

**Bylaws for Kyffin Elementary
School Accountability Committee (SAC)
(Effective July 1, 2018)**

I. PURPOSE

- a. The school accountability committee shall:
 - i. Serve in an advisory role to Kyffin Elementary (the school) Principal. The Principal is responsible for implementing the accountability/accreditation process in the school.
 - ii. Fulfill the responsibilities of the SAC as outlined in this policy and further clarified in the SAC Manual provided annually by the district accountability committee for Jeffco Schools (a function served by the District Accountability Committee (DAC)).

II. SCOPE AND AUTHORITY

- a. The SAC will follow all district guidelines and policies regarding the scope and authority of School Accountability Committees. (reference [Jeffco Schools Accountability Committee Resource Guide September 2017](#))
 - i. Serve in an advisory role to the Principal.
 - ii. Work with school leadership to develop the annual School Accountability Report by recommending goals for the improvement of the school that are aligned with the school's Unified Improvement Plan (UIP), the district's Strategic Plan, and the PTA National Standards, Goals, and Indicators for Family-School Partnerships.
 - iii. Make recommendations to the Principal regarding the prioritization and expenditure of school monies.
 - iv. Address school safety by implementing a safe school plan consistent with district policies.
 - v. Hear reports from the Principal and school personnel concerning progress toward UIP goals.
 - vi. Work toward reaching UIP goals as sanctioned by Principal.
 - vii. Any additional requirements outlined by district policy or requested by the DAC.
- b. The SAC will not knowingly make decisions which are not in compliance with district policies, state or federal law.
- c. The SAC will keep the community informed of its work via the school website.

III. OFFICERS

- a. Chairperson(s):
 - i. SAC shall elect from its Attendees a Chairperson and Vice Chair or alternatively, two Vice Chairpersons, as the Members shall deem appropriate.
 - ii. Chairperson(s) and any Vice Chair elect shall be elected by majority vote of

Members.

- iii. Members shall not be employees of the school district or immediate relatives of school district employees, excluding the Principal.
 - iv. The term of office for each Chairperson and any Vice Chair, shall be one school year (currently beginning July 1 and ending June 30), no term limits. Officers must be re-elected for each term year.
 - v. The term of the Vice Chair shall be one year plus one year as Chair without vote of the committee. Should the Vice Chair fail to serve their term as Chair, they must give 2 months notice prior to the last meeting of the Vice Chair's term year.
- b. Secretary:
- i. The secretary shall be elected by majority vote of Members.
 - ii. The term of the secretary shall be one school year (currently beginning July 1 and ending June 30).
 - iii. Each officer is responsible for complying with the obligations listed in the OFFICER RESPONSIBILITY GUIDELINES
- c. Officer Nomination:
- i. Officers shall discuss with Attendees and Members three months prior to end of school year to identify nominees for the offices for which the terms will expire at the end of the school year.
 - ii. Vacancies will be advertised in the newsletter and school website for at least three months prior to election.
 - iii. The SAC shall identify at least one nominee for each of the offices for which the term will expire at the end of that school year.
- d. Officer Election:
- i. Elections for officers shall be held at the final SAC meeting prior to the close of each school year (currently May).
 - ii. Officers shall be elected by majority vote of Members.
 - iii. Any officer vacancies, whether by expiration of term, removal, resignation or otherwise shall be published to the Kyffin community to solicit interest.
 - iv. Nominees to fill any vacant office shall be elected by majority vote of Members.
 - v. A person elected to fill any vacant office shall hold that office for the interim duration of the original term of office.
- e. Officer Removal:
- i. Officers of SAC may be removed from their position by a majority vote of Members for any of the following reasons: failure to abide by these bylaws (including, without limitation, failure to fulfill their duties); conduct unbecoming of a SAC Officer; failure to attend meetings, as required; or inappropriate use of information.
 - ii. No officer shall be removed for espousal of particular beliefs, or on the basis of age, race, gender, ethnicity, national origin, religion, physical disability, sexual orientation, or any other basis prohibited by law.
 - iii. In the event an officer is removed, resigns or otherwise cannot fulfill his/her duties, the remaining Vice Chair shall serve as the Chairperson at the

discretion of the Members, until such time as a replacement may be elected.

IV. PRINCIPAL

- a. The Principal of Kyffin is an Officer of SAC, who shall be a permanent standing Officer, not subject to election, resignation or removal. The Principal shall attend and participate in all SAC meetings.
- b. Principal is responsible for complying with the obligations listed in the OFFICER RESPONSIBILITY GUIDELINES

V. MEMBERS

- a. The School Accountability Committee consists of SAC Officers and Members.
- b. There is no limit to the number of Members for SAC. You may become a Member by attending the first or second annual SAC meeting and providing information requested by the SAC Secretary. SAC Officers are considered Members upon their election.
 - i. SAC Secretary shall maintain a role of Members.
 - ii. To maintain membership, Members must attend 50% of the SAC meetings for each school year.
- c. SAC Officers and Principal will be responsible for Member recruitment.
- d. SAC will strive to be a governing body by adhering to the following criteria regarding the composition of the Committee to the extent possible:
 - i. SAC Members will include three parents of children currently attending the School (representing K-5). SAC Officers may serve as a Member for this category.
 - ii. SAC Members will include one parent of a child attending the Gifted and Talented program at Kyffin (as long as program exists). SAC Officers may serve as a Member for this category.
 - iii. SAC Members will include one parent of child attending the preschool program at Kyffin (as long as program exists). SAC Officers may serve as a Member for this category.
 - iv. SAC Members will include two certified school personnel.
 - v. SAC Members will include one community liaison.
- e. Only Officers and Members in good standing are eligible to vote.
 - i. SAC quorum is six.
 - ii. All SAC decisions will be approved by a majority vote of the SAC Members present.
- f. RESPONSIBILITIES: Members shall participate fully, attend meetings, represent their category, and maintain courteous and professional behavior.
- g. MEMBER REMOVAL:
 - i. Members may be removed by a majority vote of Members for any of the following reasons: failure to abide by these bylaws (including, without limitation, failure to fulfill their duties); failure to attend meetings, as required; or inappropriate use of information.
 - ii. No Member shall be removed for espousal of particular beliefs, or on the basis of age, race, gender, ethnicity, national origin, religion, physical disability,

sexual orientation, or any other basis prohibited by law.

VI. ATTENDEES

- a. Parents, teachers, staff members and community at large are encourage to attend SAC meetings when possible.
- b. RESPONSIBILITIES: Participate fully, attend meetings when possible, maintain courteous and professional behavior.

VII. MEETINGS

- a. All meetings will be open to the public.
- b. SAC will hold regular quarterly meetings.
- c. The agenda for each meeting will be distributed via the school website at least one week prior to the meeting date.
- d. All minutes from SAC meetings will be made available to the public and school community on the school website.
- e. Meetings will follow the standard Robert's Rules of Order and will include a report from the Principal.
- f. SAC will strive to reach consensus when making decisions.

VIII. AMENDMENTS TO BYLAWS

- a. Proposed changes to these Bylaws shall be distributed to the Kyffin community at least two weeks prior to a regularly scheduled meeting. Such proposed changes will be discussed and voted during the next regularly scheduled meeting.
- b. Any modification to these Bylaws requires a minimum of two-thirds affirmative vote of Members.
- c. Bylaws and Officer Responsibility Guidelines should be reviewed at least every two years for changes.
- d. Officer Responsibility Guidelines may be updated without Member approval.