



## **AE - DISTRICT AND SCHOOL ACCOUNTABILITY**

Poudre School District shall establish and maintain a District Accountability Committee (“DAC”), the membership, powers and duties of which shall be in accordance with the Education Accountability Act of 2009 and the terms of this policy. In addition, each school in the District shall establish and maintain a School Accountability Committee (“SAC”), the membership, powers and duties of which shall be in accordance with the Education Accountability Act of 2009 and the terms of this policy.

### **DISTRICT ACCOUNTABILITY COMMITTEE**

#### **DAC MEMBERSHIP AND MEETINGS**

The DAC shall consist of sixteen voting members, which shall include: (1) the parent/guardian of a District student with a disability; (2) the parent/guardian of a student in the District’s Gifted and Talented Program; (3) the parent/guardian of a District charter school student; (4) the parent/guardian of a District student who is an English language learner; (5) the parent/guardian of a District student who is an ethnic minority; (6) the parent/guardian of a student in the District’s Early Childhood Program; (7) the parent/guardian of a District elementary school student; (8) the parent/guardian of a District middle school student; (9) the parent/guardian of a District high school student; (10) the parent/guardian of a District student elected by the District Advisory Board; (11) a person who is involved in business or industry in the community within the District’s boundaries; (12) a secondary school District administrator; (13) an elementary school District administrator; (14) a District teacher; (15) a licensed employee in the District’s Early Childhood Program; and (16) a District instructional classified employee.

In addition to the foregoing voting members, the superintendent shall designate a District administrator with a demonstrated knowledge of charter schools to serve as a non-voting ex officio member and co-chairperson of the DAC. This District administrator shall facilitate the DAC meetings and coordinate its work, and shall serve as a communication link between the superintendent and the DAC.

Also in addition to the foregoing voting members, the superintendent shall designate a District employee to serve as the District’s Parent Engagement Liaison. The Parent Engagement Liaison shall act as the District point of contact for parent engagement training and resources, shall serve as a non-voting ex officio member of the DAC, and shall serve as a liaison between the District, the DAC, the SACs, the Colorado State Advisory Council for Parent Involvement in Education and the Colorado Department of Education, in accordance with governing law and this policy. The Parent Engagement Liaison shall work with the DAC and the SACs to increase the level of parent engagement in the District and its schools through activities that shall include but not be limited to the following:

- Publicizing opportunities to serve on the DAC and SACs, and soliciting parents/guardians to serve.
- Assisting school personnel in increasing parents'/guardians' engagement with educators, including but not limited to parents'/guardians' engagement in creating READ plans and individual career and academic plans for students, and plans to address students' habitual truancy.
- Developing training for District and school personnel concerning best practices and skills in working with parents/guardians.

The Board of Education shall appoint one of its members to serve as a liaison to the DAC, and one of its members to serve as an alternate in the absence or inability to serve of the liaison.

All voting members of the DAC shall serve two-year terms, which shall be staggered so that the terms of six members and five members expire in alternating years. Voting members of the DAC shall be appointed by the Board of Education upon consideration of the DAC's recommendation, and may be removed by the Board for any reason it deems sufficient. The two-year term of any voting member of the DAC may be renewed at the discretion of the Board of Education, upon consideration of the DAC's recommendation.

Voting members of the DAC shall elect a parent representative to serve with the District administrator as co-chairperson. The District administrator shall appoint a secretary to take the minutes of DAC meetings, which shall be maintained by the District administrator. The term of office of the parent co-chairperson shall be one year, and may be renewed for succeeding one-year terms upon election by the voting members.

The DAC shall meet at least once each month during the school year. DAC meetings shall be open to the public, and meeting notices shall be posted in the entryway at the Johannsen Support Services Center and on the District's website.

#### DAC POWERS AND DUTIES

The DAC shall work with the superintendent and/or superintendent's designee to develop written recommendations for spending priorities to be included in the District's annual budget. In developing its written recommendations, the DAC shall seek and consider input from the SACs. The DAC's written recommendations shall be provided to the superintendent and/or superintendent's designee on or before December 15 of each fiscal year, and the superintendent and/or superintendent's designee shall forward the DAC's recommendations to the Board of Education with the District's preliminary budget.

The DAC shall develop and submit to the Board of Education written recommendations regarding the contents of the District's performance, improvement, priority improvement or turnaround plan, as required based on the District's accreditation category. In developing its written recommendations, the DAC shall compile, consider and submit to the Board the school performance, improvement, priority improvement and/or turnaround plans submitted to it by the SACs of each school in the District, and shall consult with the SACs as it deems necessary or advisable.

The DAC shall review charter school applications prior to their consideration by the Board of Education and prepare a written insight memorandum to the Board based on its review of each application and any meetings or hearings it conducts with the charter applicant, as provided under the Charter Schools Act and District Policy LBD.

The DAC shall work with the District's Parent Engagement Liaison and the SACs to increase the level of parent engagement in the District and its schools, especially the engagement of parents of students in underrepresented populations, as provided under the Education Accountability Act of 2009 and this policy.

At least once each year the Board of Education and superintendent shall determine, with input from the DAC, the areas and issues in addition to those specified above that the DAC shall study and concerning which it shall develop recommendations, reports or other work product for the Board and/or superintendent.

#### DAC SUBCOMMITTEES

Except for the work specified above which the DAC itself is required to perform, the Board of Education or superintendent may direct or permit any of the DAC's powers and duties under governing law to be performed by one or more DAC subcommittees. DAC subcommittees shall be made up of SAC members, and may also include District employees and members of the DAC who are not SAC members. All such directions and permissions by the Board of Education or superintendent shall be in writing and maintained with the minutes of the DAC's meetings.

Each DAC subcommittee shall be subject to the direction and control of the Board of Education, the superintendent and the DAC, and shall terminate in accordance with a written directive issued by the Board of Education or the DAC.

#### SCHOOL ACCOUNTABILITY COMMITTEES

##### SAC MEMBERSHIP AND MEETINGS

Each school's SAC shall consist of the principal or principal's designee and, if possible, the following additional members appointed by the principal: (1) at least one teacher who provides instruction at the school; (2) at least three parents/guardians of students enrolled at the school, who to the extent practicable shall reflect the various student populations that are significantly represented within the school (including but not limited

to students with disabilities, students in the gifted and talented program, English language learners, ethnic minority students, etc.); (3) at least one adult member of an organization of parents, teachers and students recognized by the school (i.e., PTO/PTA); and (4) at least one person who is involved in business or industry in the community who is not a parent/guardian.

In addition to the above-specified members, the principal may appoint additional members to the school's SAC as long as the number of parents/guardians exceeds the number of representatives from the group with the next highest representation. The Board's intent is that no maximum shall be imposed on the number of parents/guardians of students attending a school who may be members of the school's SAC.

The term of office for all SAC members except the principal shall be one school year, which may be renewed for subsequent one-year terms, as determined by the principal. A member may be removed from the SAC prior to the expiration of his/her term for cause, upon recommendation of the principal and approval of the superintendent. The principal or principal's designee shall serve as co-chair of his/her school's SAC. The other co-chair shall be a parent/guardian elected at the beginning of each school year from among the parents/guardians on the SAC. The principal or principal's designee shall appoint a secretary to take the minutes of SAC meetings, which shall be maintained by the principal.

Each SAC shall meet at least four times each school year. SAC meetings shall be open to the public, and meeting notices shall be posted at each school and on its website.

## SAC POWERS AND DUTIES

Each SAC shall develop recommended priorities for spending its school's moneys, which the principal shall consider in formulating budget requests for the school that shall be submitted to the Board of Education and the DAC on or before November 15 of each fiscal year.

Each SAC shall advise the principal and the superintendent concerning the preparation of a school performance or improvement plan, if either is required for its school, and submit recommendations regarding same. Each SAC shall advise the Board of Education concerning the preparation of a school priority improvement or turnaround plan, if either is required for its school, and submit recommendations regarding same.

Each SAC shall on at least a quarterly basis discuss whether its school leadership, personnel and infrastructure are advancing or impeding implementation of the school's performance, improvement, priority improvement or turnaround plan, whichever is applicable, and/or other progress pertinent to the school's accreditation contract.

Each SAC shall provide input and recommendations on an advisory basis to the DAC, and to the superintendent and/or superintendent's designee(s), concerning development plans for its school's principal and principal evaluations.

Each SAC shall work with the District's Parent Engagement Liaison and the DAC to increase the level of parent engagement in the District and its schools, especially the engagement of parents of students in underrepresented populations, as provided under the Education Accountability Act of 2009 and this policy.

The SAC at each school may perform work authorized by the Education Accountability Act of 2009 in addition to the foregoing. Such additional work may be at the request of the DAC, or on the SAC's own initiative.

Adopted by Board: December 1975

Revised by Board: September 1981

Revised by Board: December 1981

Revised by Board: July 1986

Revised by Board: March 1988

Revised by Board to conform with practice: May 22, 1995

Revised by Board: August 11, 1997

Revised by Board: January 1998

Revised by Board: December 13, 1999

Revised by Board: January 28, 2014

Revised by Board: August 25, 2015

LEGAL REFS:

C.R.S. 22-11-101 et seq.

C.R.S. 22-32-142

1 CCR 301-1

CROSS REF:

AB, District Advisory Board