

## **Welcome To School Accountability Committee (SAC)**

- RMAE believes in the value of community involvement in our schools. Active family engagement helps to ensure that the unique needs of the school's community are served through a positive collaboration between the School Board, school's leadership, staff, and families.
- This document is a resource to support the development and maintenance of strong partnerships between RMAE and the community they serve, as well as to ensure RMAE meet the state expectations for a School Accountability Committee (SAC) as defined by Colorado statutes, and CDE guidelines.

## **The Role of SAC**

- State law requires every school (including charters) to have a SAC.
- SAC membership empowers the school community by giving members a voice in critical areas of school administration, including budget line items, academic curricula, the Unified Improvement Plan, and school performance improvement/ growth plans.
- The SAC serves in an advisory role to the RMAE School Board and Principal.
- The school's Principal remains responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations.

The SAC's activities are centered around the following key areas:

- School Unified Improvement Plan (UIP)
- Parent/family and community engagement
- School cultural goals
- Improvement/ Growth Progress
- Budget Line Item Input

## **SAC Membership**

- Principal or his/her designee.
- Chair, who by state law must be a parent and may serve up to three years.
- At least one teacher who provides instruction in the school and represents all RMAE staff.
- At least three parents of students enrolled in the school.

## **Titles and Duties of SAC Members**

**The Chair:** by law is required to be a parent of an enrolled student. With the support of the principal and School Board Representative is to insure that:

- The number of parents exceeds the number of staff representatives.
- Nobody has more than one role on the SAC (e.g., not both a teacher and a parent).
- In collaboration with the Principal and Board Representative, develop and distribute all meeting agenda.
- Assure all meeting dates, agenda's, and minutes are posted for public view and participation.
- The Chair also develops and implements plans to increase membership, serves as a communication link between the SAC and the DAC's Articulation Area Representative, and supports the efforts of the Principal to recruit parent and community members for SAC.
- Attend and facilitate all meetings and adhere to the agenda and time restraints. Is a Voting member of the SAC

**The Principal (or representative):** with the support of the SAC Chair, needs to ensure that:

- The number of parents exceeds the number of staff representatives.
- Nobody has more than one role on the SAC (e.g., not both a teacher and a parent).
- Additionally, the Principal provides various reports, raw data, and specific information requested by SAC members; provides timely progress monitoring data to assist the team in reviewing implementation of the school interventions; and acts as a liaison between the SAC, and the school community.
- Attend and actively participate in all meetings. Is a Voting member of the SAC

**The School Board Representative:** with the support of the SAC Chair, needs to ensure that:

- The SAC goals stay in line with the vision and mission of the school.
- Act as the bridge between the school board and SAC in communicating all information to both entities.
- Attend and actively participate in all meetings. Is a Voting member of the SAC

**The Staff Liaison Members:** with the support of the SAC Chair, needs to ensure that:

- Classroom/ school activities are represented.
- Share intervention and growth progress updates re UIP and SAC goals.
- Attend and actively participate in all meetings. Is a Voting member of the SAC

**The Parent Liaison Members:** with the support of the SAC Chair, needs to ensure that:

- Community/ parent needs are represented.
- Encourage cross-fertilization of idea, concepts and different ways of doing things across all areas of the school.
- Attend and actively participate in all meetings. Is a Voting member of the SAC

### **SAC Duties**

#### **School Unified Improvement Plan (UIP):**

A key role for the SAC is to provide input on the school's Unified Improvement Plan (UIP). The SAC's UIP activities involve:

- Meeting at least quarterly to review and discuss the implementation of the school improvement plan and student performance/ interventions related to the school's improvement activities.
- Providing input regarding all components of the UIP.

#### **Parent/family and community engagement:**

The SAC plays a key role in parent/family engagement, including:

- Assisting the school board in implementing greater parent/family engagement in school programming and goals.
- Assisting school personnel in increasing the level of parent/family knowledge regarding school programming and the academic/ community goal progress in the school, especially the engagement from diverse populations.

#### **School cultural goals:**

The SAC plays a key role in setting cultural goals and monitoring progress, including:

- Assisting the school board in monitoring cultural environment.
- Providing input on cultural initiatives and objectives.

**Intervention/ Growth and Progress:**

- Hold meetings (inviting all families) to review all interventions and growth made towards the UIP and all SAC goals. This input is to be used by the Principal to make recommendations to the school board concerning additional intervention needed.

**Budget:**

The SAC's budget work includes:

- Reviewing the school budget line items deemed necessary for academic growth, making recommendations which ensure that funds and spending priorities align with the school's improvement plan (UIP) and the core values of the school and to the benefit of all students.

**SAC Operating Procedures**

- The SAC should set norms for meetings, which may be revised each year.
- If possible, the SAC should have an agreement (or bylaws or operating procedures) that clarifies the processes for decision-making, member selection, and communications, including who will be responsible for recording and distributing meeting minutes.

**Chair Election and Term:**

- The committee shall elect a chair or co-chairs to serve for a two-year term during a meeting held no later than October 1 of each year it has been vacated, following the election the newly elected chair shall execute all chair duties until their term expires.
- If a chair resigns before their term is up, the committee will hold elections for a new chair at the next scheduled meeting.

**Agendas:**

- Agendas are essential and should be sent to committee members a week ahead of time by the Chair in collaboration with the Principal.
- Much of the agenda content will be determined by the cycle of school improvement/ growth planning.
- The Chair should meet with the Principal to plan the agenda in advance, keeping in mind what background information the committee needs in order to get the work done.
- Time should be established on each agenda for members to make suggestions for the next meeting or to share concerns.

**Minutes:**

- Minutes or summaries of each meeting should be published in a timely manner and regularly posted on the school website.
- By making minutes available, the SAC serves an important function by providing the opportunity for parents and community members to be aware

of school priorities, spending, and academic improvement/ growth processes.

**Member Norms:**

- Active and voting members will make every effort to attend each meeting. If you are unable to attend a meeting or will be late, please email the Committee Chair a minimum of 24hrs prior to the meeting.
- Meetings will begin and end on time.
- There will be an electronic agenda for each meeting – sent prior to meetings to SAC active and voting members and published on the RMAE website for the public on the school website.
- The School Accountability Committee will have a Chair who is responsible for keeping members on task, focusing the discussion, and limiting discussion appropriately. The Chair may hold office for up to three years.
- The Chair in collaboration with the Principal will determine the amount of time allowed for each agenda discussion topic and will keep discussion within the determined time limit.
- Members will respect the opinions of others and be considerate of differing points of view.
- Only one person will speak at a time; no side conversations.
- Members will take care of personal needs at their own discretion.
- Discussion and decisions will be limited to topics that are within the scope of the School Accountability Committee responsibilities and on the agenda.
- Each committee member will be equal; only active and voting School Accountability Committee members may be involved in the decision-making process and allowed to vote on action items.
- All School Accountability Committee meetings are open to the public and all RMAE parents and staff are encouraged to attend a meeting to voice their opinions and gain a greater knowledge of school programming.