



School Accountability Committee Parent Notification to Serve for Oak Grove Elementary

PURPOSE

The Montrose County School District recognizes the importance, shared responsibility, and partnership between family, schools, and community. Parental (including guardians and other members of the student's family involved in the student's education) involvement in the education of students contributes greatly to achievement, and to the positive school environment and experience. This Handbook is a resource to support the people involved in developing and maintaining partnerships between our schools in Montrose County and the communities they serve. It also helps to ensure that statutory expectations for a School Accountability Committee are met. These tools and references are intended to help create a platform of shared knowledge, collaboration and effective communication to facilitate a high-functioning School Accountability Committee in which members understand their roles and responsibilities.

DUTIES OF THE SAC

The duties and responsibilities of the SAC are as follows:

1. To advise the Principal concerning the preparation of the 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 school district for review each year in which it is required.
2. To recommend to the principal its priorities for spending school moneys. The principal shall consider the SAC recommendations regarding spending state, federal, local, or private grants, and any other discretionary moneys and take them into account in formulating budget requests. The SAC shall send a copy of its recommended spending priorities to the DAC. **Reference: C.R.S. § 22-11- 402(1)(a).**
3. The SAC shall meet 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 schools' 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 aforementioned duties and responsibilities.
4. Gather and provide information to the principal and DAC on the needs or concerns of the school's community.
 5. When a school has been placed on a priority improvement or turnaround plan, the SAC shall 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. Report, at least annually, to the community on the educational performance of the school and provide data for the appraisal of such performance.
 7. Provide input and recommendations on an advisory basis to DAC and district administration concerning:
 - a. Principal development plans for their principal; and
 - b. Principal evaluations. **Reference: C.R.S. § 22-11-402(1)(e)**
 8. Perform such other duties and responsibilities as may be required by Board policy and comply with Superintendent policies and directives.
 9. Actively increase parental engagement in the school by, at a minimum: publicizing and soliciting opportunities to serve on the SAC; assisting with the implementation of the district's Parent and Family Involvement policy; and encouraging parent-teacher interaction.

B. Duties and responsibilities of the SAC shall not include:

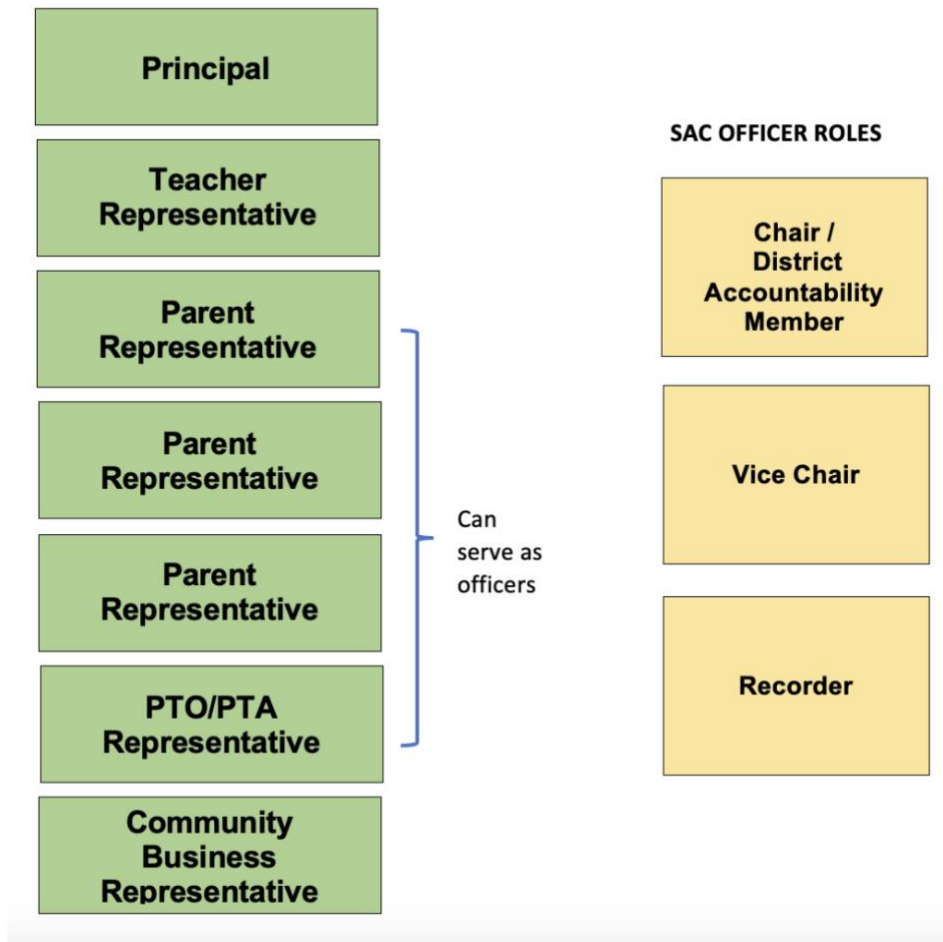
1. Personnel issues, including hiring or evaluation of individual staff members.
2. Individual student discipline issues.
3. Any issue dealing with a specific student, staff member, or parent.

SAC MEMBERSHIP

The membership of a School Accountability Committee is guided by law. At a minimum, the Colorado Revised Statutes §22-11-401 outlines that a SAC should include the principal or the principal's designee, at least one teacher who provides instruction in the school, at least three parents of students enrolled in the school, at least one adult member of a parent-teacher-student association (PTSA, PTA, PTO), and at least one community member involved in business within the community boundaries.

The school principal is responsible for appointing SAC members to the committee. The school principal shall, to the extent practicable, appoint persons to serve on the SAC who reflect the student populations that are significantly represented within the school.

The established School Accountability Committee shall, on an annual basis, select officers to include one of each of the following: Chair/District Accountability Member, Vice Chair and Recorder.



SAC ROLES & RESPONSIBILITIES

Once the SAC membership is in place, the SAC members should elect officers. Elected or appointed SAC officers include a Chairperson / District Accountability Member, a Vice-Chairperson and a Recorder.

Chair/District Accountability Member

- Shall be a parent representative or a parent from the PTO/PTA
- Serves a one-year term and may be re-elected for one additional one-year term
- Sets agenda in collaboration with the principal and vice-chairperson and sends to SAC members at least three days in advance of the meeting
- Presides over the meeting
- Assures the SAC complies with the Bylaws
- Attends SAC meetings and DAC meetings

Principal

- Constructs the meeting agenda with the Chair
- Provides the school data and school improvement plan to the SAC for review and input
- Provides information to the SAC for review and input on spending priorities
- Oversees recruiting and selection of SAC members

- Provides timely data to assist the team in reviewing the Unified Improvement Plan (UIP)
- Acts as a liaison between MCSD, the school community and the SAC
- Assures the SAC complies with MCSD Bylaws

Vice Chair

- Shall be a parent representative or a parent from the PTO/PTA
- Serves a one-year term, may be re-elected for one additional one-year term, and may be elected such that the vice chairperson will assume the chairperson's role the following year
- Participates in setting the agendas with the chairperson and principal
- Assumes duties of chairperson when the chairperson is absent
- Assumes the duties of the chairperson in the event of a resignation and until a successor chairperson is elected
- Assures the SAC complies with the Bylaws

Recorder

- A selected or rotating position in which members volunteer to fulfill the responsibilities for a single meeting
- Distributes meeting minutes to all SAC members prior to the next meeting for feedback
- Maintains a file containing all committee business (can be electronic)
- Assures the SAC complies with the Bylaws

SAC BEST PRACTICES

School Accountability Committee Best Practices are suggestions to help your SAC increase interest, ensure greater participation and provide information to your school community. The suggestions depend on your school's unique needs and should be discussed prior to coming to an agreement.

- The school should consider selecting members by May. This allows the SAC to be in place when the new school year starts. This should not be construed to limit the opportunities of new parents.
- Yearly membership recruitment should be well publicized using the school's customary method of communication.
- The composition of SACs should be representative of the school population.
- The SAC must meet at least quarterly.
- Consider a date and time for SAC meetings in which most parents would be available. Consider the general school population when deciding a date and time.
- SACs may also wish to consider offering incentives such as snacks, coffee and/or child care depending on the needs of attendees.
- The meeting schedule for the entire school year, as well as each upcoming meeting agenda and past approved meeting minutes, should be established and published on the school's website and its customary communication channels.
- Agendas should be posted at least 24 hours ahead of the meeting.

- Discussions at SAC meetings should revolve around the prescribed duties and responsibilities as outlined in SAC bylaws and state statute and follow the created agenda.
- Two-way communication between the DAC and the SAC should be maintained, with the DAC information provided in the school newsletter and website.
- Review open forum policies as outlined in the SAC bylaws at each meeting for new attendees who may not understand the SAC's expectations.
- Visitors are encouraged to sign in to provide a comprehensive record of attendance.
- Members of the committee should receive, on a regular basis, the background information and training needed to carry out their responsibilities. Administrators and school staff will offer supporting information on particular issues of concern to the SAC.
- Speakers from the district should be utilized regarding issues of concern to the school, for guidance purposes and to provide information with regard to district policies.
- When updating the information on your SAC webpage, consider providing interesting summaries of previous meetings. Also consider providing updates and upcoming meeting information in school communications.
- Schools should send out information at the beginning of the year to all parents about their SAC and provide information for when the school SAC meets.
- As much as possible, try to ensure that meetings run according to schedule.
- Prior to the beginning of the year, establish your meeting norms with your SAC and adopt the most recent MCSD bylaws.

**The complete Handbook will be available to committee members at our first meeting.

SAC Meeting Dates for 22/23:

October 5, 2022

December 1, 2022

March 2, 2023

May 4, 2023

All meetings will be held from 4:00-5:00 at Oak Grove Elementary

If you are interested in serving on the **School Accountability Committee**, please email Principal, Dana Edwards, dana.edwards@mcsd.org by noon on September 6.