El Paso County Colorado School District 49
Accountability Advisory Committee (DAAC) Bylaws

Ref. Colorado Department of Education

ARTICLE I – NAME

BOE Policy BDF states:
School and District-level advisory committees required under federal and state programs shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation and evaluation of such program or project as required by law. The name is **District Accountability Advisory Committee (DAAC)**.

ARTICLE II – MISSION

To enhance communication with the DAAC, School Accountability Committees (SACs), and the community by providing guidance and counsel to the El Paso County Colorado School District 49 Board of Education (BOE) on matters related to budget, improvement priorities, and student achievement.

Notice of Meetings

C.R.S 24-6-402 and D49 Policy AE

All accountability committee meetings will be open to the public. Meeting notices for the DAAC will be posted in the same place and manner as notices of Board meetings (BoardDocs and on website) and in school buildings. Notices for School Accountability meetings shall be posted in the school building.

ARTICLE III – Powers and Duties C.R.S. 22-11-302

Section 1. DAAC shall fulfill the responsibilities of a school district accountability committee as outlined by the Colorado Department of Education (CDE) and as established by current Colorado Revised Statute. DAAC responsibilities include:

Spending Priorities	Recommending to its local school board priorities for spending school district moneys
Unified Improvement Plan (UIP)	Submitting recommendations to the local school board concerning preparation of the district's Performance, Improvement, Priority Improvement or Turnaround plan (whichever is applicable)
Review Charter	Reviewing any charter school applications received by the local

Applications	school board and, if the local school board receives a charter school renewal application and upon request of the district and at the DAC's option, reviewing any renewal application prior to consideration by the local school board
Study and Make Recommendations to Local Board	At least annually, cooperatively determining, with the local school board, areas and issues, in addition to budget issues, the DAC shall study and make recommendations upon
Input on Evaluation Tools	Providing input and recommendations to principals, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher evaluations
Align with Federal Activities	For districts receiving ESSA funds, consulting with all required stakeholders with regard to federally funded activities
Recruit Parents onto DAC	Publicizing opportunities to serve and soliciting parents to serve on the DAC (per HB 15- 1321, small rural districts may waive this requirement)
Review Family Engagement Policy	Assisting the district in implementing the district's family engagement policy.
Increase Family Engagement	Assisting school personnel to increase family engagement with educators, including families' engagement in creating READ plans, Individual Career and Academic Plans, and plans to address habitual truancy.
Quarterly Progress Monitoring of UIP	Meet at least quarterly to discuss whether school district leadership, personnel, and infrastructure are advancing or impeding implementation of the school district's performance, improvement, priority improvement or turnaround plan, whichever is applicable, or other progress pertinent to the school district's accreditation contract (per HB 18-1355)

School-level reporting

D49 Policy AE-R

At the end of every school year, the school-level accountability committee shall submit a written report to the DAAC concerning the learning environment in the school during that school year. The report shall reflect the results of each school improvement plan.

Review of District Improvement Plans Upon notification of the district's accreditation category, the DAAC should advise the local school board concerning the preparation and contents of the type of plan required by the district's accreditation category (e.g., Accredited, Improvement, Priority Improvement, or Turnaround plan, as applicable). As improvement planning is on a continuous cycle, districts should be reviewing and adjusting the existing improvement plan continually throughout the year. Typically, districts begin revising the UIP in late spring or summer based upon local assessment data. As state-level data is made available each fall, schools and districts

can validate conclusions drawn from local data or make broader revisions. If submitting biennially the plan must cover at least two academic years (the current school year and the next) Certain district-level UIPs may be reviewed at the state level for program requirements. These programs include: Gifted Education, READ Act, math bill (HB23-1231), Title I, and ESEA CS, TS, A-TS. For additional information on the unique requirements and review for districts with a Priority Improvement or Turnaround plan type, refer to the Priority Improvement and Turnaround Supplement at https://www.cde.state.co.us/accountability/accountability-resources for more detailed information. (CDE District Accountability Handbook, August 2023)

Section 2. The DAAC shall at least annually meet with the BOE to cooperatively determine the areas and issues, in addition to budget issues, that the DAAC shall study and make recommendations to the BOE upon. Whenever the DAAC recommends spending priorities, it must make reasonable efforts to consult, in a substantive manner, with the School Accountability Committees (SACs) in the district. Likewise, in preparing recommendations for and advising on the district plan, the DAAC must make reasonable efforts to consult in a substantive manner with SACs.

Section 3. The DAAC will report once annually during the school year to the Board of Education regarding progress toward district and state goals and objectives, or at the request of the BOE.

ARTICLE IV – MEMBERSHIP

C.R.S. 22-11-301

Section 1. DAAC Representative Members

A. At a minimum, DAAC membership shall be comprised by a majority of parents, at least four (4) parents of students enrolled with the district public schools;
   a. one (1) teacher
   b. one (1) school administrator who are employed by the district
   c. one (1) community member who is not employed by the school district nor a parent of any children in district schools, involved in a business or industry within the district boundaries.
   d. At the most, the DAAC will be composed of one member from each School Accountability Committees (SACs) in the district, up to three (3) community members, and up to five (5) administrative representative members as voting members, as well as one (1) Board Member and one (1) Administrative Liaison as non-voting members.

B. Prospective members shall submit an application to the DAAC Executive Committee for consideration for appointment to the DAAC. The endorsed application will be forwarded by the DAAC Executive Committee to the Board for approval. Members are appointed for an indefinite term, until their resignation, abandonment, or removal.

C. A person may not be appointed or elected to fill more than one of the member positions.

Section 2. SAC Representative Members

A. The SAC Chair, or in the Chair's absence, the School Principal, will submit an application to the DAAC Executive Committee which will be recommended for consideration of a member's appointment to the DAAC. The endorsed application will be forwarded by the DAAC Executive Committee to the Board for approval.

B. An application for one (1) alternate per SAC follows the same process. If the SAC Representative is unable to attend a meeting, the alternate may attend for them.

Section 3. Community Members

A. A community member is not employed by the school district nor a parent of any children in district schools, involved in a business or industry within the district boundaries.

B. Applications for community members will be reviewed by the DAAC Executive Committee and sent to the BOE for approval.

C. Community members will be sought for the purpose of broadening community representation on DAAC. Community members will consist of no less than one and no more than three (3) community members.

Section 4. Administrative Representative Members

A. The Superintendent or the Administrative Liaison may also nominate one (1) administrative representative for each school category, including homeschool, charter school, elementary school, middle school, and high school, to serve on DAAC. Representatives do not need to be school administrators to be nominated.

B. Applications for administrative representative members will be reviewed by the DAAC Executive Committee and sent to the BOE for approval.

Section 5. SAC Representative Resignation

In the event a SAC Representative Member resigns, the DAAC Vice Chair will initiate a request to the appropriate SAC to request a replacement. If a Community Member intends to resign, DAAC members will reach out to the community to solicit a replacement. If an Administrative Representative member resigns, the Superintendent or Administrative Liaison will nominate a replacement.

Section 6. Membership responsibilities include

A. Attend all DAAC meetings that are scheduled. If neither a SAC Representative Member nor the designated alternate is able to attend a DAAC meeting, the school principal will attend in their place.

B. DAAC members shall participate in and attend meetings of at least one subcommittee listed in Article VI.

C. DAAC members shall maintain communication with the School Accountability Committees (SACs).

D. The DAAC Executive Committee may recommend to the BOE to revoke membership status if a member violates the bylaws.

ARTICLE V – OFFICERS

Section 1. Elected Officers

A. The officers of this organization shall be a chair, a vice chair, and a secretary, elected by the voting membership of DAAC bi-annually at the second regularly scheduled meeting.

The Chair and Vice-Chair will be elected in the Even/Odd academic years. The Secretary will be elected in the Odd/Even years. In the event of a vacancy in the Vice-Chair or Secretary position, a special election will be held at the next regularly scheduled meeting to elect a replacement officer for the remainder of the current term.

B. In the event of a vacancy in the Chair position, the Vice-Chair will succeed to the position of Chair.

C. The Executive Committee consists of the elected officers and the DAAC Administrative. Liaison.

Section 2. Duties of the officers

The Chair

1. Preside over all meetings.
2. Be the official representative of DAAC.
3. Have the authority to appoint the members to subcommittees, as necessary.
4. Preside over all meetings of the DAAC Executive Committee.
5. Position shall be held by a parent or community member.

The Vice-Chair

1. Shall be responsible for the duties of the chair in his/her absence.
2. In the event of a vacancy in the Chair position, the Vice-Chair will succeed to the position of Chair.
3. Shall work with School Advisory Committees and the BOE to ensure representation from all SACs to DAAC.
4. Shall participate and attend all meetings of the DAAC Executive Committee.
5. Position shall be held by a parent or community member.
6. Shall contact any member having three unexcused absences from regularly scheduled meetings to see if that person wishes to remain on DAAC.

The Secretary

1. Record minutes of all DAAC meetings, including attendance.
2. Maintain electronic files of the DAAC: By-Laws, handbook, meeting minutes, attendance, and other documents as needed.
3. Be prepared to read the records of any previous meetings and any DAAC correspondence.
4. Shall participate in and attend all meetings of the DAAC Executive Committee.

ARTICLE VI – SUB-COMMITTEES

Section 1. While sub-committee meetings are open to the public, only members defined in Article IV may be voting members of sub-committees. Standing sub-committees of DAAC shall be Budget/MLO Committee (BOE Policy DBD-R-Determining Budget Priorities, C.R.S. 22-22-302 (1)(a), Bylaws Committee, Charter Committee, Family Engagement Committee (Policy KB), Continuous Improvement Planning Committee, and Executive Committee. Additional sub-committees may be formed from the membership as deemed necessary with a quorum vote of the DAAC and approved by the Board of Education.

A. Sub-committees shall elect a Committee Chair during the first regularly scheduled committee meeting following the election of the DAAC Chair, or following the resignation, abandonment, or removal of the current Committee Chair.

B. Subcommittee will post their calendar of meeting time and place. Minutes will be taken

and submitted to the DAAC secretary to be included in the DAAC meeting minutes.
C. Sub-committees will provide an update at each DAAC meeting.
D. Develop a plan of work based on District policies and state law and submitted to the Executive Committee.

Article VII-Executive Committee

Section 1. The Executive Committee shall meet at least thirteen (13) days prior to each DAAC meeting. Additional meetings may be called as necessary.

Section 2. Executive Committee Responsibilities Include

A. Conduct DAAC business between regularly scheduled DAAC meetings and to create DAAC agenda as necessary.
B. Provide guidance to DAAC members.
C. Determine the annual calendar for DAAC to include scheduled presenters that align with the District Strategic Planning.
D. Resolve disputes regarding a member's violations of the bylaws.
E. Ensure that each member is provided with a copy of the bylaws.
F. Ensure bylaws are reviewed/approved at least bi-annually.
G. Approve subcommittee plans of work.

ARTICLE VIII – LIAISONS

The person designated by the Superintendent as the DAAC administrative liaison will be a non-voting member of DAAC. He/she will also inform the DAAC of District and State policies, activities, and decisions from the state legislature and Colorado Department of Education; seek necessary financial and administrative support for DAAC activities; facilitate communication between DAAC and the administration; and organize, coordinate, and disseminate information and training among SACs, DAAC, and the Board of Education.

ARTICLE IX – MEETINGS

Section 1. When not addressed within the bylaws, the rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the DAAC in all cases in which they are applicable.

Section 2. The DAAC shall meet at a regularly scheduled time. All meetings are open to the public. Meeting notices will be posted in the same manner as notices of the BOE meetings and in school buildings. The Executive Committee may develop a calendar of alternate or special meetings. Subcommittee meetings will be called by the Subcommittee Chair.

Section 3. Notification of DAAC meetings will be sent to all DAAC members, all principals, Board of Education Members, and appropriate administration officials. Meeting dates will be posted on the D49 DAAC website.

Section 4. Consensus, as determined by the presiding officer, may guide decisions of DAAC.

Section 5. Draft reports will be reviewed and approved at a regular DAAC meeting before they are sent to the Board of Education.

Section 6. Quorum and Voting - Upon proper notice of at least seven (7) days having been given, seventeen (17) voting members present will constitute a quorum for the transaction of business in any meeting of the DAAC.

A. Prior to a vote, the secretary will confirm eligible voting members present.

Section 7. A member of the public wishing to express their interests and concerns must contact the DAAC Administrative Liaison at least seven (7) days prior to a scheduled meeting.

Section 8. DAAC Work Sessions may be scheduled to permit substantive discussions of DAAC activities, findings, and recommendations.

Section 9. DAAC recommendations will be presented to the BOE after a majority of DAAC members have approved the content of the report. The Chair or designee shall present DAAC reports and/or recommendations to the BOE and/or to the general public.

Section 10. Personal viewpoints are not representative of the DAAC. Individual DAAC members may communicate with staff and BOE members, but they may not state that they represent the views of the DAAC.

Section 11. Members and/or guests must be recognized by the DAAC chair or vice-chair in order to provide input.

Guidance Calendar

August	
September	UIP Review 1
October	
November	
December	UIP Review 2
January	
February	Finance
March	Finance + UIP Review 3 Financial Area Emphasis list due to DAAC
April	Finance (view budget to the board) Title I to present All SAC reports due to be included in the End Of Year (EOY) DAAC report to the Board.
May	UIP Review 4 EOY Presentation to the BOE with FAEL

ARTICLE X - BYLAW CHANGES

Proposed Bylaw changes will be submitted to the Chair of DAAC at least two weeks before a regularly scheduled meeting for circulation to DAAC members. Changes or additions to the bylaws will then be discussed at the next regular meeting. There must be a two-thirds affirmative vote of attending voting members, a quorum being established, to approve changes in bylaws. Since DAAC is an advisory committee to the BOE, the BOE may make changes or additions to these by-laws by majority consent per board policy. The DAAC Chair should be notified of any changes or additions prior to their implementation. The BOE Liaison will report to

the DAAC any changes or additions to the bylaws made by the BOE.

General Rules adopted by Committee: November 11, 1987
Revised by Committee vote: October 12, 1988
Revised by Committee vote: March 10, 1993
Revised by Committee vote: March 12, 1997
Revised by Committee vote: May 12, 1998
Revised by Committee vote: August 24, 1999
Revised by Committee vote: February 11, 2003
Revised by the Board of Education: December 11th, 2008
Revised by Committee vote: October 26, 2010
Revised by Committee vote: September 24, 2013
Revised by Committee vote: December 1, 2015
Revised by Committee vote: March 14, 2017
Revised by Committee vote: September 25, 2018
Revised by Committee vote: January 21, 2020
Revised by Committee vote: September 22, 2020
Revised by Committee vote: May 10, 2022
Revised by Committee vote: October 24, 2023