

AIR ACADEMY HIGH SCHOOL
School Accountability Committee
By-laws

Pursuant to C.R.S. 22-7-106(4), a school advisory committee is not required at Air Academy High School, since the Air Academy High School Accountability Committee has been in place prior to January 1, 2000. However, these By-laws are intended to follow, in principle, the intent of the legislature as it relates to the School Accountability Committee at Air Academy High School.

Article I: Purpose

The purpose of the School Accountability Committee shall be to work with the principal and the Air Academy High School community to:

- a. Make recommendations to the principal about prioritizing the expenditures of school moneys, providing a copy of such recommendations to the school district accountability committee and to the school district board of education. The principal shall consider such recommendations made by the school accountability advisory committee regarding the expenditure of any state, federal, local, or private grants and any other discretionary funds;
- b. Discuss means for determining whether decisions affecting the educational process are advancing or impeding student achievement;
- c. Discuss reporting to students, parents, boards of education, educators, and the school district board of education on the educational and safety performance of the public school and providing data for the appraisal of such performance;
- d. Discuss recommendations to the principal on the expenditures of all school grants;
- e. Discuss safety issues related to the school environment (CRS 22-7-107);
- f. Define and measure academic and safety quality in education;
- g. Measure objectively the quality and efficiency of the educational programs offered by Air Academy High School;
- h. Adopt high, but achievable, goals and objectives for the improvement of education at Air Academy High School;
- i. Adopt a plan to improve educational achievement at Air Academy High School;
- j. Implement methods of maximizing graduation rates;
- k. Increase the ratings for the school's accreditation category established pursuant to C.R.S. 22-11-202; and
- l. Review goals, objectives and plan before submission to the District Board of Education.

Article II: Membership

1. Committee membership shall consist of at least seven members as follows:
 - a. Principal of Air Academy High School or designee
 - b. One teacher who provides instruction at the school
 - c. Three parents or legal guardians of students who are enrolled at our school
 - d. One adult member designated by an organization of parents/teachers/students at the school (AAHS Parent Committee)
 - e. A person from the community
2. The Committee will also seek to include:

- a. Additional members of the school staff not to exceed 3 members from teaching, classified employees and administration
 - b. Additional parents or legal guardians with an emphasis on a broad representation of the membership of the school. (eg. Racial/ethnic balance, gender balance, balance of academic abilities of students)
 - c. Students from each grade level (at least two members total)
3. Members are encouraged, but are not required, to serve a minimum of two years. Parents may serve as long as they have a student in the school.
 4. The principal will advertise annually for new members in the school parent publication. Membership is open to any parent or legal guardian of a student enrolled in Air Academy High School or any interested party who resides within the Air Academy High School boundary.

Article III: Officers

1. The members of each School Accountability Committee shall annually select from among the parent representatives a member to serve as chair or co-chair of the committee.
2. Committee officers shall consist of a parent Chairperson and a student, preferably a Senior, Chairperson, and a Recording Secretary. The Chairpersons and Recording Secretary will be elected by the membership at the last yearly meeting of the Committee.
3. The Duties of the Chairpersons shall include:
 - a. Presiding at all meetings.
 - b. Making appointments to committees that are formed.
 - c. Preparing reports to the Board of Education.
4. The Duties of the Recording Secretary shall include:
 - a. Recording decisions of the committee and providing timely minutes from the meetings.
 - b. Posting the minutes of the meetings and upcoming meeting dates and times in the parent newsletter.
 - c. Maintain a roster of member attendance at meetings.
5. Officers shall be elected annually.

Article IV: Attendance

1. Members are encouraged to notify the Recording Secretary, if they are unable to attend.
2. Members who consistently fail to attend meetings throughout the year will be dropped from the Committee.

Article V: Meetings

1. Meeting dates for each school year will be established each September by the

Principal, in consultation with the Chairpersons. The Committee shall meet at least quarterly.

2. Meetings shall be open to the public.

Article VI: Parliamentary Authority

1. When a parliamentary issue arises, “Robert’s Rules of Order, Revised Edition”, shall govern the action of the Committee.
2. A quorum shall consist of a majority of those present at at least two of the previous five meetings. Committee decisions will be made by consensus to the extent possible. If significant disagreements exist after full and open discussion, the SAC may make decisions by majority vote. Members who have attended at least two of the previous five meeting may vote. The principal is not a voting member.

Article VII: Agenda

1. The Chairpersons and the Co-chairpersons will prepare the agenda for each meeting prior to the meeting of the Committee.
2. Proposed agenda items are to be submitted to the Chairpersons one week prior to the advertised meeting date. A call for future agenda items will occur at each meeting as a regular part of the agenda.
3. The agenda will be sent to each member at the least three days prior to the meetings.
4. Visitors to the meetings:
 - a. May sign up in advance to speak for three minutes on an agenda items and may speak for another three minutes following the discussion by the members.
 - b. May sign up in advance to speak for three minutes to an issue that is not on the agenda after the agenda items for the meeting are completed.
 - c. Upon a majority vote of the members of the Committee, the three minute rule may be extended to ten minutes.

Article VIII: Communications

1. The School Accountability Committee shall communicate its activities and progress to the community and the District Accountability Committee at least annually.

Article IX: Budgeting Responsibilities

1. The school accountability committee shall make recommendations to the principal of the school relative to the prioritization of expenditures for the school district discretionary monies by the school.
2. A member of this committee shall attend monthly DAC meetings to provide timely communication between both organizations.

Revised:
October 29, 2001
September 8, 2005
October 11, 2005
September 3, 2009
May 6, 2010