

## Ranch Creek Accountability Committee Bylaws

### *Purpose and Responsibilities:*

The purpose of the Ranch Creek Elementary School (RCES) Accountability Committee (RCAC) shall be to work with the principal and the community to:

- Review site plan objectives.
- Advise the principal on site plan objectives.
- Review student and school performance and achievement.
- Recommend to principal specific areas for focus based on achievement results.
- Review results from the annual community survey and recommend action or focus areas based on results.
- Review and provide input in developing budget priorities.
- Provide recommendations to the principal regarding student/school safety.

Members have three essential tasks:

- Review
- Monitor
- Recommend

Committee members shall also serve as the communication link to the Ranch Creek Elementary School community. These communications will deal with policies and programs that concern the education, welfare, and safety of RCES students. Personnel issues shall be handled in accordance with the District #20 Communication Policy and are not in the purview of this Committee's role.

The Ranch Creek Accountability Committee shall adhere to agreed upon Committee norms and roles as set forth by the Committee. The norms are as follows:

- All meetings will be on the second Wednesday of each month.
- Discussions will "stick to the scheduled agenda."
- Updates/reports will be brief (handouts are welcomed).
- Meetings will start at 7:00 am and conclude at 8:00 am (breakfast served at 6:45 am).
- Introductions around the table will occur at all meetings.
- Guests are encouraged to attend; all meetings are open to the public.
- All perspectives are welcomed.

This Committee shall also serve as a "sounding board" for the school and provide parent input in various areas relative to the school improvement/accountability process. The Committee shall be responsible for reviewing the Site Plan and reports of school performance and achievement. This will be performed in

concert with staff and school administrators. Committee members shall maintain confidentiality in all communications shared with them and anonymity shall be respected.

Meetings will be publicized in advance, the agenda will be publicized in advance of the meeting, and minutes will be posted on the school website after approval.

#### *Democratic Process:*

The RCAC will actively recruit members with differing points of view in compliance of membership requirements. The opportunity to serve on RCAC will be publicized using the school website, school newsletter, and other public means of communication.

#### *Membership:*

Members of the Ranch Creek Elementary School Accountability Committee shall be selected from a list of volunteers, and vacancies shall be filled by action of the current membership. Committee membership, totaling at least seven members, shall strive to include:

- At least three parents (including a member of the PTA and a DAC representative, as well as parents of TAG students and SPED students and/or ESL students)
- Staff representatives, including the principal or designee, and at least one teacher
- A community representative, which may include a community member without children in the public school system, a senior citizen, a business leader, or a patron.

#### *Leadership:*

The Ranch Creek Accountability Committee shall be led by a Chairperson or two Co-Chairpersons each year; preferably, at least one co-chairperson will have had at least one year of Accountability Committee experience. The Chairperson or one of the Co-Chairpersons shall be a parent.

#### *Meetings:*

RCAC meetings are open to the public. Attendance is welcomed and encouraged for regular members, as well as persons interested in specific topics. Meeting times and locations are scheduled for the year at the first meeting of the school year, and are advertised in compliance with Colorado's open meeting laws. Meetings will be held once a month and a designated recorder will keep meeting minutes. These minutes will be distributed to RCAC members one week prior to the next meeting so that they can be reviewed. The agenda will likewise

be posted one week prior to the meeting to allow for meeting preparation and to encourage attendance.

*Attendance:*

RCAC members shall make every attempt to attend and participate in all meetings. When possible, absences should be communicated to the chairperson(s) in advance.

*Bylaws:*

These bylaws shall be reviewed at the first meeting of each school year and revised as appropriate. The changes will be distributed to the committee members and either approved or revised further at the second meeting of the school year. Bylaws will be approved by a majority vote of the committee.

11/11/09