



BYLAWS OF THE SCHOOL ACCOUNTABILITY COMMITTEE

SECTION 1. BEN FRANKLIN ACADEMY

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

PURPOSE

The purpose of this document is to set forth the Bylaws of Ben Franklin Academy's School Accountability Committee, hereinafter referred to in these Bylaws as the School Accountability Committee ("SAC"). Through the powers granted in these Bylaws, the SAC will be an advisory committee that will continue to evaluate and provide advice to the Principal and the Board to ensure that we are providing our students with a challenging appropriate curriculum that emphasizes math, science, and literacy, and promotes the arts, sports, nature, and character.

SECTION 2. PURPOSE OF THE COMMITTEE

The purpose of the SAC is to inform, encourage, and provide opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes. The SAC makes recommendations concerning the school's Performance, Improvement, Priority Improvement, or Turnaround plan, and meets at least quarterly to discuss implementation of the school's plan and other progress pertinent to the school's accreditation contract with the Board of Education. Final decision-making authority rests with the Principal or other person or group receiving the recommendation from the SAC (e.g., the Superintendent, District Accountability Committee ("DAC"), Board of Education, or BFA Board).

SECTION 3. DUTIES AND RESPONSIBILITIES

A. The duties and responsibilities of the SAC:

1. To adopt a yearly Unified Improvement Plan (UIP) with goals and objectives for the improvement of education in the school. The UIP shall be completed and submitted to the DAC for review as required by the Douglas County School District.
2. To recommend to the Principal priorities for spending school moneys. The Principal shall consider the SAC recommendations regarding spending of state, federal, local, or private grants, and any other discretionary moneys, and take them into account in creating the school budget. **Reference: C.R.S. 22-11-402(1)(a)**
3. To discuss at least quarterly:
 - a. Whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the public school's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is applicable, or other progress pertinent to the public school's accreditation contract with the Board of Education. **Reference: C.R.S. 22-11-402(1)(d)**
 - b. Safety issues relative to the school environment.
 - c. Community concerns and input regarding the aforementioned duties and responsibilities.
4. To gather and provide information to the Principal and the DAC on the needs and concerns of the school's community.
5. If the school is ever required to prepare a Priority Improvement or Turnaround plan, to advise the Principal concerning the preparation of such plan and submit recommendations concerning the content. **Reference: C.R.S. 22-11-402(1)(b)&(c)**
6. To perform other such duties and responsibilities as may be required by the BFA Board or Colorado State law.

B. The duties and responsibilities of the SAC shall not include:

1. Personnel issues, including hiring or evaluation of individual staff members.
2. Individual student discipline issues.
3. Any issue dealing with a specific student, staff member, or parent.

SECTION 4. MEMBERSHIP

A. Composition There shall be at least seven voting members as follows:

1. **Principal**– The Principal of the school or the Principal’s designee.
2. **Teacher** – One teacher who provides instruction at the school.
3. **Three parents or legal guardians** – Three parents or legal guardians of students enrolled in the school, to make the membership as representative as possible of all groups attending the school.
4. **PTS Adult** – One parent or teacher member of an organization of parents, teachers, and students recognized by the school. If the school does not have a recognized PTS organization, a fourth parent or legal guardian of a student enrolled in the school is elected to the SAC by a majority vote of the parent community.
5. **Community** One person from the community not otherwise included above. “Community” is defined broadly to mean lives or is involved in business or industry within the feeder boundaries. *Reference: C.R.S. § 22-11-401(1)(a) (I-V)*
6. **Additional Parent or Legal Guardian Voting Members** - At the option of the Principal, additional voting members may be selected by a simple majority vote of the above voting members.
7. **Non-Voting Members** – Optional non-voting members shall consist of:
 - a. **Student Member** – One BFA student from the school’s highest-grade level.

B. Employment Limitation for Voting Members

1. No more than three voting members may be District or BFA employees or relatives of District or BFA employees. For purposes of this subsection, “relative” includes a person’s spouse, son, daughter, sister, brother, mother or father. “District employee” includes anyone who is a W-2 employee of Douglas County School District Re-1.
2. If more than three voting members who are either District or BFA employees or relatives of District or BFA employees are elected to the SAC, only the elected candidates who receive the highest number of votes that will result in three District or BFA employees or relatives of District or BFA employees shall serve on the SAC. The other employee(s) and/or related person(s) shall be disqualified as a voting member(s).

- C. Term Limits. Except for the Principal (or Principal's designee), 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. Note: If the school cannot obtain sufficient candidates for open positions, after completely following the nomination process outlined in Section 5, the SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.
- D. Terms of Members. Members shall serve a two-year term.
- E. Vacancies.
1. Any vacancy shall be filled by a simple majority vote of the remaining voting members of the SAC. In filling a vacancy, the SAC shall assure that the composition required in Section A above, is maintained.
 2. Any vacancy to a Community Member position shall be filled by appointment by the Principal
- F. Resignation. Any SAC member may resign by giving written notice to the Chairperson or Recorder of the SAC. The resignation of any SAC member shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice. Unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.
- G. Removal. Any SAC member who is elected or appointed shall be automatically removed from office upon the receipt of notice by the SAC Chairperson of the member's conviction, deferred sentence, plea of guilty, or plea of nolo contendere to any offense which constitutes any felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any elected or appointed SAC member may also be removed for failure to attend three consecutive meetings without excuse or for reasons deemed sufficient by a three-fourths majority of the SAC's voting members, not including the member who is subject to the removal vote.

SECTION 5. APPOINTMENTS AND ELECTIONS

- A. Date for Electing, Appointing or Designating Members. Election, Appointment, or Designation of members shall occur no sooner than 30 days before the end of a school year, nor later than 30 days after the start of a school year.
- B. Election of Teacher Member. The election of the teacher member shall occur at a teacher staff meeting or similar forum no sooner than 30 days before the end of a school year nor

later than 30 days after the start of a school year. All licensed professionals who provide instruction at the school or who have an office at the school will be invited to attend. Nominations will be taken from the floor during the meeting. Any teacher may nominate himself or herself or another teacher. If there are multiple teachers nominated, a written ballot may be used, with the teacher receiving the highest number of votes being elected to the SAC.

- C. Appointment of Community Member. A community representative shall be appointed to the SAC by the Principal of the school each year that it is required, no sooner than 30 days before the end of a school year nor later than 30 days after the start of a school year or as soon as practical after a vacancy.
- D. Election of Parent or Legal Guardian Members. The selection of Parent or Legal Guardian Members shall be by election.
1. Notice of Election. The notice of election shall occur by means of the school newsletter or similar format, and will include notice of the deadline for submission of nominations. The notice will allow at least two weeks for submitting nominations and conducting the election.
 2. Nominations. Any parent or legal guardian of a student enrolled in the school may nominate himself or herself and/or another parent or legal guardian of a student enrolled in the school. Nominations shall be submitted in writing (which includes electronic means such as email) to the Principal of the school or the SAC Chairperson.
 3. Determining an Election. If the number of candidates is equal to the number of open SAC positions, an election is not required if the nomination process outlined above (Article 5, Sections D-1 and D-2) has been followed.
 4. Conducting the Election. Only parents or legal guardians of students enrolled in the school will be permitted to vote. The parent(s) or legal guardian(s) receiving the most votes shall be elected until all available positions are filled, subject to the requirements of section 4(B), above. There are three primary ways to conduct the election of the parent/guardian members, as follows:
 - a. “Back to school night” or similar forum - Written ballots shall be used and shall have a signature line and a printed name line to enable the school to verify eligibility and avoid duplicates.

- b. Mail-in ballot - Included in the school newsletter or similar format. The mail-in ballots shall have a signature line and a printed name line to enable the school to verify eligibility and avoid duplicates.
- c. Electronic, email, school website – These or similar alternate methods may be appropriate, if the method used can assure only one vote per person.

The SAC shall determine which election method shall be used by a simple majority vote.

- 5. Election Unnecessary. If the number of candidates is less than or equal to the number of open SAC positions, an election is not required if the notice and nomination process outlined above has been followed, subject to the requirements of Section 4(B), above.
- E. Reflection of the school populations. The school Principal and other members of SAC shall encourage persons who reflect the student populations that are significantly represented within the school to seek election to the committee.
- F. Good faith efforts. If, after making good-faith efforts, the Principal or an organization of parents, teachers, and students is unable to find a sufficient number of persons who are willing to serve on the SAC, the Principal, with advice from the organization of parents, teachers, and students, may establish an alternative membership plan for the SAC, which plan shall reflect the membership specified in Section 4(A) as much as practicable.

SECTION 6. SAC OFFICERS, DAC LIAISON, AND SCHOOL PRINCIPAL

- A. The Officers of the SAC Shall Consist of a Chairperson, Vice-Chairperson and Recorder.
 - 1. Chairperson:
 - a. Is an elected position.
 - b. Should be a parent representative.
 - c. Serves a one-year term as Chairperson and may be re-elected for one additional one-year term.
 - d. Sets agenda for SAC meetings in collaboration with the Principal and Vice-Chairperson and sends to SAC members at least 24 hours in advance of each meeting.
 - e. Presides over SAC meetings.
 - f. Assures the SAC complies with the SAC Bylaws and other relevant rules and laws.

- g. Works in collaboration with DAC Liaison and Principal to create and monitor the UIP.

2. Vice-Chairperson:

- a. Is an elected position.
- b. Should be a parent representative
- c. Serves a one-year term as Vice-Chairperson, may be re-elected for one additional one-year term, and may be elected to assume the Chairperson's role the following year.
- d. Participates in setting the agendas with the Chairperson and Principal.
- e. Assumes duties of Chairperson when the Chairperson is absent.
- f. Assumes the duties of the Chairperson in the event of the Chairperson's resignation and until a successor Chairperson is elected.
- g. Assures the SAC complies with the Bylaws and other relevant rules and laws.

3. Recorder:

- a. Is 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 SAC members prior to next meeting.
- c. Maintains a file containing all committee business. However, if the position is a rotating position, the Vice-Chairperson shall maintain the committee business file.
- d. Assures the SAC complies with the Bylaws.

B. District Accountability Committee Liaison:

- 1. Is an elected or appointed position.
- 2. Is a parent representative or the community member.
- 3. Attends all scheduled Forums, gathers information from DAC meetings to report back to the SAC. The DAC report should be listed on the SACs agenda and included in the SACs scheduled meeting dates. The DAC Liaison is the communication link (feedback, concerns, questions) between SAC and DAC.

4. Works in collaboration with Principal and SAC Chairperson to create and monitor the UIP.

C. Principal

1. Principal or Principal's designee:
 - a. Collaborates with the Chairperson and Vice-Chairperson to set the meeting agenda.
 - b. Assures that the SAC complies with the Bylaws and other relevant rules and laws.
2. Assistant Principal or Academic Director:
 - a. Attends SAC meetings as an ad-hoc member, if needed.
 - b. Assumes the role of the Principal in the absence of the Principal or Principal's designee.

D. Election and Term of Office. Officers shall be elected by a simple majority of the voting members of the SAC. Where allowed above, individuals may be re-elected for one additional term by a simple majority of the voting members of the SAC.

E. Vacancy. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a simple majority of the voting members of the SAC, notice of such election having been given.

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

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

SECTION 7. MEETINGS

A. Regular Meetings. Regular meetings of the SAC shall be held at least quarterly.

1. A meeting schedule will be established during the first SAC meeting of the school year. The SAC should strive to schedule each meeting at a day and time to allow for maximum parent and community involvement.
 2. Because SAC meetings are public, no confidential information shall be discussed at these meetings (*e.g.*, disciplinary policy may be discussed, but a specific instance or enforcement of the policy may not be discussed).
 3. SAC subcommittees may be established to meet outside of SAC meeting times to research or study a topic to be reported back to the SAC during a regular meeting.
- B. Special Meetings. Special meetings may be called by any Officer of the SAC, with a minimum of five days notice given to all SAC members.
- C. Notice of Meetings. Regular and special meetings shall be preceded by written notice, posted at the school and on the school'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.
- D. Waiver of Notice. When notice is required to be given to any SAC 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 to that person. Furthermore, attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not properly been called.
- E. Agenda and Minutes.
1. Proposed agenda items are to be submitted to the Chairperson at least two working days before the meeting. The SAC may modify the agenda during the meeting, elect to address agenda items in the future, or decide not to address agenda items at any meeting.
 2. Meeting minutes shall be produced and distributed to SAC members at least 24 hours before the next scheduled meeting. At each SAC meeting, the SAC will review and approve minutes from the prior meeting. Minutes shall be publicly available following approval by the SAC.
- F. Attendance.

1. Members:
 - a. Members shall contact the Chairperson or Principal in advance if unable to attend a meeting.
 - b. Members who fail to attend three consecutive meetings are subject to removal in accordance with Section 4(G).

2. Scheduled Visitors:
 - a. Speakers may be invited to address the SAC on any topic of considerable school and community interest provided the Chairperson approves the topic in advance.
 - b. The Chairperson shall schedule and determine the duration of each presentation.

3. Unscheduled Visitors:
 - a. Unscheduled visitors may address the SAC during open forum for up to three minutes each.
 - b. The SAC reserves the right to limit the number of persons who address the committee.

- 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 simple majority of the SAC voting members.

- I. Voting at Meetings. Whenever a vote is called for, each voting member shall have one vote. SAC members may vote when absent by giving their vote in writing (including via e-mail or other reliable electronic means) to the Chairperson or Vice-Chairperson prior to the meeting.

- J. Participation by Electronic Means. Any SAC 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 be considered presence in person at the meeting.

SECTION 8. 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. This process should consist of collaboratively generating a proposal, identifying concerns, and modifying the proposal to generate consensus. 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 SAC. To the extent decisions cannot be reached by consensus, the Chairperson or the SAC by majority vote may elect to proceed under the procedural rules set forth in the most recent edition of *Robert's Rules of Order*.

SECTION 9. AMENDMENTS

- A. Sections Not Subject to Amendment. Bylaws may not be amended, repealed, or altered except by a two-thirds majority vote of the SAC and approval by the BOD.
- B. Amendment, Repeal or Alterations. Any amendment, repeal, or alteration of these Bylaws must comply with all Colorado State laws.

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws that were confirmed as adopted by the SAC on the ____ day of _____, 20__.

Chairperson