

**NEEDHAM ELEMENTARY SCHOOL
SCHOOL ACCOUNTABILITY COMMITTEE
BY-LAWS**

Needham School Accountability Committee (SAC) is an advisory body created in accordance with the Colorado State Senate Bill 00-186.

1. PURPOSE:

Needham SAC members will work with Needham staff members to create the optimum environment in order for each student to achieve excellence and success. Needham SAC, in conjunction with the building principals, will establish school goals and action plans for student achievement, attendance and school climate. The Needham SAC members shall serve as liaisons between the school, parents and community members.

2. NEEDHAM SAC MISSION STATEMENT:

Mission Statement:

Needham elementary will provide its students with the information, skills, and experiences necessary to succeed in the challenging environment of the 21st century.

Vision Statement:

Needham will be a model three-section school where students excel academically. Needham will build an environment of caring and creativity, and will be accepting of individual differences.

1. GOALS:

Needham students will

- Be competent, resourceful independent learners
- Excel at their highest potential in reading, writing, math and science
- Love to come to school and enjoy learning
- Be technologically advanced
- Use, enjoy and care for the environmental natural resources around their community

Needham staff will

- Be highly qualified and motivated
- Engage in proven educational best practices
- Collaborate with and strengthen their colleagues
- Provide inviting classrooms, with clear expectations, consistent consequences, and specific, articulated academic goals.
- Address individual needs and learning styles

- Involve parents in the education of their children by keeping them informed of student progress and by offering suggestions for assisting their students.
- Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.

Needham Elementary will

- Provide state-of-the-art technology hardware and software in every class
- Provide an abundance of learning materials
- Provide an expanded staff of certified and classified personnel
- Foster the development of a large, positive and involved community that is supportive of its children and academic environment

4. MEMBERSHIP:

A. The Needham School Advisory Council will consist of seven members designated, appointed or elected as follows (22-7-106):

- I. The principal of the school or the principal's designee
- II. One teacher who provides instruction at the school, or has an office in the school licensed professional elected by a vote of all licensed professionals
- III. Three parents or legal guardians of students enrolled in the school who are elected by a vote of the parents or legal guardians of students enrolled in the school
- IV. One adult member designated by the school's PTO
- V. A person from the community who is involved in business and appointed designated by the principal or SAC committee

B. No more than three members of a school accountability committee shall be employed by or relatives of an employee of the school district. "Related" or "Relative" means a person's spouse, son, daughter, sister or brother.

C. Any appointment or designation required shall be made by the October meeting of each year. Any election required shall be conducted on or before October 31st of each year.

D. Needham Procedures for designated, appointed and elected SAC members:

1. In February, Needham SAC will form a nominating committee in the February meeting of the current school year to will seek out find candidates interested in serving in one of the vacant elected council positions. Notice of expected vacancies will be posted in the school newsletter until the April meeting.

2. Nominations for Chairperson, Chairperson Elect, DAAC Parent Representative and Secretary shall be announced and additional nominations shall be taken from the floor at the March meeting. Nominations will be posted in the school newsletter until the April meeting.
3. Election for Chairperson, Chairperson Elect, DAAC Parent Representative and Secretary the parent positions will be conducted during the April meeting by an election on the floor. All parents and/or guardians of Needham students present at the April meeting may participate in the election process. Results of the election will be reported in the April meeting minutes and in the next school newsletter.
4. Any parent or legal guardian who wishes to participate in SAC is welcome to attend at any time
5. The new SAC will assume duties after the April meeting of the current school year.
6. The Needham PTO will appoint a representative by the April meeting or the president of PTO will serve as representative.
 - a. All Needham SAC members, except for the building principal, will serve a term of two years. Consecutive terms may be served.
 - B. Any vacancies of elected positions that may arise on the council by reason of a member's resignation or disqualification* or for any other reason shall be filled by majority action vote of the remaining members of the council.

V. DUTIES OF THE SCHOOL ACCOUNTABILITY COMMITTEE (22-7-107):

- A. In addition to any other duties and powers provided for by law, the SAC of each public school shall make recommendations to the principal of the school regarding the prioritization of expenditures of school monies. The principal shall consider such recommendations made by the SAC regarding the expenditure of any state, federal, local or private grants and any other discretionary funds.
- B. Each SAC shall meet at least quarterly to discuss:
 1. Means for determining whether decisions affecting if the educational process practices employed by the school are advancing or impeding student achievements (review of assessments).
 2. Reporting to students, parents, boards of education, educators and the school district board of education on the educational performance of the school and providing data for the appraisal of such performance.
 3. Recommendations to the principal on the expenditure of all school grants; and
 4. Safety issues and capital improvements related to the school environment.

C. Duties of Elected SAC positions

1. Chairperson – will assist the building principal in establishing an agenda, opening meetings, conducting and expediting business and closing the meeting. The Chairperson will keep a book containing by-laws, minutes and correspondence which will be turned over to the new Chairperson by the end of the school year.
 2. Chairperson Elect – will assist the Chairperson and be a liaison to standing and special committees. He/she will preside over the meetings when the Chairperson is unable to attend.
 3. Secretary – will keep all minutes of each regular meeting. The secretary will also document SAC member attendance through a sign- in sheet.
 4. Teacher Representative – will serve as the Needahm teacher representative and as a liaison between teachers and SAC.
 5. DAAC Teacher Representative – will attend DAAC meetings and report to the principal (this has changed at DAAC 8-28-06).
 6. Parent DAAC Representative – will report on DAAC meetings to the Needahm SAC.
 7. Needahm PTO Representative – will report on PTO meetings to the Needahm SAC.
 8. Building Principal – will inform the Needahm SAC on the progress of school goals and action plans and act as a liaison between SAC and the Needahm staff. In conjunction with the Chairperson, he/she will prepare an agenda for each SAC meeting. He/she will submit the annual school accountability report to the Elementary Student Achievement director for review and then to DAAC (timeline to be determined by Durango School District 9R).
- Special Committees – will be appointed as needed by the council and will report to Needahm SAC.

6. MEETINGS:

Needahm SAC meetings are open to all Needahm parents, teachers, support staff, administrators and interested community members.

A. A minimum of four yearly meetings will be held on the school premises, with the location, date and time to be determined by SAC the school advisory council.

B. Meetings will be conducted in an informal manner and with guidelines from Robert's Rules of Order when needed.

C. The notice for regular and special meetings will be provided to the Needahm SAC members at least 48 hours prior to meetings.

D. Any documents or materials needed for committee review will be available in the school office via e-mail 48 hours prior to the regular meeting. It is the responsibility of committee

members to obtain any information provided. This information will also be available at the meeting.

E. Suggested Outline for Annual Meetings

1. The **fall** meeting or meetings will consist of reviewing and providing input on goals for the school year. Available assessment results will be reviewed. A School Improvement Plan (SIP) will be written.
2. The **winter** meeting or meetings will consist of reviewing the capital improvement projects needed for the school and to provide any relevant input to the budget. The committee will review staffing and Needahm SIP and make recommendations to DAAC.
3. The **spring** meeting or meetings will include nominating members for SAC for the upcoming school year. Any end of the year assessments may be reviewed. Any suggestions for plans for the SIP plan for next year will be reviewed. A list of accomplishments for this school year will be generated.

The written by-laws were reviewed and revised by Needahm SAC.

Chairperson's Signature

Date

Principal's Signature

Date