



Monument Academy

SCHOOL ACCOUNTABILITY ADVISORY COMMITTEE BYLAWS

ARTICLE I – NAME

The name of this committee shall be the Monument Academy School Accountability Advisory Committee (MA SAAC), referenced as School Accountability Committee (SAC) by the Colorado Department of Education and hereinafter known as the MA SAAC.

ARTICLE II - PURPOSE, DUTIES, RESPONSIBILITIES

Section A

The purpose of the MA SAAC shall be to represent the Monument Academy (MA) community, including parents, legal guardians, students, and faculty, with regard to MA grade level academics, student achievement, budgetary, and safety matters, and to make recommendations to the Chief Operating Officer and Principals/Assistant Principals regarding these topics.

The MA SAAC is an advisory body only. The MA SAAC shall not infringe upon prerogatives, functions, or responsibilities of the Colorado Board of Education; District 38 Administration; or the Monument Academy Administration, School Board, faculty, or staff.

Section B

The MA SAAC shall meet at least quarterly to formulate and recommend goals and objectives for the improvement of the education offered to MA students, including, but not limited to:

1. Advisement in the development of the Unified Improvement Plan (UIP) with the Principals/Assistant Principals based on school priorities for spending school monies.
2. Advisement of the interpretations of the MA community survey, or other means deemed necessary, used to evaluate the improvement or decline of school performance with respect to the assessment of goals, school leadership, personnel, and infrastructure. Results of assessments will be utilized in the development of subsequent UIPs.

Section C

The MA SAAC shall make recommendations on school-related matters including, but not limited to:

1. Making recommendations to the Chief Operating Officer and Principals/Assistant Principals on the school's priorities for spending school monies, including federal funds, where applicable.
2. Making recommendations to the Principals/Assistant Principals of the school concerning preparation of a school Performance or Improvement Plan if either type of plan is required.
3. Publicizing and holding MA SAAC meetings to discuss strategies to include in a school Priority Improvement or Turnaround Plan, if either type of plan is required, and using this input to make

recommendations to the MA School Board, Principals/Assistant Principals, and Chief Operating Officer concerning preparation of the school Priority Improvement or Turnaround Plan prior to the plan being written.

4. Publicizing the district's public hearing to review a written school Priority Improvement or Turnaround Plan.
5. Meeting at least quarterly to discuss whether school goals and infrastructures are improving or declining with regard to implementation of the school's Performance, Improvement, Priority Improvement, or Turnaround Plan, whichever is applicable, and other progress pertinent to the school's accreditation contract.
6. Providing input and recommendations to the District Accountability Advisory Committee (DAAC), on an advisory basis, concerning principal development plans and principal evaluations. Note: this should not in any way interfere with a district's compliance with the statutory requirements of the Teacher Employment, Compensation and Dismissal Act.
7. Publicizing opportunities to the MA community to serve on the MA SAAC.
8. Assisting school personnel in implementing, at the school level, the district's family engagement policy.
9. Assisting school personnel to increase families' engagement with teachers.

Section D

The MA SAAC shall provide the required membership to the DAAC in accordance with DAAC Bylaws.

Section E

The Principals/Assistant Principals shall compile and present the UIP for review by the MA SAAC. Upon completion of SAAC review, the Principals/Assistant Principals will present the UIP to the DAAC.

ARTICLE III - MEMBERSHIP

Section A

The MA SAAC shall be comprised of at least seven adults. Representation should consist of the following members:

1. At least three parent representatives (preferably with multiple grade levels represented). Parent representatives may be additionally assigned as representatives to DAAC, MA PTO, the MA School Board, or be employed as an MA educator.
2. One teacher who provides instruction at MA.
3. At least one adult MA PTO member.
4. One patron who resides in District 38 without children currently attending school Monument Academy. This patron may be a former MA parent or guardian or a prospective future MA parent or guardian.
5. A parent representative may also be appointed by MA Principal or the Principal's designee to serve on the DAAC.

Membership shall include the best possible representation of all educational, social, economic, racial, and ethnic groups as seen in the Monument Academy statistical breakdown. Parents/guardians must serve in most of the positions on this committee.

Section B

Additional members on the MA SAAC must be parents or legal guardians of students attending Monument Academy or patrons residing in Lewis-Palmer School District 38.

Section C

MA Principals/Assistant Principals will serve as administrative advisory members with no voting privileges.

Section D

No more than three members (or 30%, whichever is greater) of the MA SAAC shall be employed by or be a relative of an employee of the school district.

Section E

Three committee members shall represent Monument Academy at the DAAC meetings for District 38. Per the *DAAC 2014 Bylaws*, these three shall include: a parent representative appointed by the MA Principals, a teacher appointed by the MA Principals, and an elected officer of the MA SAAC.

Section F

Committee members shall be selected by review of interested parties from advertisement of openings to the MA Community. Nominations may be taken from the MA School Board, Chief Operating Officer, and/or MA Principals/Assistant Principals. Principals will appoint the members of the SAAC committee.

ARTICLE IV - OFFICERS

Section A

Officers shall constitute the following:

1. Chairperson. This officer shall not be a staff member of MA and will preferably be an MA parent who has served at least one year on the committee.
2. Vice Chairperson. This person will preferably be an MA parent, with availability to be the Chairperson the following year.
3. Secretary/Historian. This person may be elected from the committee or be appointed by the MA SAAC Chairperson, if needed, to fill in and create meeting minutes.

Section B

Responsibilities shall constitute but not be limited to:

1. Chairperson - set agendas, preside over all meetings, and assume such responsibilities as usually are delegated to the presiding officers.
2. Vice Chairperson - shall act in the absence of the Chairperson.
3. Secretary - shall keep official records of the committee, a list of the membership, and the minutes of the meetings. The secretary shall be responsible for notifying members and patrons of meetings and supplying the MA webmaster with content for the MA SAAC page(s) as directed by the committee.

Section C

The terms of office shall be:

1. Chairperson: 1 year
2. Vice-Chairperson: 1 year
3. Secretary: 1 year

Section D

Per *Article V, Section E* of these bylaws, the SAAC Chairperson, Vice Chairperson, and Secretary shall be elected by a majority vote of the SAAC members with voting privileges in April/May of the current school year and no later than September of the following school year for the school year in which they will serve said position. In the event an officer resigns before the end of a school year, a Principal/Assistant Principal shall fill the vacancy through appointment.

Section E

The Vice Chairperson shall serve as such for one year, and preferably be available for nomination or assignment to Chairperson for the following year. In general, a Chairperson or Vice Chairperson can each serve two consecutive one-year terms.

ARTICLE V – MEETINGS

Section A

The MA SAAC may hold up to eight regular meetings during the school year. The time, place, and agenda will be set by the MA SAAC Chairperson and MA Principals/Assistant Principals. Notice of meetings will be publicized on the MA SAAC page of the MA website. The Chairperson or Principals/Assistant Principals may call special meetings at any time, with 24 hours advance notice to the membership and the public. .

Section B

All meetings shall be conducted in accordance with an agenda set by the Chairperson. Any member of the MA community or MA SAAC wishing to place an item on the next meeting's agenda should make the request to the SAAC Chairperson at least one week in advance of the next regularly scheduled meeting.

Section C

The meetings and the business of the MA SAAC shall be conducted in accordance with *Robert's Rules of Order*.

Section D

A member's voting privilege is determined by consistent attendance at meetings, defined as not missing more than two consecutive meetings, and attending at least four (4) meetings per year. Members are defined in *Article III Section A*.

Votes will be cast on, but not limited to, approval of minutes, bylaws, recommendations from subcommittees, and recommendations concerning MA's Performance, Improvement, Priority Improvement, or Turnaround Plan, whichever is applicable, and items discussed as directed by the Chief Operating Officer and/or Principals/Assistant Principals.

ARTICLE VI - SUBCOMMITTEES

The Chairperson shall appoint subcommittees as deemed necessary to carry out the responsibilities and charges of the MA SAAC. Subcommittee Chairpersons shall be responsible for reporting subcommittee activities and results to the MA SAAC during regular monthly meetings.

ARTICLE VII - AMENDMENT OF BYLAWS

The MA SAAC may propose revisions to these bylaws at any time. Such revisions become effective when the MA School Board approves these bylaws in accordance with its practices and procedures. These bylaws should

be reviewed every other/odd year by a subcommittee with recommendations presented to members at the January meeting.

Published March 4, 2015; Revised September 30, 2020

References and Compliances:

22-1 1-401 & 402, C.R.S.

Colorado Charter School Handbook, version 2-11-2010, 22-7-106, et al, C.R.S.

Colorado Department of Education District Accountability Handbook, Appendix I: Understanding the Role of School Accountability Committees in Charter School (page 55); revision 4.1, August 2014

District 38 District Accountability Advisory Committee Bylaws, revised July 2014