

## **BYLAWS OF THE LITTLETON ACADEMY ACCOUNTABILITY COMMITTEE**

### **Article I – Purpose**

It shall be the purpose of the Littleton Academy Accountability Committee (LAAC) to serve in an advisory role to the Governing Board. The LAAC shall:

- A. Make recommendations to the Governing Board to foster accountability to the founding principles and mission statement.
- B. Review and make recommendations on the Unified Improvement Plan and/or annual reports of progress.
- C. Consult with and make recommendations to the Governing Board to improve educational achievement and school success consistent with the founding principles and mission statement.
- D. Ensure the measurement and assessment of parent, and student satisfaction concerning the performance and environment of Littleton Academy.

### **Article II – Responsibilities**

The responsibilities of the LAAC are as follows:

- A. The primary task of the LAAC is to keep the school and its educational programs accountable to the founding principles and mission statement.
- B. The LAAC will review Littleton Academy goals, objectives, and plans annually. LAAC will debrief with the principal regarding the Unified Improvement Plan and/or annual report of progress, ensuring the involvement of the Governing Board, staff, parents, other community members, and students (when appropriate).
- C. The LAAC will review a profile of grade level performance to provide a performance evaluation of school improvement goals, plans, and data. The profiles will be compared to applicable state, district and Littleton Academy founding principles and mission statement.
- D. Based on analysis of data concerning school achievement, the learning environment, parental satisfaction, and other indicators, the LAAC will make recommendations to the Governing Board and principal regarding the founding principles and mission statement.
- E. Keep the school community informed of LAAC activities.
- F. To evaluate the school, the LAAC will ensure annual surveys of parents, staff, and students as needed. As a quality check, the Governing Board must review and approve all survey instruments and processes prior to use. Survey results and recommendations will be submitted to the Governing Board. A summary of the LAAC survey and recommendations will be sent to the LA community.
- G. LAAC will determine whether the school is in line with and/or exceeds established state and LPS District educational goals and standards (Unified Improvement Plan).

- H. The LAAC will receive financial reports from the Governing Board liaison to ensure and monitor adherence to Littleton Academy Founding Principles and mission statement.
- I. The LAAC bylaws shall be reviewed at least every two years and will be made available to the LAAC members. The bylaws and any changes thereto are subject to approval as provided in Article IX.
- J. The LAAC will provide a liaison to the LPS District Accountability Committee (DAC).

### **Article III – Membership**

#### **A. Membership of the LAAC will consist of the following:**

- 1. The principal or designee will serve as a non-voting, advisory member of the committee.
- 2. A Governing Board member may attend committee meetings as a non-voting member to provide a liaison to the Board.
- 3. Two staff members (one representative from elementary and one representative from middle grades) will serve as voting committee members.
- 4. Five parents of students currently enrolled at Littleton Academy will serve on the committee as voting members.
- 5. One LPS community member who does not have a child currently enrolled at Littleton Academy may serve on the committee as a voting member. If all efforts to recruit an interested, qualified community member are not successful, another parent may be selected.
- 6. A representative from LASA shall serve as a voting member.

#### **B. Membership Term**

- 1. Membership terms shall be two consecutive years except for the LASA member who serves until their LASA term expires.
- 2. All terms begin in the month school starts.
- 3. In the event a member is selected to fill a midterm vacancy the term shall be for the remaining term of the replaced member.
- 4. Terms of the eight members (to include the parents, the community member, and the teachers, and to exclude the principal or designee who shall continuously serve as an advisory member) shall be staggered in a 4/4 split when possible.
- 5. LAAC members shall hold office until immediately prior to the first committee meeting of the school year in the year in which his or her term expires, or until the earlier of the member's death, resignation, or removal from office.
- 6. LAAC members may be re-appointed to another two-year term for a maximum of two consecutive full terms of office. After one full school year off the LAAC, a former member may apply and be appointed again.

#### **C. Procedures for Appointment/Replacement of LAAC Members/Reappointment**

- 1. The LAAC Secretary shall send out a general call to the community by newsletter for parent and community member applications each April for all open positions on the LAAC. Prospective members will express interest in serving on the LAAC through a

written application to [LAACInformation@gmail.com](mailto:LAACInformation@gmail.com). The LAAC Secretary will forward the applications to the Governing Board, which will select new members.

2. The principal will select the two staff members.
  3. Prior to the completion of the first membership term a parent member may be considered for reappointment by submitting a request for reappointment to the Governing Board and a staff member may be considered for reappointment by submitting a request for reappointment to the principal.
  4. The Governing Board will make appointments and reappointments by the end of summer break. The replacement of members that die, resign, or are removed from office prior to the end of their term will follow the same procedure and will occur as soon as is reasonably practicable.
  5. Any positions not filled in the spring will be filled in the fall following a call to the community in August and appointed by the Governing Board as quickly as reasonably possible.
- D. A LAAC member appointed by the Governing Board may be removed by a two- thirds majority vote of the Governing Board. Advance notice of the Governing Board's intent to conduct a vote to remove a member shall be furnished to the member and to a LAAC Officer.
- E. Any LAAC member may resign at any time by giving written notice to any officer of the LAAC. Such resignation shall take effect at the time specified in the notice of resignation or, if no time is specified, the resignation shall take effect immediately.
- F. Each member of the LAAC shall execute the LAAC Code of Conduct, which is included as Attachment A to the Bylaws, at the acceptance of their term.

#### **Article IV – Officers and Members**

A. The officers of the LAAC shall consist of:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. District Accountability Committee (DAC) Representative

B. The LAAC Chairperson, Vice-Chairperson and Secretary shall be elected from the voting membership of the group. The Chairperson and Vice-Chairperson shall be parent members. The officers shall be elected and the term for each office shall begin with the first committee meeting in the month school starts. The Chairperson may hold that office two consecutive years, if reelected. The Vice-Chairperson and Secretary may hold their respective offices as long as they are members of the committee, if reelected. If an officer resigns, a replacement shall be elected at the next regularly scheduled committee meeting. If, because of a resignation, a vacancy occurs prior to January, serving the unexpired term shall count as the first one-year term; if the vacancy occurs after December, serving the unexpired term shall not count as serving the first one-year term.

C. The LAAC will also elect a Representative to the DAC if an opening exists. The Representative will serve for two years, unless determined otherwise by the committee.

D. The election of the officers and the DAC Representative will be conducted by the voting-eligible committee members present and shall be determined by a simple majority vote.

E. A LAAC Officer may be removed by a two-thirds majority vote of the committee members, including the LAAC Officer that is the subject of the vote. A vote to remove an LAAC Officer shall not take place unless described specifically in the meeting agenda.

F. A LAAC Officer may resign at any time by giving written notice to any other LAAC Officer. Such resignation shall take effect at the time specified in the notice of resignation or, if no time is specified, the resignation shall take effect immediately.

G. The LAAC will annually solicit a volunteer from among the members to serve as a liaison to the Governing Board. The liaison will serve as a link to assist communications and foster cooperation between the Governing Board and LAAC.

H. The duties of the officers and members are as follows:

1. Chairperson – The Chairperson’s duties shall include but not be limited to:
  - a. Presiding at meetings.
  - b. Developing an agenda (in consultation with the principal or designee and other committee members when necessary).
  - c. Scheduling committee meetings (in consultation with the committee).
  - d. Serving as a tiebreaker in the event of a tie in all cases.
2. Vice-Chairperson – The Vice-Chairperson’s duties shall include but not be limited to:
  - a. Assisting the Chairperson and Secretary.
  - b. Performing the duties of the Chairperson in his or her absence.
3. Secretary – The Secretary’s duties shall include but not be limited to:
  - a. Keeping agendas and minutes, including attendance, at all committee meetings and posting a copy on the Littleton Academy LAAC website.
  - b. Keeping parents and the community informed regarding activities of the LAAC.
  - c. Assure all official documentation, reports and recommendations generated by the LAAC are stored electronically in the LAAC electronic document repository.
4. DAC Representative - The DAC Representative’s duties shall include but not be limited to:
  - a. Attending all DAC meetings.
  - b. Reporting to the committee regarding DAC meetings.
5. LAAC Liaison to the Governing Board - The LAAC Liaison’s duties shall include but not be limited to:
  - a. Attending all Governing Board meetings.
  - b. Reporting to the committee regarding the Governing Board meetings.
6. Members

- a. Each committee member is expected to attend meetings regularly. Repeated absences will be cause for removal by the Governing Board pursuant to Article III herein.
- b. Actively conducting the LAAC responsibilities as prescribed in these bylaws.
- c. Completing assigned tasks in accordance with LAAC timelines.

#### **Article V – Meetings**

- A. LAAC meetings will be held at least once a month beginning in the month school starts and continuing throughout at least May.
- B. LAAC members and community members shall be notified of all meetings, including special meetings or schedule changes no less than 48 hours prior to such meeting. Regular committee meetings shall be scheduled no later than the prior committee meeting.
- C. All committee meetings are open to the community, except for any topics required to be heard in executive session, pursuant to state statutes. Nonmembers may participate as presenters or be included in the discussions subject to the discretion of the Chairperson.
- D. The Secretary shall post all meeting agendas on the LAAC website at least 24 hours in advance of the meeting. Each committee member shall receive notice of the meeting agenda at least 24 hours in advance of the meeting.
- E. The principal or designee will communicate LAAC updates to the staff.
- F. The committee shall attempt to use a consensus process in its decision making. When consensus cannot be reached, a vote of the committee members present will be taken. All members of the LAAC, except the principal or designee and the Governing Board Liaison, are entitled to vote on actions of the committee. A majority vote of those voting members present will rule.
- G. A simple majority of voting members constitute a quorum.

#### **Article VI – Committees**

- A. The LAAC shall be represented by at least one member at the District Accountability Committee meetings.
- B. The LAAC shall be represented by at least one member at the Governing Board meetings.
- C. Ad hoc LAAC committees will be established as required or needed.

#### **Article VII – Reporting**

LAAC will analyze data and interpret findings from surveys and other sources. LAAC will summarize findings and make recommendations to the Governing Board in an annual written report. Upon approval by the Governing Board, the LAAC report will be submitted to parents and staff. The LAAC will submit other reports and recommendations as required by the Governing Board.

### **Article VIII-Rules of Order**

The LAAC shall employ such rules of order as it deems appropriate to ensure that its meetings are fairly conducted, its powers properly exercised, and its obligations fully discharged.

### **Article IX – Amendment**

These bylaws may be amended at any time by a two-thirds majority vote by all the members of the LAAC and approval by the Governing Board.

Attachment A

**Littleton Academy Accountability Committee (LAAC) Code of Conduct**

Always remembering that my first and greatest concern is to uphold the Founding Principles of Littleton Academy and to fulfill my responsibility to serve in an advisory role to the Governing Board I will:

- Serve the children and parents of Littleton Academy in accordance with the LAAC Bylaws and applicable law and uphold my responsibilities as defined by the Bylaws.
- Take no private action that will compromise the Governing Board, administration, or committee and respect the confidentiality of information that is privileged under applicable laws.
- Attend and be an active participant in scheduled committee meetings and become informed concerning the issues to be considered at those meetings.
- Encourage the free expression of opinion by all committee members.
- Respect the opinions of others and treat all members respectfully.
- Render all decisions based on the available facts and my independent judgment.
- Exhibit the following shared values through decision making and actions: equitability, openness, honesty, servant leadership and unity of purpose.
- Abide by and support majority decisions of the LAAC.
- Excuse myself from the vote of an issue in which I have unavoidable conflict of interest after advising the LAAC of the conflict.
- Not discuss any topics addressed by the LAAC outside of LAAC meetings, unless specifically authorized and agreed-upon by the LAAC.
- Not speak as an individual on behalf of LAAC unless such speech is specifically authorized by the LAAC.

This Code of Conduct does not anticipate every situation that may arise, nor does it replace thoughtful and ethical behavior. Individual circumstances that may arise shall be addressed on a case-by-case basis by the LAAC.

I, the undersigned, hereby agree to the Code of Conduct for the Littleton Academy Accountability Committee and accept the guidelines herein as the terms and conditions for my service on the LAAC. I further acknowledge that any failure on my part to strictly adhere to the LAAC Code of Conduct may result in my removal from the LAAC pursuant to the LAAC Bylaws.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: October 25, 2022

Approved by the Governing Board: October 25, 2022

Next Review Required: 2024-25 School Year