

Douglas County School District RE-1

**BYLAWS
OF
DISTRICT ACCOUNTABILITY COMMITTEE**

Article I

Name

The name of the school district accountability committee within the Douglas County School District RE-1 (“School District” or “District”) shall be the “District Accountability Committee,” hereinafter referred to in these Bylaws as the “DAC.”

Article II

Purpose of the DAC

The purpose of the DAC is to encourage and provide opportunities for parents and community members to become informed about and to be involved in the planning and evaluation of the School District’s instructional program and quality improvement processes. The DAC makes recommendations on priorities for spending District funds, on the preparation of the District’s improvement plans (Performance, Improvement, Priority Improvement, or Turnaround), on charter school applications, and on other areas and issues as requested by the Board of Education (the “Board”) and as required by law. It shall be a part of the School District’s accountability program to help define and measure academic and safety quality and to expand the life opportunities and options of the students in the School District.

Article III

Duties and Responsibilities

The DAC shall have the following duties and responsibilities:

- A. To recommend to the Board priorities for spending School District moneys. Whenever the DAC recommends spending priorities, it shall make reasonable efforts to consult in a substantive manner with the school accountability committees of the School District. The Board shall consider the DAC’s recommendations in adopting the School District budget for each fiscal year. *Reference: C.R.S. § 22-11-302(1)(a)*
- B. On an annual basis, to advise the Board concerning preparation of and recommendations regarding the contents of a District performance, improvement, priority improvement, or

turnaround plan, whichever is required based on the School District's accreditation category. In advising and preparing the recommendations, the DAC shall make reasonable efforts to consult in a substantive manner with the school accountability committees of the School District and shall compile and submit to the Board the school performance, improvement, priority improvement, and turnaround plans submitted by the school accountability committees. *Reference: C.R.S. § 22-11-302(1)(b)*

- C. If the Board receives a charter school application, to review the charter application and provide recommendations prior to consideration by the Board. *Reference: C.R.S. § 22-11-302(1)(c), C.R.S. § 22-30.5-107 et seq.*
- D. At least annually, to work cooperatively with the Board to determine the areas and issues, in addition to budget issues, that the DAC shall study and make recommendations to the Board. *Reference: C.R.S. § 22-11-302(2)*
- E. Whether the District is accredited, accredited with distinction, accredited with improvement, accredited with priority improvement, or accredited with turnaround, to advise and make recommendations to the Board, concerning preparation and contents of the District performance plan. In advising and making its recommendations, the DAC shall take into account and incorporate any District public school performance, improvement, priority improvement, or turnaround plans received. *Reference: C.R.S. § 22-11-303(1)(b), C.R.S. § 22-11-304(1)(b), C.R.S. § 22-11-305(1)(b), C.R.S. § 22-11-306(1)(b)*
- F. To provide input and recommendations on an advisory basis to the local school board and principals concerning the development and use of assessment tools used for the purpose of measuring and evaluating student academic growth as it relates to teacher evaluations. *Reference: C.R.S. § 22-9-106 (1)(e)(II), C.R.S. § 22-11-302 (1)(d)*
- G. To consider input and recommendations from the school accountability committee for each school of the school district to facilitate the evaluation of the school's principal, and make recommendations, on an advisory basis, to the school board on the evaluation of principals. *Reference: C.R.S. § 22-11-302(1)(e)*
- H. To serve as the school district's advisory personnel performance evaluation council, consulting with the school board as to the fairness, effectiveness, credibility, and professional quality of the licensed personnel performance evaluation system and its processes and procedures and shall conduct a continuous evaluation of said system. *Reference: C.R.S. § 22-9-107*
- I. To provide input to the school board concerning the creation and enforcement of its school conduct and discipline code. *Reference: C.R.S. § 22-11-302(1)(f), § 22-32-109.1*
- J. To consult with the local school board regarding the local school board's intent to seek a waiver of statute or state board rules. *Reference: C.R.S. § 22-2-117(2)*

- K. Perform such other duties and responsibilities as assigned by the Board.

Article IV

Membership

- A. Establishment and Composition. The DAC shall have a minimum of eleven and no more than thirteen voting members selected by the Board and shall at a minimum consist of:
1. At least six parents of students enrolled in a Douglas County School who are not School District employees or related to District employees; at least one of whom is the parent of a child in a charter school. In selecting parents, the Board shall consider geographic diversity and proportional representation for elementary schools, middle schools, and high schools. The number of parents shall comprise the majority of the membership of the DAC;
 2. At least two teachers employed by the School District: at least one teacher shall be from the elementary level; at least one teacher shall be from the secondary level, recognizing that teacher voices are important at all decision points and advisory points within the District;
 3. One school administrator employed by the School District;
 4. At least one person who is involved in business in the community within the District's boundaries;
 5. A person may not be appointed or elected to fill more than one of the member positions required. *Reference: C.R.S. § 22-11-301(2)(a)*
 6. If the Board chooses to increase the number of persons on the DAC, it shall ensure that the number of parents appointed or elected to the committee exceeds the number of representatives from the group with the next highest representation. *Reference: C.R.S. § 22-11-301(2)(b)*
 7. Other eligible electors in the School District, subject to the maximum number of thirteen voting members.
- B. Employment Limitation for Voting Members. *Reference: C.R.S. § 22-11-301(2)(c)(I)-(III)*
1. A parent shall not be eligible to serve on the DAC if he or she is employed by, or is a relative of a person who is employed by, the School District, including being employed at a public school of the School District, except as identified in subsection 2 below.

2. If the School District makes a good faith effort but is unable to identify a sufficient number of parents to serve on the DAC, the exclusions in sub-section 1 above, may be waived.
3. As used in this section unless the context requires otherwise, “related” or “relative” means a person’s spouse, son, daughter, sister, brother, mother, or father.

C. Terms of Members. Members shall serve a three-year term which shall be deemed to commence as of June 1 of the school year of appointment. For members as of April, 2015 whose terms were scheduled to expire in October under previous versions of these bylaws, their respective terms shall expire May 31 of the same year in which the terms were scheduled to expire.

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D. Term Limits. No member shall serve more than two consecutive full terms, plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy.

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E. Vacancies. Any vacancy shall be filled by the Board.

F. Resignation. Any DAC member may resign by giving written notice to the Chairperson or Recorder of the DAC. The resignation of any DAC 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 DAC shall not be necessary to make it effective.

G. Removal. Any DAC member shall be removed upon a conviction, deferred sentence, plea of guilty, or plea of *nolo contendere* to any offense that constitutes any felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any DAC member may also be removed for failure to attend three consecutive meetings without excuse or for reasons deemed sufficient, including but not limited to violation of the DAC code of ethics, by a three-fourths majority of the DAC’s voting members, not including the member who is subject to the removal vote. Because they are appointed by and serve at the pleasure of the Board, DAC members are subject to removal, with or without cause, upon the recommendation of a member of the Board and a majority vote of the Board.

H. Representative Capacity. The Board, to the extent practicable, shall ensure that the parents who are appointed reflect the student populations that are significantly represented in the School District. *Reference: C.R.S. § 22-11-301(3)*

Article V

Appointments and Selection

- A. Date for Appointing or Designating Members. The Board shall appoint or designate members to any open positions by October 1 of each year.
- B. Nominations. Any person may nominate himself or herself and/or nominate another person to fill a position on the DAC. Requests for nominations shall be published by and nominations shall be submitted in writing to the Secretary of the Board.

Article VI

DAC Officers and DAC Liaison

- A. The Officers of the DAC.
 - 1. Chairperson:
 - a. Is an elected position.
 - b. Should be a parent representative.
 - c. Serves a one-year term and may be re-elected for one additional one-year term.
 - d. Sets agenda in collaboration with the Vice-Chairperson and sends to DAC members at least five days in advance of the meeting.
 - e. Presides over the meeting.
 - f. Assures the DAC complies with the Bylaws.
 - 2. Vice-Chairperson:
 - a. Is an elected position.
 - b. Should be a parent representative.
 - c. Serves a one-year term, may be re-elected for one additional one-year term, and may be elected such that the Vice-Chairperson will assume the Chairperson's role the following year.
 - d. Participates in setting the agenda with the Chairperson.
 - e. Assumes duties of Chairperson when the Chairperson is absent.

- f. Assumes the duties of the Chairperson in the event of a resignation and until a successor chairperson is elected.
 - g. Assures the DAC complies with the Bylaws.
 - 3. Recorder:
 - a. An elected or rotating position in which members volunteer to fulfill the responsibilities for a single meeting.
 - b. Submits meeting minutes for distribution to all DAC members prior to next meeting.
 - c. Maintains a file containing all DAC business.
 - d. Assures the DAC complies with the Bylaws.
 - 4. Communications:
 - a. Manages communications for the DAC.
 - b. Maintains DAC website.
- B. District Accountability Committee Liaison.
 - 1. Is an employee of the School District appointed by the Superintendent.
 - 2. Assists the officers of the DAC perform their duties.
 - 3. Attends all scheduled Conventions and Forums of the DAC.
 - 4. Acts as a liaison to School District staff.
- C. Election and Term of Office. Officers shall be elected by a majority of the voting members of the DAC for a term of one year. Individuals may be re-elected for one additional term by a majority of the voting members of the DAC.
- D. Vacancy. A vacancy occurring in any office shall be filled in a manner determined by the Board.
- E. Resignation. Any officer may resign by giving written notice to the Chairperson or Recorder of the DAC. The resignation of any officer 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 DAC shall not be necessary to make it effective.

- F. Removal. Any officer may be removed from office by vote of a majority of the voting members of the DAC at any meeting whenever in the DAC's judgment the best interests of the DAC will be served thereby.

Article VII

Meetings

- A. Regular Meetings. Regular meetings of the DAC shall be held at least quarterly.
1. A meeting schedule will be established during the first DAC meeting of the school year.
 2. Because the meetings are public, no confidential information shall be discussed at these meetings, unless otherwise provided by law.
 3. Subcommittees may be established to meet outside of DAC meeting times to research or study a topic.
- B. Special Meetings. Special meetings may be called by any officer of the DAC, with a minimum of five days' advance notice given to all DAC members.
- C. Notice of Meetings. Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the School District offices at least 24 hours in advance. The notice shall include the meeting time, location, a 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.
- D. Waiver of Notice. When notice is required to be given to any DAC 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 giving such notice. Attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not been properly called.
- E. Agendas and Minutes.
1. Proposed agenda items are to be submitted to the Chairperson at least ten working days before the meeting. The DAC 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.
 2. Meeting minutes shall be produced and distributed to members before the next scheduled meeting. Minutes shall be publicly available following each meeting.

- F. Attendance.
1. Members:
 - a. Members shall contact the Chairperson or Vice-Chairperson if unable to attend a meeting.
 - b. Members who fail to attend three consecutive meetings are subject to removal in accordance with Article IV, Section G.
 2. Scheduled Visitors:
 - a. Speakers may be scheduled to address the DAC on any topic of considerable School District and community interest, subject to approval of the topic by the Chairperson.
 - b. The Chairperson shall schedule and determine the duration of each presentation.
 3. Unscheduled Visitors:
 - a. Any unscheduled visitor may address the DAC on any matter related to the School District during open forum for up to three minutes.
 - b. The DAC reserves the right to limit the number of persons who address the committee and/or divide the available time among those desiring to speak.
- G. Compliance with Colorado's Open Meetings Law. All meetings shall be open to the public with meeting time and location posted in compliance with Colorado's open meetings law, C.R.S. §§ 24-6-401 *et seq.* Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado's open meetings law, C.R.S. §§ 24-6-401 *et seq.*
- H. Quorum. At any meeting, a quorum shall consist of a majority of the voting members.
- I. Voting at Meetings. At all meetings, each voting member shall have one vote.
- J. Participation by Electronic Means. Upon majority vote of the DAC, any member may participate in a meeting by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Article VIII

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. 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 DAC. To the extent decisions cannot be reached by consensus, the Chairperson or the DAC 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 IX

Amendments

- A. Articles Not Subject to Amendment. These Bylaws may not be amended, repealed, or altered except by action and approval by the Board.
- B. Proposals for Additional Articles and Amendments. Proposals for additional articles and amendments to these Bylaws may be made by the DAC, subject to the following procedures and limitations:
1. Proposed additions or amendments must not conflict with Articles I through IX of these Bylaws and must comply with all other guidelines established by the District.
 2. Subject to the above, an addition to, amendment, repeal, or alteration of the Bylaws may be proposed at any regular meeting or special meeting of the DAC.
 3. Members will be provided with notice at least one meeting in advance prior to any meeting in which the DAC will discuss any proposed addition, amendment, repeal, or alteration.
 4. To be effective, proposed additions or amendments must be approved by the Board.

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted on the _____ day of _____, ~~2013~~, by the Board of Education.

Secretary, Board of Education

Revised: _____, ~~2013~~

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