

Bylaws of the Montezuma-Cortez District Accountability Committee (DAC)

ARTICLE 1 TITLE

The committee shall be known as the Montezuma Cortez RE-1 District Accountability Committee, abbreviated DAC.

ARTICLE 2 MISSION

The DAC's mission is to make recommendations to the Montezuma Cortez RE-1 School District concerning students, parents and the community as outlined in duties and responsibilities. The DAC will accomplish this by supporting strong School Accountability Committees, promoting meaningful family engagement, collecting and reviewing data, and meeting monthly during the school year. The DAC will report its findings and recommendations for action to the Board of Education.

ARTICLE 3 DUTIES AND RESPONSIBILITIES

The DAC shall have the following duties and responsibilities:

A. To recommend to the Board priorities for spending School District money. Whenever the DAC recommends spending priorities, it shall make reasonable efforts to consult in a substantive manner with the School Accountability Committees of the School District. The Board shall consider the DAC's recommendations in adopting the School District budget for each fiscal year. C.R.S. § 22-11-302(1)(a)

B. On an annual basis, to advise the Board concerning preparation of and recommendations regarding the contents of a District performance, improvement, priority improvement, or turnaround plan, whichever is required based on the School District's accreditation category. In advising and preparing the recommendations, the DAC shall make reasonable efforts to consult in a substantive manner with the School Accountability Committees of the School District and shall compile and submit to the Board the school performance, improvement, priority improvement, and turnaround plans submitted by the school accountability committees. C.R.S. § 22-11-302(1)(b)

C. If the Board receives a charter school application, to review the charter application and provide recommendations prior to consideration by the Board. C.R.S. § 22-11-302(1)(c)

D. To provide input and recommendations on an advisory basis to principals concerning the development and use of assessment tools used for the purpose of measuring and evaluating student academic growth as it relates to teacher evaluations;

E To consider input and recommendations from the School Accountability Committee of each school of the school district to facilitate the evaluation of the performance of the school's principal for the purposes of article 9 of this title.

F. At least annually, to work cooperatively with the Board to determine the areas and issues, in addition to budget issues, that the DAC shall study and make recommendations to the Board. C.R.S. § 22-11-302(2)

G. Whether the District is accredited, accredited with distinction, accredited with improvement, accredited with priority improvement, or accredited with turnaround, to advise and make recommendations to the Board, concerning preparation and contents of the District performance plan. In advising and making its recommendations, the DAC shall take into account and incorporate any District public school performance, improvement, priority improvement, or turnaround plans received. C.R.S. § 22-11-303(1)(b), C.R.S. § 22-11-304(1)(b), C.R.S. § 22-11-305(1)(b), C.R.S. § 22-11-306(1)(b)

H. To provide input to the local school board concerning the creation and enforcement of its school conduct and discipline code C.R.S. §22-11- 302(1)(f) &, 22-32-109.1(2).

I. To increase the level of parent engagement in the school district and in the public schools of the school district, especially the engagement of parents of students in the populations described in section C.R.S. §22-11-301 (3). The committee's activities to increase parent engagement must include, but need not be limited to:

- (I) Publicizing opportunities to serve and soliciting parents to serve on the school district accountability committee and school accountability committees. In soliciting parents to serve on the school district and

school accountability committees, the school district accountability committee shall direct the outreach efforts to help ensure that the parents who serve on the district and school accountability committees reflect the student populations that are significantly represented within the school district and the school, as provided in section 22-11-301 (3).

(II) Assisting the school district in implementing the parent engagement policy adopted by the local school board pursuant to section 22-32-142; Policy KBA

(III) Assisting school personnel to increase parents' engagement with educators, including but not limited to parents' engagement in creating students' READ plans pursuant to part 12 of article 7 of this title, in creating individual career and academic plans pursuant to section 22-32-109 (1) (oo), and in creating plans to address habitual truancy pursuant to section 22-33-107 (3). Perform such other duties and responsibilities as assigned by the Board.

J. To meet at least quarterly to discuss whether 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 other progress pertinent to the school's accreditation contract.

ARTICLE 4 MEMBERSHIP AND APPOINTMENT

SECTION 1 MEMBERSHIP

Four (4) parents of students enrolled in the district (one parent having a student that attends a charter school)

Two (2) teachers employed by the district (one elementary and one secondary)

Two (2) school administrators employed by the district

Two (2) members of the community

Two (2) people involved in business in the community within the district boundaries

One (1) person representative of our Native American community

A person may not be appointed or elected to fill more than one of these required member positions in a single term.

The number of parents appointed or elected must exceed the number of representatives from the group with the next highest representation.

Parent membership should reflect the student populations significantly represented within the district. Such student populations might include, for example, members of non-Caucasian races, students eligible for free or reduced-cost lunch, students whose dominant language is not English, migrant children, children with disabilities and students identified as gifted. (*Montezuma-Cortez Policy AE-R Adopted 8/16/2022, Revised 4/4/23*)

SECTION 2 APPOINTMENT

Anyone wishing to serve on the DAC should email the co-chairs or the DAC district liaison their intention and the role they would like to fill before the September DAC meeting, and should attend the September DAC meeting.

If the DAC does not have enough vacancies for the number of people wishing to fill the various roles on the DAC, the appointment will be made by majority vote of DAC members present at that meeting. DAC members will abstain from voting for their own category if it is contested.

DAC will provide the list of active members and roles they fill for the Board of Education (BOE) September meeting for approval. Membership granted through ARTICLE 3 SECTION 2 will be provisional until approved by the BOE at the September meeting.

SECTION 3 TERMS

Parents with students enrolled in the district may serve on the DAC for as many one year terms as they wish, provided they comply with meeting attendance requirements. (ARTICLE 7, SECTIONS 6 and 7).

All other DAC members will serve one year terms starting September 1 and are eligible for re appointment.

ARTICLE 5 OFFICERS

SECTION 1

Officers of the DAC shall be elected by a majority vote of the DAC members voting at the May meeting. Votes will be tallied by the designated district liaison to the DAC. Members must be in attendance or on the phone/zoom to vote.

SECTION 2

The officers will consist of:

Chair and/or Co-Chair- shall preside over all meetings, model and enforce meeting norms, set agenda and assume responsibilities as usually designated to the presiding officer. The Chair and Co-Chair must have a child enrolled in the district and not be a district or district charter school employee. The chair and co-chair will serve a one year term.

Chair-Elect - shall preside over meetings in the absence of the Chair and Co-Chair. The Chair-Elect must be the parent of a child enrolled in the district and not a district or district charter school employee.

The Chair-Elect will serve a one year term, beginning June 1.

Secretary - shall keep minutes of each meeting, maintain membership, and attendance. The Secretary will send documents to the assistant to the superintendent for maintenance of DAC records according to district policy. The secretary will serve a one year term, beginning June 1.

SECTION 3

The DAC should build organizational knowledge and resiliency by encouraging an annual change in officers and continual influx of new members.

SECTION 4

A vacancy occurring in any office shall be filled by a majority vote of the DAC members voting at the first meeting following the notification of the vacancy

ARTICLE 6 MEETINGS

SECTION 1

Regular meetings of DAC are held the first Monday of each month during the school year. The Co-Chairs will develop a calendar of alternate or additional meetings. All meetings, including alternate or additional meetings, will be open to the public.

SECTION 2

Proposed agenda items are to be submitted to the Co-Chairs at least ten days before the meeting. The chair will send out the agenda and pertinent documents no less than three (3) days before the meeting.

SECTION 3

Meeting minutes shall be produced and distributed to members at least three (3) days before the next scheduled meeting. Minutes shall be publicly available following their approval.

SECTION 4

Special meetings may be called at any time by the Co-Chairs, or upon request by members made to the Co-Chairs, upon five days' notice. Notice shall be given to all DAC members.

SECTION 5

Subcommittees shall be organized as deemed necessary. Each subcommittee shall automatically dissolve after completing its assigned project.

SECTION 6

All members shall attend all general meetings unless they have notified the Co-Chairs of their reason for absence. If a member plans to be absent, a backup person, chosen by the member, should attend.

SECTION 7

Members having more than 2 unexcused absences in a six (6) month period shall be contacted to ascertain continuing interest in serving. If the member does not respond, or continues to have unexcused absences the officers may remove the member and recruit to fill the newly vacant position.

ARTICLE 7

DECISION MAKING AND VOTING

SECTION 1

Consensus, as determined by the presiding officer, may guide decisions of DAC. Voting may be used when an issue has received a motion and a second. A motion will pass on a simple majority of those members in attendance. Only current DAC members in good standing may vote.

SECTION 2

Draft reports will be reviewed and approved at a regular DAC meeting before they are sent to the BOE. Dissenting reports may be submitted when there is strong disagreement.

A Co-Chair or designee shall present reports and/or recommendations to the BOE and/or to the public on behalf of DAC. The DAC will report on its activities to BOE at least twice a year.

SECTION 3

The District Superintendent or designee(s), BOE members, District Office Administrative personnel and non-member attendees do not share in the voting privilege.

ARTICLE 8

BYLAW AMENDMENTS

SECTION 1

The DAC will review its bylaws annually. Chair and Co-Chair will call for proposed changes at the February meeting. Members will submit proposed changes at least 10 days before the March meeting for circulation to all DAC members. These will be presented at the March meeting for discussion and voting. There must be a two-thirds vote of those members in attendance to approve changes in bylaws.

SECTION 2

Bylaw changes can be considered any other time provided proposals are submitted to the Co-Chair at least two weeks before a regularly scheduled meeting for circulation to DAC members. Changes or additions to the bylaws will then be discussed and voted on at the next regular meeting. There must be a two-thirds vote of those members in attendance to approve changes in bylaws.

SECTION 3

The chair will submit DAC approved bylaw changes to the BOE. The changes will be effective upon BOE approval.

MEETING NORMS

- Respect everyone's opinion and be open to different perspectives
- Speak one at a time, no side conversations
- Be respectful of others when using technology, only use it if necessary
- Give all members a chance to speak once before speaking a second time
- Listen with the intent to understand
- Challenge issues and not people
- Start and end meetings on time
- Attend all meetings and be on time
- Put the needs of the students first
- Ask clarifying questions and limit discussion to agenda items
- Consult subject matter experts, review data, and reference verified sources when making decision