

**BYLAWS OF  
ADDENBROOKE CLASSICAL ACADEMY CHARTER SCHOOL  
ACCOUNTABILITY COMMITTEE  
JEFFERSON COUNTY SCHOOL DISTRICT**

Article I  
**NAME**

The name of the school advisory council within the Addenbrooke Classical Academy shall be “Addenbrooke Classical Academy Charter School Accountability Committee”, hereinafter referred to in these Bylaws as “SAC”. The Committee is put forward to fulfill requirements established by the Colorado Department of Education, and to satisfy Colorado State Statute (C.R.S. §22-11-401 and §22-11-402)

Article II  
**PURPOSE**

SAC’s objective is to represent the school community’s vision by providing opportunities for parent and community members to be involved in the planning and evaluation of the school’s quality improvement processes. SAC executes an annual parent satisfaction survey to determine community needs and concerns, and it makes recommendations to the school’s executive director and the principal(s), hereinafter referred to in these bylaws as the “Leadership Team”, to be used in the development of the school’s Unified Improvement Plan (UIP).

Article III  
**RESPONSIBILITIES**

**A. Duties and Responsibilities**

1. Review and evaluate the School Performance Framework (SPF), UIP, and the results of state assessments and school achievement data.
2. Provide feedback on the adequacy and efficiency of educational programs offered by the school and give recommendations with goals and objectives for the improvement of education in the school.
3. Create, distribute and review the annual parent satisfaction survey, and relay the needs and concerns of the school’s community to the Leadership Team.
4. Review the Board of Directors recommendations regarding priorities for school budget and grant funds, and provide input on the prioritization of expenditures (spending school moneys).
5. Form subcommittees when needed.

6. If the state board of education places the school on a priority improvement or turnaround plan, SAC shall advise the Leadership Team concerning the preparation of such plan and submit recommendations concerning the content.
7. Any additional requirements outlined by the school policy and directives, or requested by the Board of Directors, or the Leadership Team.
8. SAC will keep the community informed of its work via the school website.

**B. The duties and responsibilities of SAC shall not include**

- Personnel issues, including hiring or evaluation of individual staff members.
- Individual student discipline issues.
- Any issue dealing with a specific student, staff member, or parent.
- Budgeting or financial decision making.
- Public engagement.

Article IV  
**MEMBERSHIP**

**A. Establishment and composition**

The Leadership Team should have a central role in recommending and selecting SAC members. To the extent practicable, SAC membership shall reflect the student populations represented within the school. SAC will also make a good faith effort to ensure the following membership (9 to 11 voting members):

- 1. Member of the Leadership Team** – The Principal(s) of the school, the Executive Director or their designee. The Leadership Team should have one vote, the rest should serve as ad hoc. This member(s) shall provide key information regarding the current school education plan and budgetary considerations. The role includes the development of trust and mutual regard among the SAC, the community and the staff.
- 2. Grammar School Teacher** – One member. Must have been with the school for at least two years.
- 3. Middle School Teacher** – One member. Must have been with the school for at least two years.
- 4. High School Teacher** – One member. Must have been with the school for at least two years.

The faculty member(s) shall represent the views and interest of the entire school staff. They will act as a resource for SAC by making available information about educational programs, innovative ideas, and available resources.

**5. Parent or Legal Guardian of a Grammar School student** – At least one member. Must have been part of Addenbrooke for at least two years.

**6. Parent or Legal Guardian of a Middle School student** – At least one member. Must have been part of Addenbrooke for at least two years.

**7. Parent or Legal Guardian of a High School student** – At least one member. Must have been part of Addenbrooke for at least two years.

**8. PACS Member** - One adult member of an organization of parents, teachers, and students recognized by the school (PTO/PTA/PTSA/PACS). If the school does not have a recognized PTS organization, a fourth parent or legal guardian of a student enrolled in the school is elected to the SAC by a majority vote of the parent community.

**9. Community** – At least one member from the community not otherwise included above and, if practical, represents the business community. “Community” is defined broadly to mean lives or owns a business in Jefferson County and is not a relative of or a legal guardian of a student of the school they represent. *Reference: §C.R.S. 22-11-401(1)(a)(I-V)*

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

**10. Non-Voting Members** - At the option of SAC, non-voting members may be selected by a simple majority vote of the above voting members. Non-voting members will be active participants in SAC, but will not be called upon to vote should a vote of SAC be necessary. This position is not intended to influence the work of SAC.

**NOTE:** Generally, a parent who is an employee of the school or the school district or who is a spouse, son, daughter, sister, brother, mother or father of a person who is an employee of the school or the school district, is not eligible to serve on SAC. However, if, after making good-faith efforts, a principal(s) or organization of parents, teachers and students is unable to find a sufficient number of persons who are willing to serve on SAC, the Leadership Team, with advice from the organization of parents, teachers and students, may establish an alternative membership plan for SAC that reflects the membership specified above as much as possible.

## **B. Nominations, appointments and elections**

Notice of Elections will be communicated to the community (i.e. posted on school website and/or newsletter) and will include notice of the deadline for submission of nominations and date of the election. Nominations shall be submitted in writing to the Leadership Team. The Leadership Team will review the applications and appoint the initial members of the SAC to begin each school year. Candidates’ interest should align with SAC’s vision and mission of improving classical education at Addenbrooke Classical Academy. The appointed SAC voting members must vote in parent representatives to serve the committee as chair, vice-chair and recorder.

- Any parent or legal guardian of a student who has attended Addenbrooke for at least two years may nominate himself or herself, and/or nominate another parent or legal guardian of a student enrolled in the school
- Any teacher may nominate himself or herself or another teacher
- Subcommittees may be appointed by the SAC Chairperson or by majority vote of the SAC. The subcommittees can invite Addenbrooke parents outside the SAC to participate. The subcommittees shall consist of 3 to 5 members and must have at least one current SAC member.

**C. Term Limits**

Except for the Leadership Team or their designee, no member shall serve more than two consecutive full terms (August-May), plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy. SAC members may not fulfill more than one role (mentioned above Article IV, section A) in a single term.

**NOTE:** If the school cannot obtain candidates for any open positions, after completely following the nomination process, SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.

**D. Terms of Members**

Members must have been with Addenbrooke Classical Academy for at least two years before serving on the committee. The Chairperson and the Vice Chairperson must have been with Addenbrooke for a minimum of three years and must have served for at least one year on the SAC. Exception applies to the Leadership Team, its designee and the community member(s). To be a member in good standing, one shall attend at least three of the quarterly meetings, otherwise the member could be subject to removal.

**E. Resignation**

Any SAC member may resign by giving written notice to the Chairperson of SAC. The remaining members of SAC will initiate a request for a new membership and shall fill the vacancy by majority action.

**F. Removal**

Any SAC member who is elected or appointed shall be removed upon a conviction, or any other reason leading to a disqualification. Any elected or appointed SAC member may also be removed for failure to attend three consecutive meetings without excuse, or for reasons deemed sufficient by a three-fourths majority of the SAC's voting members, not including the member who is subject to the removal vote.

**G. Vacancies**

Vacancies shall be filled by a simple majority vote of the voting members of the SAC. If there are more nominations than vacancies, the candidates with the most SAC member votes will proceed to become voting members of the SAC.

Article V  
**SAC OFFICERS**

The Officers of SAC shall consist of a Chairperson, Vice-Chairperson and Recorder. These are elected positions filled by parents of Addenbrooke Classical Academy students. The Officers are elected by a simple majority vote by the voting members of SAC. To be eligible for the position of an Officer, the SAC member must have completed one term of service on the committee before becoming an Officer. The Officers will be elected for one-year terms. If approved by the membership, the Officers may serve two terms. All Officers must assure SAC complies with the Bylaws.

**NOTE:** Exception - the Recorder position may be held by any voting member of SAC.

Another exception, see Article IV, section C, Term Limits, Note.

**A. The specific duties for each officer are as follows**

*Chairperson:*

- Sets agenda in collaboration with the Leadership Team and the vice-chairperson, and sends it to the SAC members at least five days in advance of the meeting.
- Presides over the meeting.
- Works in collaboration with the Leadership Team to monitor the UIP.
- Authors process for SAC involvement on UIP.

*Vice-Chairperson:*

- Participates in setting the agendas with the chairperson and the Leadership Team.
- 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.
- Helps form subcommittees.

*Recorder/Secretary:*

- Submits meeting minutes for distribution to all SAC members prior to the next meeting.
- Maintains a file containing all committee business, to be passed along to future members.
- Submits the parent survey to the Leadership Team for distribution.

Article VI  
**MEETINGS AND VOTING**

The SAC will meet at least quarterly. A meeting schedule will be established during the first SAC meeting of the school year. The agenda and relevant background information will be distributed to the SAC members at least five days prior to the meeting date. Because the meetings are public, no confidential information shall be discussed at these meetings (e.g. disciplinary policy may be discussed, but a specific instance or enforcement of the policy may not be discussed). All minutes

from SAC meetings will be made available to the public and school community by posting to the school website within five days following the meeting. SAC will strive to reach consensus when making decisions. When a consensus cannot be achieved, a two-thirds majority of present members will make decisions. Decisions by consensus or vote require a quorum of SAC.

- Subcommittees may be established to meet outside of SAC meeting times to research or study a topic.
- Special meetings may be called by any Officer of SAC, with a minimum of five days' notice given to all SAC members. Speakers may be scheduled to address SAC on any topic of considerable school and community interest, provided the chairperson approves the topic. The chairperson shall schedule and determine the duration of each presentation.

**A. Attendance**

Members shall contact the chairperson or principal if unable to attend a meeting. Members who fail to attend three consecutive meetings are subject to removal in accordance with Article IV, Section F. Remote participation via computer or telephone will be permitted.

**B. Quorum**

At any meeting, a quorum shall consist of a simple majority of the voting members.

**C. Voting**

Each voting member shall have one vote. SAC members may vote when absent by giving their vote, in writing, to the chairperson or vice-chairperson, prior to the meeting.

Article VII  
**AMENDMENTS**

Proposed bylaw changes must be submitted to the Chairperson of SAC at least two weeks before a regularly scheduled meeting for distribution to SAC members. Changes or additions to the bylaws will then be discussed at the next regular meeting. There must be a two-thirds majority vote of those members in attendance to approve changes to the bylaws. The change must also be reviewed and approved by the Leadership Team and the Addenbrooke Board of Directors.

**CERTIFICATE OF BYLAWS**

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted by the SAC on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Recorder