittees (Budget and Achievement/Accreditation), the Administration resource person, the Board liaison(s), and elected members at large. The Administration resource person and Board liaison(s) shall serve as non-voting ex officio members.

Section 8

The DAC Executive Committee will have general supervision of the affairs of the DAC between its regular meetings, review and give preliminary approval to subcommittee work plans, and will perform such other duties as specified in the by-laws. However, none of its acts may conflict with action taken by the DAC as a whole. 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 Executive Committee may act on behalf of the DAC. The DAC Executive Committee will make every effort to solicit input electronically from the DAC voting membership in such cases.

Section 9

The DAC Executive Committee will develop charges for the standing subcommittees, in coordination with the chairs of these committees, prior to October 15 of each academic year. The charges will be approved by DAC and submitted to the Board for approval.

Section 10

Members of the DAC Executive Committee will also serve as voting members of the full DAC. Cluster vice-chairs and members at large may also serve as school representatives but will not be allowed more than one vote. The DAC chair will not also serve as a school representative on the full DAC.

ARTICLE VI: Subcommittees

Section 1

During any school year there will be, at a minimum, a Budget subcommittee, Nominating subcommittee and an Achievement/Accreditation subcommittee as standing committees. Additional ad hoc subcommittees will be formed as deemed necessary by the DAC Executive Committee 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. Members may or may not also be members of the DAC or DAC Executive Committee.

Section 2

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

Section 3

Subcommittee chairs will give notice of all committee 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 Executive Committee. 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 Executive Committee in coordination with the Board.

Nominating Subcommittee

A nominating committee of at least three members elected not later than the March meeting will nominate at least one candidate for each elected office. The proposed nominees 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 office.

Budget Subcommittee

Section 1

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.

Section 2

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. The DAC Executive Committee will recruit and submit to the Board for their approval, new members of the Budget Subcommittee. The Board may add members or remove members as needed in coordination with the DAC Executive Committee

Achievement/Accreditation Subcommittee

Section 1

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. [Note: Annual recommendations on accreditation for specific schools will be coordinated with the Executive DAC but not taken to the full DAC due to time constraints.]

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.)

Section 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.

The DAC Executive Committee will recruit and submit to the Board for their approval, members of the Achievement/Accreditation Subcommittee. The Board may add members or remove members as needed in coordination with the DAC Executive Committee.

ARTICLE VII: Meetings

Section 1

All meetings will be open to the public. Meetings of the DAC and DAC Executive Committee will normally be held monthly during the school year. Meeting dates and times will be set by the Executive Committee. Meeting notices will be posted as required by law, on the District web site, and in school buildings.

Section 2

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

Dates of regular meetings of the DAC and DAC Executive Committee will be provided in public announcements, posted on the District web site, and made available in printed form to the news media and public.

Notification of all special/rescheduled meetings will be sent to schools and the news media sufficiently in advance for the public to be notified as well as posted on the District web site. The news media will be notified in event of emergency meetings.

Section 3

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

Section 4

Special meetings of the DAC or DAC Executive Committee may be called by the chair, a majority of the DAC Executive Committee, 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

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 Std for Individual Career and Academic
Plans
1 CCR 301-92, Rules for Administration of Colorado READ Act

CROSS REF.: 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 Engagement