

**BANNING LEWIS ACADEMY
SCHOOL ACCOUNTABILITY COMMITTEE BYLAWS**

**Article I
NAME AND PURPOSE**

SECTION 1.1 NAME

The name of the organization shall be the Banning Lewis Academy School Accountability Committee (“BLA SAC”). The office and location of all operations and affairs of the SAC shall be at Banning Lewis Ranch Academy 7094 Cottonwood Tree Dr. Colorado Springs, CO 80927.

SECTION 1.2 PURPOSES AND RESPONSIBILITIES

In accordance with Colorado law, the responsibilities of the SAC are to serve as the accountability committee at Banning Lewis Academy, consisting of the two campuses of Banning Lewis Ranch Academy (BLRA) and Banning Lewis Preparatory Academy (BLPA), and responsibilities shall include:

1. Making recommendations to the principal on the school priorities for spending school moneys, including federal funds, where applicable.
2. Making recommendations to the principal and the superintendent 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 local school board 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 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.
6. Providing input and recommendations to the District Accountability Advisory Committee (DAAC) and district administration, on an advisory basis, concerning principal development plans and evaluations. (Note that this should not in any way interfere with a district’s compliance with the statutory requirements of the Teacher Employment, Compensation and Dismissal Act.).
7. Publicizing opportunities to serve and soliciting parents to serve on the SAC (per HB 15-1321, small rural districts may waive this requirement).
8. Assisting the district in implementing at the school level the district’s family engagement policy (per HB 15-1321, small rural districts may waive this requirement); and
9. Assisting school personnel to increase family engagement with teachers, including family engagement in creating READ plans, Individual Career and Academic Plans, and plans to address habitual truancy (per HB 15-1321, small rural districts may waive this requirement).

ARTICLE II MEMBERS

SECTION 2.1 MEMBERSHIP

Membership in the BLA SAC shall be comprised of, and the business and affairs of the SAC shall be managed by, at least 10 individuals from the school community defined in the following section. The principal representative shall have full and final authority for appointing the initial members of the SAC to begin each school year. SAC members will nominate and approve the selection of SAC officers.

SECTION 2.2 MEMBERS

The Members of the BLA SAC shall be comprised of the following, as a minimum. These Members will be voting Members on SAC matters:

1. School principal representatives, either a school Principal or Assistant Principal from both BLRA and BLPA;
2. At least one classroom teacher or staff member from each of the three levels of the school (one elementary, one middle school, and one high school teacher);
3. At least three parents or legal guardians of students currently enrolled at the school with one representing each of the three levels of the school (one elementary, one middle school, and one high school parent);
4. At least one adult member of an organization of parents, teachers, and students recognized by the school;
5. At least one person from the community who does not have a child attending the school;
6. Two high middle school or high school students chosen by a principal representative to attend the SAC as observers without voting rights. These students may be excluded from sensitive discussions as determined by the principal representative and SAC chair.
7. Additional BLA SAC Members (e.g., parents or staff members) may join the SAC as voting Members, and will commit to the Attendance Expectations in Section 2.5. The Chair will ensure that the number of parents appointed exceeds the number of representatives from the group with the next highest representation.

NOTE: A person may serve in only one category in a single term. [C.R.S. 22-7-106(1) (a.5)]

SECTION 2.3. RESIGNATION

Any member may, at any time, resign from the SAC by submitting a written resignation to the committee Chair.

SECTION 2.4. VACANCIES.

During the school year, any vacancies that may arise on the SAC by reason of a member's resignation or disqualification or for any other reason shall be filled by majority action of the remaining members of the committee.

SECTION 2.5. ATTENDANCE EXPECTATIONS

1. Attendance at all regularly scheduled meetings of the BLA SAC is expected in order to facilitate continuing conversations about ways to enhance the quality of education in the school, and to avoid repetition in meetings.
2. Members should not miss more than two consecutive SAC meetings without offering a justification that is acceptable to the members of the committee.

SECTION 2.6. REMOVAL

Any appointed SAC member may be removed for failure to attend two consecutive meetings without offering a justification deemed appropriate by a majority of the SAC's voting members, not including the member who is subject to the removal vote.

SECTION 2.7. CODE OF ETHICS

MEMBERS OF THE SAC SHALL:

1. Actively promote and encourage the highest level of ethics within the BLA SAC, and the school community.
2. Conduct themselves with integrity, dignity, professionalism, and respect for others.
3. Render opinions, observations or conclusions in a non- threatening, non-confrontational manner.
4. Be thoroughly familiar with the bylaws of the BLA SAC, comply with those rules in full, and exemplify the highest standards of fairness and behavior.

ARTICLE III MEETINGS

SECTION 3.1 REGULAR MEETINGS.

Regular meeting times of the SAC shall be established, published and distributed to Members at the first meeting of each year. All meetings shall be open to the public and should take place at least quarterly. To expedite school improvement planning, the first meeting of the BLA SAC should be scheduled no later than September 15.

SECTION 3.2. SPECIAL MEETINGS.

Special Meetings of the BLA SAC may be called by, or at the request of, the Chair, or one-third (1/3) of the members. The person or persons authorized to call the special meetings shall fix the date, time and location of the meeting. All special meetings shall be open to the public.

SECTION 3.3. NOTICE.

Written notice of any regular or special meeting of the BLA SAC shall be distributed by general communication to the school community and published on the school's website. The agenda, and the purpose of any meeting shall be specified in the notice of such meeting.

SECTION 3.4. QUORUM.

A majority of the Members shall constitute a quorum for the transaction of business at any BLA SAC meeting. If less than a majority of the Members are present at a meeting, those Members present may discuss items and vote to adjourn, but may not take any other action. The Chair will call for a vote on matters when there is a quorum, and may coordinate a vote outside of a scheduled meeting to support urgent timelines on topics that have already been discussed in a formal meeting (e.g., call for a vote to approve meeting minutes via e-mail; call for a vote via e-mail once additional information becomes available that was necessary for Members to make an informed decision).

SECTION 3.5. MANNER OF ACTING.

1. To the fullest extent possible, decisions shall be made by consensus. If consensus cannot be reached, the chairperson shall call for a vote. A simple majority shall rule.

2. All participants are expected to come prepared (read any materials sent prior to the meeting.)
3. Keep the discussion on track with the stated purpose on the agenda. (Limit the focus.)
4. Note what actions need to be taken as each agenda item segment is closed. Always assign actions/follow-up to a particular group or person. (Chair)
5. Ad hoc committees to execute the BLA SAC objectives shall be formed, as necessary.
6. During discussions, agree to disagree. Learn how to move on even if there are different points of view.

ARTICLE IV
OFFICERS

The BLA SAC officers will consist of at least a Chair, a Co-Chair, and a Secretary. A parent will fill the position of Chair, with other positions being filled by any BLA SAC member. Additional positions and subcommittees may be created and elected by the BLA SAC members.

SECTION 4.1. RESPONSIBILITIES OF OFFICERS

A. Chair:

1. Meet with the principal representative as needed to assist with planning for BLA SAC meetings.
2. Develop an agenda for each meeting. The Agenda for each regular meeting may include, but not be limited to:

1. Call to Order
2. Approval of Minutes
3. Special Guests
4. Subcommittee Reports
5. Old Business
6. New Business
7. Adjournment

3. Preside at BLA SAC meetings.
4. Make appointments to any sub-committees that may be formed to execute the BLA SAC objectives.

B. Co-Chair:

1. Assist the Chair as requested or needed.
2. Preside at BLA SAC meetings in the absence of the Chair.

C. Secretary:

The Secretary shall document activities, decisions, and attendance of the BLA SAC for accountability. The duties of the Secretary shall include, but are not limited to:

1. Keeping minutes of all meetings and make them available to the public;
2. Maintaining attendance records;
3. Submitting attendance and minutes to the BLA SAC membership for approval.
4. Other duties as assigned by the Chair.

SECTION 4.2. RESPONSIBILITIES OF MEMBERS

Principal Representative:

The principal representative shall provide key information regarding the current school educational plan and budgetary considerations. The role of the principal representative includes the development, through positive actions, of feelings of trust and mutual regard among the BLA SAC, the community, and the staff. The principal representative helps to establish priorities for the BLA SAC based on the school's goals.

Faculty and School Staff Representatives:

The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the BLA SAC by making available specialized information about educational

programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the BLA SAC and the school staff, informing others of actions and activities of the SAC.

Parents, Business, and Community Representatives:

The parent, business, and community members of the BLA SAC shall represent the view of the parents, citizens, and business and community organizations of the school community. They shall act as resource persons for the BLA SAC in the areas of community-related issues that affect the school and its students. They shall serve as a communications link between the BLA SAC, business, community, and parent groups.

SECTION 4.3 SUB-COMMITTEES:

The SAC shall form sub- committees as needed to execute specific objectives.

**ARTICLE V
DAAC REPRESENTATIVE**

The BLA SAC shall identify a Member to act as a District 49 DAAC representative for a minimum of a two-year basis. The DAAC representative shall be responsible for attending DAAC meetings throughout the school year. The representative shall keep the BLA SAC apprised of DAAC activities and shall communicate matters of importance of the BLA SAC to the DAAC as appropriate. The BLA SAC shall identify the DAAC representative in the spring for service the following year. The DAAC member will notify the BLA SAC Chair if unable to attend a DAAC meeting and the Chair will identify an alternate Member to attend.

**ARTICLE VII
AMENDMENTS TO BY-LAWS**

The By-Laws of BLA SAC shall be initially adopted and thereafter amended or repealed by action of the BLA SAC at any regular or special meeting. There must be a two-thirds affirmative vote by the BLA SAC members to approve changes in these bylaws.