

**Emily Griffith Technical College**  
School Accountability Council  
By-Laws  
(Originally Adopted June 2010)

**Mission:** Emily Griffith Technical College Accountability Council serves in an advisory capacity to improve the educational quality of programs and address the concerns and interests of the administration, faculty, staff, student body and business community.

**I. Membership**

- A. The composition of the SAC shall include, at a minimum, the following:
  - 1. The Executive Director/Principal of EGTC
  - 2. One (1) administrator
    - 3. Three (3) teachers
    - 4. Three (3) classified staff
    - 5. Three (3) business/employer or community representatives
    - 6. Two (2) student/alumni representatives (within 2 years of graduation)
  
- B. Changes in the composition of the SAC should represent the diversity of the school population and as many departments as possible. Subject to the approval of the superintendent, the SAC at EGTC may decide through a consensus process to expand or reduce the composition or makeup of the council to reflect the need and priorities of the EGTC school community.
  
- C. Selection and rotation parameters
  - 1. The administrator will be selected by current administrative staff.
  - 2. Classified members and teaching members will be selected by their peers.
  - 3. Members, other than business representatives and students, will serve a two-year term and are allowed to serve for three consecutive terms. If a vacancy occurs during the school year, the SAC will select a new member.
  - 4. Business/employer or community representative members are asked to commit to one year of service, with the possibility of renewal.
  - 5. Emily Griffith student members will be asked to commit to one semester. Student appointments will be conducted as needed throughout the school year.

**II. Officers**

- A. A chairperson and a secretary will be elected for a two-year term by the members of the SAC.
- B. Election of officers shall be held at the first meeting of a year.
- C. A majority of all votes cast by those present shall be required for election.
- D. The chairperson will prepare an agenda.
- E. The secretary will record minutes of each meeting and will distribute them to all members.

### **III. Committees**

A. SAC sub-committees will be established as deemed necessary. The chairperson will appoint members.

### **IV. Responsibilities**

A. Subject to applicable board policies, the SAC has the responsibility to review and make recommendations for the following items.

1. School Goals - Review and provide input regarding annual goals for the school.
2. Budget Review - Participate in development of the school budget.
3. Executive Director/Principal Selection - When a vacancy exists, the SAC

shall:

- a. Participate in the interview of potential candidates
- b. Recommend a candidate to the superintendent

B. Evaluation of school performance - Conduct a biennial (every two years) review of school performance by surveying the constituents including employers/community members, students, and EGTC staff.

C. Provide input on the annual evaluation of the Executive Director/ Principal to his/her immediate supervisor.

D. School calendar and schedule - Review and provide input in the development of the school calendar and schedule.

E. SAC improvement - The SAC will review its function and performance at least once a school year. It shall present a report to the Executive Director/Principal and EGTC staff by May 1<sup>st</sup>.

F. The EGTC SAC will review by-laws - The SAC has the right to delete, add or revise any of the items in the by-laws without VTF/DPS ratification. All changes must be documented and submitted to the Executive Director/Principal and VTF President

### **V. Procedures**

A. Meeting dates - The council will meet a minimum of four times per year with the first meeting of the year in October and the last meeting in May. Times and dates will be established at the first meeting. Emergency meetings may be called by the chairperson.

B. The SAC will be open to all staff for observation and/or participation unless a closed session is called.

C. Decision-making using consensus will be encouraged; however, when a decision must be made and time does not permit the generation of consensus, a two-thirds majority of the members present will constitute a valid decision. If an immediate decision is needed, a simple majority will constitute a valid decision. Robert's Rules of Order will provide a guide for the chairperson in conducting meetings.

D. In the absence of the chairperson, a SAC member will chair the meeting. Each SAC member will maintain appropriate confidentiality and professionalism in dealing with SAC business.

E. All members of the SAC will be of equal status except the chairperson who may, at times, have additional responsibilities and duties.

F. Proposals for new by-laws or amendments to existing by-laws must be submitted by a SAC member to the chairperson. The SAC chairperson will include the proposal in the agenda for discussion and/or ratification.

G. Issues will be decided on a voice vote. In special circumstances, a written ballot may be used.



## CSC MEMBERSHIP



The core CSC/SAC membership expectation.



## SCOPE OF WORK



- Monitoring of UIP
- Input on school budget priorities
- Input on program design changes
- Review of school-specific policies such as safety & discipline
- Principal feedback related to CSC work
- Family & Community Engagement related to CSC work



- Day to day operations of school
- Individual student issues within school
- Personnel issues
- Forum to advocate for personal agendas instead of greater good of school/all students

## **Denver Public Schools, BOE Policy: BDF-R4:**

**There shall be at each school a Collaborative School Committee (CSC).**

### **Membership:**

Each CSC shall consist of at least:

- three parents or legal guardians of students enrolled in the school
- one teacher who provides instruction at the school
- the principal or the principal's designee
- one person from the community
- one adult member of an organization of parents, teachers and students recognized by the school

The number of members of each CSC shall be determined by the principal. If the CSC has more than the above-described members, the CSC shall ensure that the number of parents elected to the committee exceeds the number of representatives from the group with the next highest representation.

A person may not serve more than one of the required membership roles on the CSC. If, after making good-faith efforts, a principal or an organization of parents, teachers and students is unable to find a sufficient number of persons who are willing to serve on the CSC, the principal, with advice from the organization of parents, teachers and students, may establish an alternate membership plan for the CSC. Such alternate plan shall reflect the required representation stated above as much as practicable.

To the extent practicable, each CSC shall represent a cross-section of the school community that it represents in terms of sex, race, age, occupation, socioeconomic status, geographical location and other appropriate factors.

### **Election of Members:**

Each school shall hold elections in the month of May for the following school year or within the first two weeks of school in order to appoint the parent/guardian and teacher members to the CSC. The community member shall be appointed by the other members of the CSC.

If a vacancy arises on the CSC, the remaining members of the CSC shall fill the vacancy by majority vote.

### **Duties:**

#### **In accordance with state statute, the CSC shall:**

1. Act as the school accountability committee for the school.
2. Recommend to the principal priorities for spending school moneys. The principal shall consider the CSC's recommendations regarding spending state, federal, local, or private grants and any other discretionary moneys and take them into account in formulating budget requests for presentation to the Board of Education, if the school is a District-run school, other than a charter school, or in creating the school budget if the school is a charter school. The CSC for a District-run school shall send a copy of its recommended spending priorities to the District Accountability Committee and the Board of Education.
3. Advise the principal, and if the school is a District run school, the Instructional Superintendent, concerning the preparation of a school improvement plan, and submit recommendations to the principal and the Instructional Superintendent, if applicable, concerning the contents of the school improvement plan.
4. Advise the Board of Education concerning the preparation of a school priority improvement or turnaround plan, if either is required, and submit recommendations to the Board of Education concerning the contents of the school priority improvement or turnaround plan, if either is required.
5. Provide input and recommendations on an advisory basis to the District Accountability Committee and the Instructional Superintendent concerning principal development plans for the principal and principal evaluations.
6. Increase the level of parent engagement in the school, especially the engagement of parents of students in the populations described in [C.R.S. 22-11-401\(1\)\(d\)](#). The committee's activities to increase parent engagement must include, but need not be limited to:

Publicizing opportunities to serve and soliciting parents to serve on the CSC. In soliciting parents to serve on the CSC, the CSC shall direct the outreach efforts to help ensure that the parents who serve on the CSC reflect the student populations that are significantly represented within the school;

Assisting the District in implementing at the school the parent engagement policy adopted by the Board of Education; and

Assisting school personnel to increase parents' engagement with teachers, including but not limited to parents' engagement in creating students' READ plans, in creating individual career and academic plans, and in creating plans to address habitual truancy.

**The CSC will not:**

1. participate in the day-to-day operations of the school;
2. be involved in issues relating to individuals (staff, students, or parents) within the school; or
3. be involved in personnel issues (the School Personnel Committee will stand alone according to the current DPS/DCTA contract).

**Meetings**

The CSC shall publicize and hold a public CSC meetings at least every quarter to discuss whether school leadership, personnel and infrastructure are advancing or impeding implementation of the school's performance, improvement, priority improvement, or turnaround plan, whichever is applicable.

If applicable, the CSC will publicize a public hearing to discuss strategies to include in a public school priority improvement or turnaround plan and to review a written public school priority improvement or turnaround plan. A member of the CSC is encouraged to attend the public hearing regarding the written priority improvement or turnaround plan.

**LEGAL REF.:**

C.R.S. 22-11-401 and 22-11-402

**CROSS REFS.:**

BDF, Advisory Committees/Councils

**2023-2026 VTF/DPS (EGTC) Negotiated Agreement, p.29, Article 32:**

**ARTICLE 32- SCHOOL ACCOUNTABILITY COUNCIL (SAC)**

1. Emily Griffith Technical College will annually maintain an active School Accountability Council (SAC).
2. The Executive Director of Emily Griffith Technical College will develop and maintain operational procedures for the SAC, which shall outline its composition, responsibilities, and rules for conducting business. The SAC will include at least one teacher representative. The operational procedures shall note that the final responsibility for all decisions, however, rests with the Emily Griffith Technical College alone.

**EGTC SAC Attendance:**

If an EGTC SAC member/officer, misses more than two consecutive meetings, or more than 50% of the scheduled meetings in a year, their seat on the SAC will be re-assigned.