

**COLORADO MILITARY ACADEMY  
SCHOOL ACCOUNTABILITY COMMITTEE BYLAWS**

**ARTICLE I – NAME**

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

**ARTICLE II – PURPOSE, DUTIES, RESPONSIBILITIES**

**Section A**

The purpose of the SAC shall be to represent the Colorado Military Academy (CMA) community, including parents, legal guardians, students, and faculty, with regard to CMA grade level academics, student achievement, budgetary and safety matters, and to make recommendations to the Executive Director and Headmaster regarding these topics.

The CMA SAC is an advisory body only. The SAC shall not infringe upon prerogatives, functions, or responsibilities of the Colorado Board of Education; CSI Administration; or the Colorado Military Academy Administration, Board of Directors, faculty, or staff.

**Section B**

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

1. corroboration with the Headmaster in the development of the Unified Improvement Plan (UIP) and recommendations on school priorities for spending school monies.
2. advise the Executive Director and Headmaster as directed with assessment of goals, school leadership, personnel, and infrastructure via CMA Community survey, or other means deemed necessary, to evaluate the advancement or impedance of school performance. Results of assessments will be utilized in the development of subsequent UIPs.

**Section C**

The SAC shall make recommendations on school related matters including, but not limited to:

1. making recommendations to the Executive Director and Headmaster on the school's priorities for spending school moneys, including federal funds, where applicable;
2. making recommendations to the Headmaster of the school concerning preparation of a school Performance or Improvement plan, if either type of plan is required;
3. publicizing and holding a SAC meeting 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 CMA Board of Directors 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, leadership, personnel, and infrastructure are advancing or impeding 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 or directives given by the CMA Board of Directors;
6. providing input and recommendations to the CMA School Board, on an advisory basis, concerning Headmaster development plans and Headmaster evaluations. (Note that this shall not interfere with CMA's established HR policies and practices); and
7. publicizing opportunities to the CMA Community to serve on the SAC;
8. assisting school personnel in implementing the school's family engagement policy; and

9. assisting school personnel to increase families' engagement with teachers, including families' engagement in creating students' READ plans, Academic Plans, and plans to address habitual truancy.

**Section D**

The SAC shall provide the required membership to the CMA School Board in accordance with Board Bylaws.

**Section E**

The Headmaster shall compile and present the UIP after review by the SAC, to the Board for the following school year.

**ARTICLE III - MEMBERSHIP**

**Section A**

The Colorado Military Academy SAC 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 duties as representatives to the CMA School Board, CMA Parent and Teacher (CPAT) organization, or be employed as a CMA educator.
2. One teacher who provides instruction at CMA.
3. At least one adult CPAT member.
4. One patron that resides in the local community without children currently attending school at Colorado Military Academy. This patron can be a former CMA parent or guardian or a prospective future CMA parent or guardian.
5. The CMA Headmaster or the Headmaster's designee.

Membership shall include the best possible representation of all educational, social, economic, racial and ethnic groups as seen in the Colorado Military Academy statistical breakdown. Parents/guardians must make up more than 50% of the positions on this committee.

Representatives shall be appointed by the Headmaster with final approval by the CMA School Board. The Headmaster shall only vote if breaking a tie.

**Section B**

Additional members on the SAC must be parents or legal guardians of students attending Colorado Military Academy or patrons residing within 10 miles of the school.

**Section C**

The CMA Headmaster shall be an administrative advisory member with no voting privileges. The liaison of the CMA Board of Directors may or may not be a concomitant SAC member. If also considered a SAC member under Article III, Section A, this person will have voting privileges.

**Section D**

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

**ARTICLE IV - OFFICERS**

**Section A**

Officers shall constitute the following:

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

### **Section B**

1. Chairperson - shall 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 meeting. The secretary shall be responsible for notifying members and patrons of meetings and supplying the CMA webmaster with content for the SAC page(s) as directed by the committee.

### **Section C**

The terms of office shall be:

- Chairperson: 1 year
- Vice-Chairperson: 1 year
- Secretary: 1 year

### **Section D**

The SAC Chairperson, Vice-Chairperson, and Secretary shall be elected by a majority vote of the SAC members with voting privileges (See Article V, Section E) in April/May of 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, the Headmaster shall fill the vacancy through appointment.

### **Section E**

The Vice-Chairperson shall serve as such for one year, and preferably shall 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 SAC may hold up to eight regular meetings during the school year. The time, place, and agenda will be set by the SAC Chairperson and CMA Headmaster. Notice of meetings will be publicized on the CMA SAC page of the CMA website. The Chairperson or Headmaster 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 CMA Community or SAC wishing to place an item on the next meeting's agenda should make the request to the SAC Chairperson at least one week in advance of the next regularly scheduled meeting.

### **Section C**

The meetings and the business of the SAC 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 sub-committees, and recommendations concerning CMA's Performance, Improvement, Priority Improvement, or Turnaround Plan, whichever is applicable, and items discussed as directed by the Executive Director or Headmaster.

#### **ARTICLE VI - SUBCOMMITTEES**

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

#### **ARTICLE VII - AMENDMENT OF BYLAWS**

The Colorado Military Academy Board of Directors may revise these bylaws at any time 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** September [ ], 2018

#### **References and Compliances:**

22-11-401 & 402, C.R.S.