



**BYLAWS FOR DISTRICT ACCOUNTABILITY COMMITTEE
2021-2022 School Year**

Article I

Name

The name of the school district accountability committee within the Elizabeth School District ("School District" or "District") shall be the "District Accountability Committee" hereinafter referred to in these Bylaws as the "DAC".

Article II

Purpose

The purpose of the DAC is to encourage and provide opportunities for parents, teachers, 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.

Article III

Duties and Responsibilities

Committee 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. **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. **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. **C.R.S. § 22-11-302(1)(c)**
- 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. **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. **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.** Perform such other duties and responsibilities as assigned by the Board.

Article IV

Membership

Establishment and Composition:

The DAC shall have a minimum of seven (7) and no more than fifteen (15) voting members appointed by the Board and shall at a minimum consist of:

- Six parents or guardians of children enrolled in School District schools who are not School District employees or related to District employees; at least one of whom is the parent or guardian 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 school.
- Not more than one teacher from each School District school, subject to the limitations of **C.R.S. § 22-11-301(2)(b)**.
- One school administrator employed by the School District.
- One person who is involved in business in the community within the School District's boundaries.
- One Board member.

A person may not be appointed or elected to fill more than one of the member positions required. **C.R.S. § 22-11-301(2)(a)**

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 School District representatives from the group with the next highest representation. **C.R.S. § 22-11-301(2)(b)**

Voting:

Voting members of the DAC shall be appointed by the Board to basic terms of two years and will be surveyed each spring as to their willingness to serve additional terms. Only persons who have been appointed by the Board shall be permitted to vote upon any recommendations or proposals made by the DAC to the Board. A member missing three consecutive meetings may lose voting privileges for the remainder of that school year. The school administrator and Board member are non-voting members.

Employment Limitation for Voting Members:

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. 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 foregoing exclusion may be waived. "Related" or "relative" means a person's spouse, son, daughter, sister, brother, mother, or father. **C.R.S. § 22-11-301(2)(c)(I)-III**

Vacancies:

Any person applying to fill a vacancy shall be appointed by the Board.

Terms of Members:

Members shall serve a two year term which will commence on October 1 of the school year of appointment. There will be no term limit.

Resignation:

Any DAC member may resign by giving written notice to the Chair or Secretary 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.

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 by a 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.

Article V
Appointment

Date for Appointing or Designating Members:

The Board shall appoint or designate members to any open positions by October 1 of each year.

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 and nominations shall be submitted in writing to the Secretary of the Board.

Article VI
DAC Officers

Officers:

In October of each year, the DAC shall elect a Chair, Co-Chair, Secretary, and Technology Liaison. The Chair or Co-Chair shall preside at all DAC meetings.

Chairperson:

- Is an elected position
- Must be a parent representative
- Serves a two-year term and may be re-elected for one additional two-year term
- Sets agenda in collaboration with the Co-Chair and sends to DAC members at least five days in advance of the meeting
- Presides over the meeting
- Assures DAC compliance with the Bylaws

Co-Chairperson:

- Is an elected position
- Must be a parent representative
- Serves a two-year term and may be re-elected for one additional two-year term, and may be elected such that the Co-Chair will assume the Chair's role the following year
- Participates in setting the agenda when the Chair is absent
- Assumes the duties of the Chair when the Chair is absent
- Assumes the duties of the Chair for the remainder of the term in the event of a resignation and until a successor Chair is elected
- Assures DAC compliance with the Bylaws

Secretary:

- Is an elected position
- Serves a two-year term and may be re-elected for one additional two-year term
- Submits meeting minutes for distribution to all DAC members prior to the next meeting
- Maintains a file containing all DAC business

- Assures DAC compliance with Bylaws

Technology Liaison:

- Is an elected position
- Serves a two-year term and may be re-elected for one additional two-year term
- Submits minutes and agenda to be posted on the School District's website
- Posts any other DAC related documents that are to be viewed by the public

Election:

Officers shall be elected by a majority of the voting members of the DAC for a term of two years. Individuals may be re-elected for one additional term by a majority of the voting members of the DAC

Vacancy:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the voting members of the DAC.

Resignation:

Any officer may resign by giving written notice to the Chair or Secretary 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.

Removal:

Any officer may be removed from office by a majority of the voting members of the DAC. In addition, the DAC by majority vote may request the removal from office of any member. Such removal shall require subsequent Board approval.

Article VII

Meetings

Regular Meetings:

Regular meetings of the DAC shall be held at least quarterly. A meeting schedule will be established during the first DAC meeting of the school year. Because the meetings are public, no confidential information shall be discussed at these meetings, unless otherwise provided by law.

Special Meetings:

Special meetings may be called by the Chair or Co-Chair, with a minimum of five days' advance notice given to all members of the DAC.

Notice of Meetings:

Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted on the School District's website 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.

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.

Agendas and Minutes:

Proposed agenda items are to be submitted to the Chair at least ten (10) working days before the next meeting. The agenda will be made public not less than twenty-four (24) hours prior to 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. Meeting minutes will be produced and distributed to members before the next scheduled meeting. Minutes shall be publicly available following each meeting.

Attendance:

Members shall notify the Chair or Co-Chair if they are unable to attend a meeting. In accordance with reference to Article IV, a member missing three consecutive meetings may either lose voting privileges for the remainder of that school year and/or be subject to removal.

Scheduled Visitors:

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 Chair.

Unscheduled Visitors:

Any unscheduled visitor may address the DAC on any matter related to the school district during open forum for up to three minutes. The DAC reserves the right to limit the number of persons who address the DAC and/or divide the available time among those desiring to speak.

Subcommittees:

The DAC may select subcommittees to carry out specific assignments to enhance the work of the DAC. Members of subcommittees need not be members of the DAC. These Ad Hoc Advisory Task Committees may be made up of students (where applicable), educators, parents, and/or community members.

Open meetings:

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.**

Executive Session:

To the extent the DAC is acting as a local public body under the Colorado open meetings law, the DAC may go into executive session to discuss confidential matters within the authority delegated to them by statute or the Board.

Use of recording media:

DAC meetings will not be recorded on a regular basis. Any member of the DAC wishing to record a meeting may do so with the approval of a majority of the voting members in attendance. If a meeting is recorded, a complete copy of the recording will be made available to any committee members upon request.

Article VIII

Voting

At all meetings, each voting member shall have one vote. A majority vote in a regular or specially scheduled meeting, of those voting members present, shall govern the acceptance by the DAC of its actions and recommendations. No formal quorum is necessary for a vote; however, the Chair or Co-Chair may table an item until a later meeting.

Article IX

Amendments

Articles Not Subject to Amendment:

These Bylaws may not be amended, repealed, or altered except by action and approval by the DAC.

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:
- Proposed additions or amendments must not conflict with Articles I through VIII of these Bylaws and must comply with all other guidelines established by the District.
- 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.
- 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.
- To be effective, proposed additions or amendments must be approved by the Board.