

# Jefferson County School District R-1 District Accountability Committee (DAC) Bylaws

## I. Name

The official name of the organization shall be the Jefferson County School District R-1 Accountability Committee (DAC).

## II. Definitions

- A. Articulation Area Representative means a Parent SAC Member appointed to represent one of the articulation areas.
- B. At-Large Member means a Member who is appointed by the Board of Education and is not assigned to represent an articulation area, charter schools or options schools.
- C. Executive Committee means the Chair, the Vice-Chair, immediate past Chair provided said person remains a DAC member, and the chairs of the standing subcommittees in section VI.B.
- D. Member means any person defined in section IV(A).
- E. Parent Member means any Member who is:
  - 1. a child's biological parent, adoptive parent, or legal guardian or another adult person recognized by the child's school as the child's primary caregiver of a student attending Jefferson County Public Schools at the time of appointment.
  - 2. not an employee of, or the spouse, son, daughter, sister, brother, mother or father of an employee of the District.
- F. School Accountability Liaisons comprise the 17 Articulation Area Representatives, 3 charter representatives, and the option school representative.
- G. Unexcused absence means an absence from a DAC meeting for which the absent Member has not notified the Chair.

## III. Purpose and Role

The purpose of the DAC is to serve in an *advisory role* to the Jefferson County Board of Education (BOE). The DAC advises the BOE on matters related to budget, improvement priorities, student achievement, and parent engagement. Specifically, the DAC shall fulfill the duties of a school district Accountability committee as defined in Colorado Revised Statutes, Section 22-11-301 et seq. Per statute, the DAC has the following powers and duties:

- A. Recommend to the BOE priorities for spending school district money;
- B. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding spending priorities;
- C. Advise the BOE concerning preparation of the district's annually submitted performance, improvement, priority improvement or turnaround plan (whichever is applicable);
- D. Make reasonable efforts to consult in a substantive manner with School

- Accountability Committees (SACs) in the district regarding school performance, improvement, priority improvement and turnaround plans;
- E. Discuss at least quarterly whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable);
  - F. Review any charter school application(s) received by the BOE and submit recommendations to the BOE on said applications(s);
  - G. Provide input to the BOE concerning the creation and enforcement of its school conduct and discipline code;
  - H. Consider input and recommendations from the district's SACs to facilitate the evaluation of the performance of district principals;
  - I. Provide input and recommendations to principals, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher evaluations;
  - J. Assist district staff or school personnel to increase parent engagement, including but not limited to:
    - 1. Implementing the district's parent engagement policy;
    - 2. Increasing parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAP) and plans to address habitual truancy; and,
    - 3. Helping increase community awareness of the district strategic plan and the school/district improvement processes;
  - K. Determine at least annually and cooperatively with the BOE, additional areas and issues of study and recommendation to the Board that the DAC shall focus on for the year.
  - L. Report to the BOE, at least two times per year, or more frequently as may be requested by the BOE on the work of the DAC.
  - M. Each year, deliver to the BOE a report on the following:
    - 1. The percentage of students who are college and career-ready
    - 2. How Jefferson County compares to other districts in the area
    - 3. Critical obstacles hindering more rapid improvement of student achievement results, and
    - 4. Recommendations for what should be done to overcome those obstacles

#### **IV. Membership**

- A. The DAC comprises the following Members approved by the Board of Education:
  - 1. The School Accountability Liaisons nominated by the superintendent:
    - a) seventeen (17) Articulation Area Representatives, from and representing each one of the district's seventeen (17) articulation areas, who shall be parent SAC members in their articulation area;
    - b) three (3) charter school parents who shall be parent SAC members;
    - c) one (1) option school parent SAC member;
  - 2. At least one (1) and up to three (3) teachers with effort made to represent each grade band: K-5, 6-8, 9-12. Both members and non-members of

- Jefferson County Education Association (JCEA) are eligible. JCEA may recommend individuals;
3. At least one (1) and up to three (3) building-level administrators employed by Jeffco Schools;
  4. Up to ten At-Large representatives, with effort made to represent diversity of stakeholders;
  5. At least one Business community representative;
  6. One Jeffco PTA member. The Jeffco PTA may recommend individuals.
  7. One classified staff member employed by Jeffco Schools. Both members and non-members of Jeffco Education Support Professionals Association (JESPA) are eligible. JESPA may recommend individuals.
  8. The Superintendent or the Superintendent's designee (non-voting).
- B. By statute, Members approved by the BOE shall, to the extent practicable, reflect the student populations that are significantly represented within the district. This may include:
1. students who are non-Caucasian;
  2. students eligible for free and/or reduced-cost lunch;
  3. students who are English language learners;
  4. students who are migrant children;
  5. students identified as students with disabilities; and
  6. students who are identified as gifted children.
- C. Only one Member of the DAC may be a concurrent member of the Jefferson County School District's Strategic Planning Advisory Council (SPAC).
- D. **Duties of Members**
1. Attendance at all scheduled DAC meetings and all assigned subcommittee meetings. In the event a Member cannot attend a meeting, he/she should communicate such absence in advance to either the Chair or to the subcommittee chair.
  2. Participation on at least one subcommittee and/or service as an elected DAC officer or as DAC liaison to another organization.
  3. Service as a liaison to the stakeholder group that Members were appointed to represent.
  4. Compliance with these bylaws.
  5. Compliance with the Code of Conduct.
- E. **Terms of Members**
1. The term of a Member appointment shall be two years. Members' terms shall begin at the close of the final meeting of the committee-of-the-whole of the academic year in they are appointed, unless the BOE directs otherwise.
  2. Members shall not be precluded from being reappointed and serving consecutive terms as long as they continue to meet the requirements of membership as defined above.
- F. **Resignation** If a Member is unable to fulfill the duties of membership, he/she should provide a letter of resignation to the Chair and Vice-Chair, who shall

notify the BOE.

- G. **Removal** The Executive Committee may recommend to the BOE that members with more than three unexcused absences from DAC meetings be removed. The committee-as-a-whole may also recommend to the BOE, with a two-thirds majority achieved by blind ballot, removal of Members, deemed after two warnings from the committee-as-a-whole, not to be in compliance with the Code of Conduct.
- H. **Replacement** If a Member resigns or is removed, the Executive Committee shall advise the BOE and a replacement shall be nominated and appointed through the process specified in the membership section (IV). The replacement shall serve a two year term as per IV.E.1.

## V. **Committee Officers**

### A. **Officer Positions**

1. The DAC has two officers: The Chair and the Vice Chair. The officers shall be elected by the membership of DAC annually, in the final meeting of the academic year. The officers shall be selected from the Parent Members of the DAC.
2. **Term** The officers shall each serve a one-year term in their respective roles. No one shall be prohibited from running for consecutive terms.
3. **Duties of the Chair** The DAC Chair
  - a) Ensures committee efforts and membership meet statutory requirements;
  - b) Plans annual meeting calendars and monthly meetings;
  - c) Receives and relays requested agenda items from Members and subcommittees;
  - d) Ensures calls are issued for meetings of the DAC;
  - e) Develops and communicates norms for use in DAC meetings;
  - f) Presides over DAC meetings;
  - g) Ensures that minutes of all DAC meetings are recorded, including attendance and records of votes, and made available to Members;
  - h) Ensures membership list, including statutory roles of individual Members, and contact information is kept and made publicly-available; and ensures processes exist for other committee correspondence, as necessary;
  - i) Ensures that subcommittees are representative of the committee-as-a-whole and ensures that subcommittees have sufficient Members to conduct their work;
  - j) Ensures that SAC Chair training sessions are conducted;
  - k) Coordinates committee and subcommittee reports to the BOE;
  - l) Coordinates the DAC's activities with administrative support from the Jefferson County School District;
  - m) Annually reviews bylaws and presents same to membership; and,

- n) Ensures the public DAC web page is maintained.
- o) Appoints a Member to determine eligible votes and distribute ballots for an officer election for which the Vice-Chair is unable to do so.

4. **Duties of the Vice Chair**

- a) Shall be responsible for the duties of the Chair in his/her absence;
- b) In the event the Chair resigns; shall assume the duties of Chair;
- c) Ensures quorum is present at meetings and for votes;
- d) Ensures, where necessary, that records of subcommittee meetings are kept and made available to Members;
- e) Ensures public comment is received, recorded, and made available to DAC Members;
- f) Ensures bylaws are maintained, ensures Members' suggestions for bylaws changes are recorded for later discussion, and leads discussion of bylaws annually;
- g) Ensures electronic files and records of DAC, are maintained in an accessible archive;
- h) Determines eligible votes and distributes ballots for officer elections, unless the Vice-Chair is running for the office for which the election is being held.

**B. Election** During the final DAC meeting of each school year, a new Chair and Vice Chair shall be elected by a vote of the DAC Members. Nomination forms for each position shall be accepted following the April DAC meeting. Forms shall be made available on the DAC web page.

1. Current DAC Parent Members may submit applications for each position.
2. The Chair shall be elected by a vote of the Members, as credentialed by the Vice-Chair. Proxy and absentee ballots are not permitted.
3. Members appointed by the Chair shall count the ballots. Whomever is determining the number of eligible ballots shall not count them. No one running for election shall count ballots.
4. The Member receiving a majority of the ballots cast shall be elected.
5. If no candidate receives a majority of the ballots cast, the candidate receiving the smallest number of votes shall be eliminated, and another ballot shall be held between the remaining candidates. If two or more candidates are tied for the smallest number of votes, a reballot of the committee-as-a-whole shall decide which single candidate shall advance to the next ballot. If two or more candidates are tied after all other candidates are eliminated, the committee shall hold a final ballot. If the candidates are still tied after the final ballot, a reballot of the committee-as-a-whole shall determine the winner.

**VI. Standing Sub-Committees:** Standing sub-committees of DAC shall be the Executive

Committee, Budget Subcommittee, District Unified Improvement Plan Subcommittee, Family/School Partnership Subcommittee, and Charter School Application Review Subcommittee. Additional sub-committees may be formed from the membership as the committee-as-a-whole deems necessary. Subcommittees shall take up new business matters committed by the committee-as-a-whole, and must report matters back to the committee-as-a-whole.

- A. **Executive Committee** The Executive Committee shall coordinate with the Superintendent or Superintendent-designee and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.
- B. **Other Subcommittees** Each subcommittee noted below shall report to the full DAC at least annually and prior to any communication with the BOE regarding recommendations or advice on behalf of the DAC. Subcommittee meetings shall be posted on the DAC web page. Each subcommittee's reports to the full DAC shall be posted on the Jeffco Public Schools DAC web page. Each subcommittee shall identify a chairperson to be the key individual accountable for managing and reporting on the subcommittee's work and for maintaining communication with the DAC Chair.
  1. **Budget/Finance.** This subcommittee shall work to comply with the DAC requirement of recommending to the BOE priorities for spending school district money.
  2. **Unified Improvement Planning (UIP).** This subcommittee shall support the DAC's responsibility to comply with submitting recommendations to the BOE concerning preparation and implementation of the district's performance, improvement, priority improvement or turnaround plan (whichever is applicable). The subcommittee shall provide regular updates to the full DAC per the DAC work calendar and lead full committee reviews of the district's UIP.
  3. **Family/School Partnership.** This subcommittee shall work to increase parent engagement in the district by providing input and recommendations to district staff or school personnel regarding
    - (1) The district's parent engagement policy;
    - (2) Efforts to increase parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAP) and plans to address habitual truancy;
    - (3) Increasing community awareness of the district strategic plan and the school/district improvement processes;
  4. **Charter School Application Review.** This subcommittee shall have responsibility for reviewing charter school applications as needed and reporting findings to the full DAC. Per statute, the full DAC shall determine recommendations to the BOE on charter applications. At least one subcommittee Member shall serve on the District Charter Review

Committee.

5. School Accountability Liaisons. They shall meet as necessary to conduct business as specified in the in the School Accountability Liaison Guidelines.
6. Additional Subcommittees. Additional subcommittees shall be identified to fulfill the responsibilities of the DAC, as needed, by the Executive Committee.

## VII. Meetings

### A. Meetings of the Committee-as-a-whole

1. A minimum of six (6) meetings of the committee-as-a-whole shall be held monthly from September through May except during the month of December at the Jefferson County School District office unless otherwise specified. The Chair, the Executive Committee, or a majority of the Members may call additional meetings.
2. Dates of meetings shall be provided in public announcements and made available to the public. All meetings shall be open to the public.
3. The Chair may use unanimous consent to guide decisions during meetings. Voting may be used when an issue has received a motion and a second. Absentee ballots and proxies are not permitted. Only DAC Members may vote.
4. The April meeting shall be a meeting for all school accountability committee Chairs in order to provide updates and training for SACs. Other SAC members are also welcome.

B. **Training Meeting** The DAC shall sponsor a meeting every year with all SAC Chairs in the fall. This meeting shall focus on providing training, expectations, and opportunities to participate in DAC including meeting dates, and supports for SACs.

C. **Subcommittee Meetings** The subcommittee chairperson shall call subcommittee meetings.

D. **Notice of Meetings** The schedule for regular meetings of the Committee-as-a-whole shall be established at the beginning of the school year. A notice of each DAC meeting shall be provided to each Member of DAC not less than four days prior to the meeting, and simultaneously shall be posted on the DAC web page. The Vice-Chair shall ensure the meeting agendas for meetings of the DAC, including previous notice of motions to adopt committee reports to the BOE, are posted on the DAC website, and shall ensure the meeting agenda is sent via email notification to all DAC Members, all BOE members and appropriate administration officials four days prior to the meeting. The subcommittee chair shall provide notice for subcommittee meetings in accordance with the rules of the individual subcommittees.

E. **Quorum** Proper notice having been given, the Members present shall constitute a quorum in order for information to be shared and for discussions to take place during a DAC meeting. A quorum of at least half of the current membership and

at least one DAC officer must be present in order to conduct DAC business that requires a vote.

**F. Minutes**

Meetings shall be recorded and meeting minutes shall be posted to the DAC web page.

**G. Representation of DAC Advice**

1. As an advisory committee to the BOE, the DAC shall follow [district policy BDF, “Advisory Committees to the Board”](#), and [Board Policy GP-12, “Board Committee Principles”](#).
2. The DAC is committed to fully representing the perspectives of the DAC Members. On matters for which a committee report is generated by the DAC for the BOE, it shall be reviewed and approved by vote at a DAC meeting before it is provided to the BOE. DAC Members shall not represent their own opinions as those of the committee-as-a-whole.
3. Any two or more DAC Members may together author and submit a Dissenting Opinion, provided that they voice that Dissenting Opinion at the DAC meeting either verbally or in writing, if they cannot be present at the meeting, so that the entire DAC Membership has an opportunity to consider the Dissenting Opinions at the time the DAC is discussing the issue at hand and prior to voting. Dissenting opinions may pertain to the entire Committee Report/Motion and/or only portions of the Committee Report/Motion. Any Dissenting Opinion shall set forth the rationale for the Dissenting Opinion, and shall be submitted via email to the DAC committee-as-a-whole and the DAC Chair for inclusion in the DAC Report to the BOE within one week of the adoption of the Committee Report/Motion by the DAC; however, if the BOE meeting in which the Committee Report/Motion is being presented by DAC occurs within one week of the DAC adoption of the Committee Report/Motion, then the deadline for submitting the Dissenting Opinion shall be shortened to no later than 24 hours after the conclusion of the DAC meeting where the DAC membership voted to approve the Committee Report/Motion.
4. Subcommittee reports shall be reviewed and discussed at a DAC meeting before they are provided to the BOE. Subcommittee Members may not present findings directly to the BoE without approval by the committee-as-a-whole.
5. Only the Chair or the Chair’s designee shall present reports and/or recommendations to the BOE on behalf of the DAC. The Chair shall submit any majority and minority reports, together and without modification, to the BOE at the same time. Time at the end of DAC meeting shall be provided for BOE member comments.

**H. Meeting Agenda**

1. The agenda generally shall be as follows:
  - a) Call meeting to order



- b) Approval of agenda
- c) Approval of minutes
- d) Unfinished and new business
- e) BOE Comment
- f) Adjournment

Except where these bylaws conflict, the meetings of the DAC shall be conducted in alignment with Robert's Rules of Order Newly Revised, 11th Edition. Members may, by a two-thirds vote of those present, move to adopt different meeting rules for specific meetings.

### **Amendment of Bylaws**

Bylaws shall be reviewed by the committee-as-a-whole at least annually, at which time Members may make motions to revise the bylaws. Bylaws revisions must be approved by a two-thirds majority of the Members present at the meeting.

All changes or amendments to these bylaws approved by DAC Members, before they can take effect, must be presented to the BOE for its approval.

Date Adopted: September 20, 2016

Date Revised: November 15, 2016