THE PUEBLO SCHOOL FOR ARTS AND SCIENCES

SITE ACCOUNTABILITY COUNCIL

BY-LAWS

Board Approved October 24, 2018

ARTICLE I

NAME

The name of this entity shall be the Pueblo School for Arts and Sciences (the School) Site Accountability Council (SAC).

ARTICLE II

PURPOSE

The purpose of SAC is to inform and advise the Principal of the School in the areas of school performance, priorities for spending in the budget, development and implementation of the School's performance plan, input to the PSAS Board of Directors in the area of Administrative development and evaluations, increase parent involvement at the School, and to otherwise meet the requirements of a school accountability committee as outlined in C.R.S. § 22-11-402.

ARTICLE III

MEMBERSHIP

Section 1

At all times the SAC membership shall be consistent with C.R.S. § 22-11-402. The SAC shall consist of at least seven members, to include the following:

1. The principal of the School or the principal's designee;
2. One Student of the School;
3. At least one teacher who provides instruction at the School;
4. At least three parents or legal guardians of students enrolled in the School;
5. At least one adult member of an organization of parents, teachers, and students recognized by the School; and
6. At least one person who is involved in local business or industry in the community.

A person may not be selected to fill more than one of the member positions required herein. Membership of the SAC shall include a majority of parents (with children enrolled with the School) and teachers, and shall be chaired by a parent (President). 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 SAC, the principal, with advice from the organization of parents, teachers, and students, may establish an alternative membership plan for the SAC, which plan shall reflect the membership specified herein.

Section 2

The School's principal, or designee, shall serve as an ex-officio (non-voting) member of the SAC.

Section 3

The Student Representative shall consist of the elected President of the Student Council or his/her designee.

Section 4

The number of Faculty Representatives shall consist of (as applicable): at least one faculty and up to four as appointed by the Principal. The number of Parent Representatives shall consist of minimum of three and maximum 8. (1 teacher to 3 parents)

Section 5

Parent representatives shall be elected by majority vote of the current SAC at (or around) the May meeting of the SAC to begin a term of one year starting and ending in July. No member is allowed to serve for more than five consecutive terms, unless a good faith effort is made to find a replacement member and none apply.

Section 6

All members of the SAC shall be responsible to seek input from the constituency of people they represent. (For example, Band Booster Club, PTO, etc.)

Section 7

Three consecutive unexcused absences of a student, faculty, or parent representative from a meeting will be sufficient for removal from the SAC by a majority vote of the remaining members. After the second consecutive absence the President shall contact that representative to determine their interest in continuing in his or her position.

The SAC may remove a representative at any time, without cause, by a majority vote of a quorum at a regular meeting when it is deemed to be in the best interests of the School.

Vacancies shall be filled as soon as practical by SAC appointment via an application process and majority vote of the SAC.

Section 9

The election process is as follows:

1. The SAC shall have a nomination committee, which will work with the School principal and staff to coordinate the deadlines for applications and communication to parents about the elections beginning around March.
2. The School will announce it is seeking parent volunteers to be SAC representatives in the April newsletter, on the website, and through other possible communication tools.
3. Application forms will be available at the front office, in the newsletter, and on the website.
4. The nomination committee will meet to review the applications, schedule and run interviews if necessary, and to make recommendations to the whole SAC at the May meeting.

ARTICLE IV

OFFICERS

Section 1

The officers of the SAC shall be:

President
Vice-President

Section 2

The President and Vice-President of the SAC shall both be parents, elected by the SAC at the July or August meeting for a term of one year. Both must have served on the SAC for a minimum of one year, except under unusual circumstances as designated by a majority vote of the SAC.

Section 3

The President and Principal shall preside at all meetings, and be responsible to set the meeting agenda with input from SAC members. The agenda should usually be sent to the SAC members one (1) week prior to the regular monthly meeting. The President is a voting member.

The Vice-President shall preside in the absence of the President.

The Principal shall designate an employee to serve as an ex-officio recorder who shall record the minutes of each meeting and see that all members receive copies of the minutes and the next meeting agenda no later than one (1) week prior to the next regular meeting. The agenda should usually be posted on the PSAS web site one (1) week prior to the regularly scheduled meeting so that parents, teachers, and students may have the opportunity for input.

ARTICLE V

STANDING COMMITTEES

A Nomination Committee shall be appointed by the SAC for a one-year term at the May meeting. The purpose of this committee is to provide nominations for any vacancies as they occur. The Vice-President shall chair the nomination committee to be made up of a minimum of one parent representative, one faculty representative, and the Student Council President. This committee shall also be responsible for supervising the conduct of continuum parent and student representative elections.

ARTICLE VI

MEETINGS

The regular meeting of the SAC shall be held once each month unless otherwise agreed. Meetings shall be held at the School. Special meetings of the SAC may be called by the President, by a majority of the SAC, or by the Principal. A minimal one-week notice of a special meeting must be provided to all members.

ARTICLE VII

PROCEDURAL GUIDELINES

The SAC shall act by a vote of the majority of those representatives physically present at a meeting when a quorum is present. A quorum will be at least two-thirds of the parent representatives and at least two-thirds of the SAC as a whole.

Agendas will be created by the President of SAC and the principal. Agendas will be posted no later than 24 hours prior to the meeting on the window of the front office door and on the website. Representatives may request items to be placed on the agenda through contacting the SAC President or principal at least one week prior to the meeting.

Meetings are open to the public, and all PSAS stakeholders are encouraged to attend.

ARTICLE VIII

AMENDMENT OF BY-LAWS

By-laws may be amended at any time providing the following conditions are met:

1. Notice must be made in writing by a SAC or PSAS Board of Directors member of the proposed change and distributed to all SAC members at least two (2) weeks prior to the next regular meeting.
2. Voting shall be conducted by voice vote.
3. The amendments must have approval by a majority of the SAC.
4. The amendments must have approval by the PSAS Board of Directors.