

District Accountability and Accreditation Committee (DAAC)

PURPOSE

The Cheyenne Mountain School District's DAAC exists as a parental and community involvement program, established by state law, that evaluates the quality and value/cost relationship of the district's educational, safety, and wellness programs, and makes monetary and programmatic recommendations to the Board of Education on such matters.

BY-LAWS

ARTICLE I **MEMBERSHIP**

Section 1. Composition of Committee

The following members are required and are full voting members unless noted otherwise:

- a. The School Accountability and Accreditation Committee (SAAC) chairperson from each school in the district.
- b. The principal from each school in the district.
- c. The Superintendent and central administration representatives (ex officio).
- d. One Board of Education member (ex officio).

In addition to the required members, the following appointed members must be approved by the Board of Education in accordance with Section 4 of this article:

- e. The Chairperson who resides in the district and represents no specific constituency. The Chairperson shall have served on DAAC for at least one year or shall have other equivalent or comparable experience. The Chairperson shall serve a two-year term and shall be eligible for re-election the succeeding term. The Chairperson shall not serve more than two consecutive terms. The Chairperson is a voting member of the committee that votes only in the event of a tie.
- f. The Vice-Chairperson, who resides in the district and represents no specific constituency. The Vice-Chairperson shall serve a two-year term and shall be eligible for re-election the succeeding term. The Vice-Chairperson shall not serve more than two consecutive terms.
- g. Two Parents-At-Large. Each Parent-At-Large shall have a student currently enrolled in a district school. The Parents-At-Large shall each serve a two-year term. They shall be eligible for re-election the succeeding term. Each Parent-At-Large shall not serve more than two consecutive terms.
- h. Two Non-Parent Residents. Each non-parent resident shall be a district resident, and at least one non-parent resident shall be involved in a local business. Each Non-Parent resident shall each serve a two-year term. They shall be eligible for re-election the succeeding term. Each Non-Parent Resident shall not serve more than two consecutive terms.
- i. One Teacher-At-Large. Employed by the district to serve a two year term.
- j. Administrative Assistant. The Administrative Assistant shall be appointed by DAAC's administrative team.

Section 2. Approval and Term of Committee

All appointed members shall be approved by the Board of Education. Appointments of positions for two-year terms shall be staggered so that approximately half of these appointments occur each year.

Section 3. Eligibility

Any individual who applies to the district administration office for a DAAC appointment during an advertised call for volunteers, and who meets the criteria for that appointment as stated in Section 1, shall be eligible.

Section 4. Election of Candidates

The DAAC will receive a comprehensive list of eligible applicants for all positions needed, for their consideration at the April DAAC meeting. The membership sub-committee, in accordance with Article V, shall consist of no less than four members, shall review and evaluate eligible applicants for each position, and present up to six recommended candidates to the DAAC no later than the May DAAC meeting. DAAC shall vote thereafter on candidates for each available appointed position. The candidate who receives the greatest number of votes for each appointed position shall be listed on a slate of candidates recommended to the Board of Education for approval.

Section 5. Approval of Membership

The DAAC will submit the slate of elected candidates to the Board of Education in time for approval before the end of the school year or as soon thereafter as practical.

Section 6. Vacancy

Should a DAAC member resign before the end of a term, the Chairperson shall call for a vote by the DAAC committee to fill any vacancy in accordance with Article I. Any member appointed to fill a vacated position shall be eligible to apply as a candidate for election for a regular term in accordance with sections 3 and 4.

ARTICLE II **OFFICERS**

Section 1. Duties of the Chairperson

The Chairperson shall, in consultation with the Superintendent, prepare the official agenda for each DAAC meeting. Prior to the end of the school year, the Chairperson will meet with the administrative team to discuss and set meeting dates and topics for the upcoming year. Upon doing so, the Chair will distribute the meeting dates to all DAAC members. They shall distribute the agenda and any appropriate materials to all members one week prior to the upcoming meeting. The Chairperson shall insure that there is effective communication between the officers of DAAC.

Section 2. Duties of the Vice-Chairperson

The Vice-Chairperson of DAAC shall distribute meeting minutes to all DAAC members within four business days of the meeting's conclusion. They shall prepare copies of the minutes to be distributed prior to the DAAC meeting. The Vice-Chairperson shall preside in the absence of the Chairperson and shall assume the role of Chairperson should they resign prior to the end of the appointed term.

Section 3. Duties of the Administrative Assistant

The Administrative Assistant shall be responsible for recording the official minutes and attendance. The Administrative Assistant will distribute the documents to the other officers within 3 business days following the DAAC meeting.

ARTICLE III

ROLES AND RESPONSIBILITIES

Section 1. Parent Surveys

A DAAC Parent Survey Sub-Committee will be responsible for developing, conducting, promoting and reporting an annual online parent survey.

- a. SAAC Chairs and their committees will promote the survey at their individual schools and will have the option of adding school-specific questions of their choice to the district-wide survey.
- b. The surveys will be completed each year.
- c. The DAAC Parent Survey Sub-Committee shall compile survey results and distribute them to each SAAC chairperson.
- d. Each SAAC shall analyze the survey results and create a summary report to be publicized to parents prior to the end of the school year. These reports shall assure the privacy and confidentiality of parents, students, and staff.

e. The DAAC Chairperson and Parent Survey Sub-committee representatives will present survey results to the Board of Education in the spring of each school year.

Section 2. School Accreditation and School Improvement Plans

The DAAC shall annually advise the Board of Education concerning the accreditation of all District schools and the contents of the performance plan required of each school pursuant to C.R.S. 22-11-403 through 406.

Section 3. Prioritization of District Expenditures

The DAAC shall review prioritization of expenditures of school district monies relative to goals and measures established in the school accreditation review process.

Section 4. Charter School Applications

The DAAC shall review all charter school applications and shall recommend to the Board of Education approval or denial of the application based on rationale for such recommendations, prior to the Board of Education ruling on the application.

ARTICLE IV **MEETINGS**

Section 1. Number of Meetings

The DAAC shall establish a schedule of meetings with no fewer than six meetings during the school year. Meetings shall be conducted from September through May. The Chairperson may schedule special meetings when necessary.

Section 2. Accessibility

The date, time and location of each meeting shall be published, and all meetings shall be open to the public.

ARTICLE V

SUBCOMMITTEES

Section 1. Ad Hoc Subcommittees

The Chairperson may form Ad Hoc Subcommittees of DAAC at such times as DAAC or the Chairperson deems it to be necessary or expedient. Ad Hoc Subcommittees may include persons who are not members of the DAAC.

Section 2. Membership Subcommittee

A membership subcommittee shall be appointed no later than April each year and shall consist of the DAAC school board member, a building principal, and at least three other members of DAAC appointed by the Chairperson. The subcommittee shall select its own chairperson. The membership subcommittee shall review applications for DAAC officers and appointed members in accordance with Article I.

Section 3. Parent Survey Sub-Committee

A DAAC Parent Survey Sub-committee will be responsible for developing, conducting, and promoting an annual online parent survey as described in Article III, Section 1.

ARTICLE VI

ATTENDANCE

If a DAAC member has two unexcused absences, the DAAC may remove that member by a majority vote with notification to the Board of Education.

ARTICLE VII

CONDUCT OF MEETINGS

Section 1. Quorum

A majority of the DAAC shall constitute a quorum for conducting business.

Section 2. Parliamentary Authority

For procedural items not covered in these bylaws, the current edition of Robert's Rules of Order shall prevail.

ARTICLE VIII

BY-LAW REVIEW and AMENDMENTS

Section 1. Review

On an annual basis, the DAAC Chair, Vice-Chair, and superintendent will confer as to the need for any possible by-law revisions. If necessary, an ad hoc committee will be appointed by the Chairperson and shall make recommendations to the DAAC for amending the DAAC bylaws. Any recommended changes to the bylaws, whether editorial or more substantive, shall be incorporated only in accordance with this Article.

Section 2. Procedure

These bylaws may be amended at any regular meeting of the DAAC by a two-thirds vote, provided that the membership has been notified of the intention to amend in advance of the meeting, and a quorum is present.

Section 3. Submission to the Board of Education

Amendments to these bylaws must be submitted to the Board of Education for its approval at its next regularly scheduled meeting or as soon thereafter as practical.

These bylaws were revised and adopted by the Board of Education March 2025.