

**Mountain View High School
School Advisory and Accountability Committee Bylaws**

ARTICLE I: PURPOSE, MEMBERSHIP, DUTIES

A. The purpose of the Mountain View High School (MVHS) School Advisory and Accountability Committee (SAAC) is to serve as the school accountability committee at MVHS as required by Colorado state law (CRS 22-7-106 and 107).

B. The MVHS SAAC membership is comprised of individuals representing all facets of the MVHS community: parents of attending students, a member from the MVHS SBDM/Instructional leadership team, community members/taxpayers, MVHS teachers, and school administrators.

C. SAAC duties include:

- make recommendations/give advice to the principal regarding the prioritization of expenditures of school money (CRS 22-7-107(1) and (2)(c));
- evaluating whether administrative decisions affecting the educational process are advancing or impeding student achievement (CRS 22-7-107(2)(a));
- discuss safety issues related to the school environment (CRS 22-7-107(2)(d));
- make recommendations/give advice to the principal regarding goals, objectives and annual plans for the improvement of educational achievement, methods of maximizing graduation rates, and increasing the school's report card score for educational achievement (CRS 22-7-205(1));
- assist the principal in reporting the educational performance of MVHS to students, parents, and the school district (CRS 22-7-107(2)(b)).
- hear appeals by community members of site-based decisions.

ARTICLE II: MEETING SCHEDULE

A. Dates of meetings shall be established each September. Regular meetings will be scheduled once per month in the months of September, October, November, January, February, March, and April. The SAAC may set additional meetings as needed (Note: CRS 22-7-107 requires that meetings take place on at least a quarterly basis).

B. All meetings shall be open to the public. MVHS students are encouraged to attend SAAC meetings.

ARTICLE III: ELECTION OF OFFICERS

A. Election of officers shall be held at the September meeting each year.

B. The term of office shall be one year. There shall be no limit on the number of terms that an officer is permitted to serve.

C. Chairperson: The MVHS SAAC must elect a chairperson each year. This office is normally filled by a SAAC member who is not an employee of the Thompson School District. If no such person is available, this office may be filled by a SAAC member who is not employed at MVHS. If no person meeting these requirements is available at the September meeting, the principal shall recruit one prior to the October meeting.

D. Secretary: Any SAAC member is eligible to fill this office. If the SAAC is small, the chairperson may choose to serve as secretary.

ARTICLE IV: RESPONSIBILITIES OF OFFICERS

A. Chairperson:

- 1) Meet with the principal as needed to assist with planning of SAAC meetings;
- 2) Preside at SAAC meetings;
- 3) Make appointments to any sub-committees that may be formed;
- 4) Promptly sign all required reports to the school district or other agencies;
- 5) Recruit new members to the SAAC.

B. Secretary:

- 1) Keep minutes of each SAAC meeting and present them for approval by the SAAC on a timely basis;
- 2) Write any necessary correspondence on behalf of the SAAC;
- 3) Other duties as assigned by the chairperson.

C. Co-Chair:

- 1) Assist the chairperson as needed;
- 2) Preside at SAAC meetings in the absence of the chairperson.

ARTICLE V: MANNER OF ACTING

A. To the fullest extent possible, decisions shall be made by consensus.

B. In the event that consensus cannot be reached, the chairperson shall call for a vote. The majority shall rule.

C. The principal shall be a non-voting member of the SAAC. However, the principal shall have the right to veto a decision of the SAAC if that decision:

- 1) Violates federal or state laws;
- 2) Violates Thompson School District policy; or
- 3) Has a significant negative impact on MVHS policy.

D. A quorum shall consist of no less than four individuals: one parent, one teacher, one school administrator, and one taxpayer from the district. While a meeting may be held in the absence of a quorum, decisions shall be tabled until a quorum is available (see old CRS 22-7-104(1)).

ARTICLE VI: PROCESS/PROCEDURES

A. An agenda will be set for each meeting by the principal and chairperson with input from committee members.

B. Attendance will be taken at each meeting and entered into the minutes by the secretary.

C. To the extent possible, a draft of the minutes and the current agenda shall be distributed prior to each meeting. It may be most efficient for the principal's assistant to distribute this information electronically.

D. The full SAAC may form ad hoc subcommittees as needed to accomplish specific tasks.

E. The principal will provide written material for review at meetings, as needed.

F. These bylaws shall be presented to the SAAC each September, and shall be made available to the entire MVHS community.

G. The MVHS SAAC has not adopted Robert's Rules of Order. Proceedings shall be governed by the chairperson in a way that shows respect to each speaker, while ensuring that the agenda is accomplished.

Adopted: 28 April 2009