

**BYLAWS OF
Leman Academy of Excellence
SCHOOL ACCOUNTABILITY COMMITTEE¹**

Article I

Name

The name of the School Accountability Committee within the Douglas County School District Re.1 (“School District” or “District”) shall be “Leman Classical Academy” (LCA) School Accountability Committee,” hereinafter referred to in these Bylaws as the “SAC.”

Article II

Purpose of the Committee

Purpose and scope of the SAC’s role: The SAC is an advisory body that offers recommendations for continuous improvement to the Leman Classical School’s (LCS) governing board and leadership.²

The purpose of the SAC is to provide accountability in an advisory capacity by informing, encouraging and providing opportunities for parent and community members to be involved in the planning and evaluation of the school’s instructional program and quality improvement processes. The SAC makes recommendations concerning the school’s budget, performance/improvement plan, and meets quarterly to discuss implementation of the school’s plan and other progress pertinent to the school’s accreditation contract with the Board of Education. Final decision-making authority rests with the LCS Governing Board and the Head of Schools, which receive the recommendation at least annually from the SAC.

Article III

Duties and Responsibilities

The duties and responsibilities of the SAC are as follows:

1. To advise the Head of Schools concerning the preparation of the Unified Improvement Plan (UIP) with goals and objectives for the improvement of education in the school. The UIP shall be completed and submitted to the school district for review by December 31 of each year in which it is required.

¹ These Bylaws were originally drafted by the DCSD DAC on February 21, 2017. For LCA’s purposes, these bylaws were revised with input from LCA administration and parent volunteers involved with the SAC, then adopted on November 20th, 2024 by the LCS Governing Board.

² State statutes CRS 22.11.401 and CRS 22.11.402 indicate that the SAC reports up to the governing board. The powers and duties of the SAC are to “recommend,” “advise,” “meet,” and “provide input.” The SAC does not give directives, write policy, nor govern; it suggests and recommends.

2. To recommend to the Head of Schools its priorities for spending school moneys. The Head of Schools shall consider the SAC 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 LCS Governing Board. The SAC shall send a copy of its recommended spending priorities to the Head of Schools and to the LCS Governing Board. **Reference: C.R.S. § 22-11-402(1)(a).**
3. The SAC shall meet quarterly to discuss:
 - a. Progress toward the school's Unified Improvement Plan (UIP) and/or plans relating to accreditation (which could include improvement or turnaround plans as dictated by SPF). **Reference: C.R.S. § 22-11402(1)(d).**
 - b. Safety issues relative to the school environment.
 - c. Areas of continuous improvement as identified by the LCS Governing Board's strategic plan.
 - d. Each campus principal and the Head of Schools shall further create opportunities for community members of their respective campuses to give input and offer feedback for continuous improvement.
4. Provide input and recommendations on an advisory basis to the Head of Schools concerning:
 - a. (I) Principal development plans for their principal pursuant to section 22-9-106; and
 - b. (II) Principal evaluations conducted pursuant to section 22-9-106. **Reference: C.R.S. § 22-11-402(1)(e)**
5. Perform such other duties and responsibilities as may be required by policy and directives given by the Head of Schools.
6. Actively increase parental engagement in the school by, at a minimum: publicizing and soliciting opportunities to serve on the SAC; assisting with the implementation of the district's parent engagement policy; and encouraging parent teacher interaction.
7. If LCA is ever placed on a priority improvement or turnaround plan, the SAC shall advise the Head of Schools concerning the preparation of such plan, and submit recommendations concerning the content. **Reference: C.R.S. § 22-11-402(1)(b)-(c)**
 - a. In such an event, the SAC shall report, at least annually, to the community and the LCS Governing Board, on the educational performance of the school and provide data for the appraisal of such performance.
 - b. Each school principal shall further review and ensure compliance with all statutory requirements of a school that requires a priority improvement or turnaround plan.

A. Duties and responsibilities of the SAC shall not include:

1. Personnel issues, including hiring or evaluation of individual staff members.
2. Individual scholar discipline issues.
3. Any issue dealing with a specific scholar, staff member, or parent.

Article IV
Membership

- A. **Composition.** The LCA SAC shall be composed of at least seven members. Along with an LCS Governing Board member and/or the Head of School's as their designee,
1. **Principals** – The principal of each campus or the principal's designee.
 2. **Teachers** – at least one teacher representative per campus, appointed by the principal of that campus, alternating representation between Logic and Grammar grades.
 3. 1 Royal Volunteer Council (RVC) officer per campus.
 4. 3 Parent/Guardian representatives per campus appointed and elected per these bylaws
 5. **Community** – One person from the community not otherwise included above (Article IV, Section A, 1-4). "Community" is defined broadly to mean lives or is involved in business or industry within the feeder boundaries. **Reference: C.R.S. § 22-11-401(1)(a) (I-V)**
 6. **Additional Voting Members** - At the option of the Head of Schools, additional voting members may be selected by a simple majority vote of the above voting members, to ensure that the ratio required below is maintained.
- B. **Employment Limitation for Voting Members.**
1. The number of voting members employed by LCA or "relatives" of these employees must be less than sum total of Parent/Guardian and community representatives.
 2. "Relative" includes a person's spouse, son, daughter, sister, brother, mother or father. "District employee" includes anyone who is a W-2 employee of LCA.
- C. **Term Limits.** Except for the Head of Schools, principal (or principal's designee), and LCS Governing Board representative, no member shall serve more than two consecutive full terms, plus any balance remaining on an unexpired term if the initial appointment was to fill a vacancy. Note: If the school cannot obtain candidates for any open positions, after completely following the nomination process outlined in Article V, Sections D.1. and D.2., the SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.
- D. **Terms of Members.** Members shall serve a two-year term, except for those elected in the first election. In the first election, the first teacher elected and the first two parents or legal guardians elected who received the highest number of votes shall serve a three-year term.

Volunteers ought to rotate through the SAC frequently and not run for re-appointment to allow a broader representation of the school community each year as required by statute.³

E. Vacancies.

1. Any vacancy to an elected position shall be filled by a simple majority vote of the remaining voting members of the SAC. In filling a vacancy, the SAC shall assure that the composition required in Section A., above, is maintained.
2. Any vacancy to a Community Member position shall be filled by appointment by the Head of Schools consistent with the provisions of Section A.5 above.
3. The LCS Governing Board reserves the authority to appoint positions with or without the recommendations from the Principals and Head of Schools.

Article V

Appointments and Elections

- A. Each year, prior to serving as a SAC member, each volunteer must submit an intent to serve in writing to the Principal, along with the signed Code of Ethics and Conduct (available on the website under Policies). The principal must receive these by four weeks prior to the first SAC meeting of each school year. Failure or refusal to sign the Code of Ethics and Conduct and abide by these Bylaws excludes such a person from serving as an SAC member and will be considered a resignation from the SAC.
- B. Date for Electing, Appointing or Designating Members. Election, Appointment, or Designation of members shall occur no sooner than 30 days before the end of a school year, nor later than 45 days after the start of a school year.
- C. Chair and Vice Chair positions. Applications for the Chair and Vice Chair positions will be submitted to the Principal of each campus and appointments will be made by the Principal of each campus. The Head of Schools and Principals shall have full authority to appoint the Chair and Vice Chair positions.
- D. Selection of Teacher Member(s). As part of an annual committee placement process, teachers shall volunteer and be confirmed to serve on the SAC no sooner than 30 days before the end of a school year nor later than 30 days after the start of a school year.
- E. Appointment of Community Member. A community representative shall be appointed to the SAC by the Head of Schools no sooner than 30 days before the end of a school year nor later than 30 days after the start of a school year or as soon as practical after a vacancy.
- F. Election of Parent or Legal Guardian Members.

³ To increase the level of parent engagement in the school, especially the engagement of parents of students in the populations described in [section 22-11-401\(1\)\(d\)](#). Parents who serve on the school accountability committee ought to reflect the student populations that are significantly represented within the school, as provided in [section 22-11-401\(1\)\(d\)](#).

1. Notice of Election. The notice of election shall occur by means of the school newsletter or similar format, and will include notice of the deadline for submission of nominations. The notice will allow at least two weeks for submitting nominations and conducting the election.
 2. Nominations. Any parent or legal guardian of a scholar enrolled in the school may nominate himself or herself and/or nominate another parent or legal guardian of a scholar enrolled in the school. Nominations shall be submitted in writing along with the nominee's signed Code of Conduct to the principal of the school or the SAC Chairperson by the deadline stated in the newsletter or similar format.
 3. Determining an Election. If the number of candidates is equal to the number of open SAC positions, an election is not required if the nomination process outlined above (Article V, Sections D-1 and D-2) has been followed.
 4. Conducting the Election. Only parents or legal guardians of a scholar enrolled in the school will be permitted to vote. The parent(s) or legal guardian(s) receiving the most votes shall be elected; provided, however, that only one parent/guardian voting member may be a District employee or relative of a District employee. There are three primary ways to conduct the election of the parent/guardian members, as follows:
 - a. "Back to school night" or similar forum: written ballots shall be used and shall have a signature line and a printed name line to enable the school to verify eligibility and avoid duplicates;
 - b. Mail-in ballot: Included in the school newsletter or similar format. The mail-in ballots shall have a signature line and a printed name line to enable the school to verify eligibility and avoid duplicates.
 - c. Electronic, email, school website: Electronic methods are appropriate, if the method used can assure only one vote per person.
- G. Reflection of the school populations. The Head of Schools and other members of SAC shall encourage persons who reflect the scholar populations that are significantly represented within the school to seek election to the committee, with the exception that individuals should not be encouraged to seek election to the committee because of their race, color, national origin, sexual orientation, or transgender status. However, it is permissible for the Head of Schools to encourage individuals to seek election on the basis that such individuals reflect scholar populations who (a) are eligible for free and reduced lunch; (b) are English language learners; (c) are migrant children; (d) are identified as children with disabilities; or (e) are identified as gifted children.
- H. Good faith efforts. If, after making good-faith efforts, the Head of Schools or an organization of parents, teachers, and scholars is unable to find a sufficient number of persons who are willing to serve on the SAC, the Head of Schools, with advice from the

organization of parents, teachers, and scholars, may establish an alternative membership plan or method of appointment for the SAC, which shall reflect the membership and method of selection specified herein as much as practical.

H. LCS Governance. The Board reserves the authority to appoint positions with or without the recommendations from the Principles and Head of Schools.

Article VI
SAC Officers, DAC Liaison, and Head of Schools

A. The Officers: Chairperson, Vice-Chairperson and Recorder.

The SAC shall vote on office positions no more than 30 days before and no later than 45 days after the first day of school. The newly elected Chair shall appoint a Recorder.

Each year, the Chair of the SAC shall rotate among campuses. The Chair shall train the Vice Chair of another campus at least quarterly to be prepared to serve in the role of Chair the following year.

The SAC shall labor to recruit a sufficient number of parent volunteers. If the school cannot obtain candidates for any open positions, after completely following the nomination process outlined in Article V, Sections D.1. and D.2., the SAC may vote on whether to grant an exception to a term-limited-member if they are willing to continue their position.

When the Chair rotates off, they remain in an advisory position to guide the newly-elected Chair for the next school year.

1. Chairperson:
 - a. Is appointed by the Head of Schools and/or the Principal for leadership development.
 - b. Shall be a parent representative.
 - c. Serves a one-year term and may be re-elected for one additional one-year term.
 - d. Sets agenda in collaboration with the Head of Schools, Principals, and Vice-Chairperson and sends to SAC members at least three days in advance of the meeting.
 - e. Presides over the meeting.
 - f. Assures the SAC complies with the Bylaws.
 - g. Works in collaboration with the Head of Schools and Principals to create and monitor the UIP.
 - h. Authors process for SAC involvement on UIP.

2. Vice-Chairperson:

- a. Is appointed by the Head of Schools and/or the Principal for leadership development.
- b. Shall be a parent representative.
- c. Serves a one-year term, may be re-elected for one additional one-year term, and may be elected such that the Vice-Chairperson will assume the Chairperson's role the following year.
- d. Participates in setting the agendas with the Chairperson and Head of Schools and Principals.
- e. Assumes duties of Chairperson when the Chairperson is absent.
- f. Assumes the duties of the Chairperson in the event of a resignation and until a successor Chairperson is elected.
- g. Assures the SAC complies with the Bylaws.

3. Recorder:

- a. An elected or rotating position in which members volunteer to fulfill the responsibilities for a single meeting.
- b. Distributes meeting minutes to all SAC members prior to the next meeting for feedback.
- c. Maintains a file containing all committee business.
- d. Assures the SAC complies with the Bylaws.

B. District Accountability Committee Liaison:

- 1. Shall be a parent representative elected by a majority of the SAC.
- 2. Attends all scheduled Forums and gathers information from DAC meetings to report back to the SAC. The DAC report should be listed on the SACs agenda and included in the SACs scheduled meeting dates. The DAC Liaison is the communication link (feedback, concerns, questions) between SAC and DAC.
- 3. Is a member of the SAC.
- 4. Works in collaboration with the Head of Schools and SAC Chair to create and monitor the UIP.

C. Head of Schools:

- a. Collaborates with the Chairperson and Vice-Chairperson to set the meeting agenda.
- b. Ensures the agenda and minutes, after being reviewed by the committee, are posted.
- c. Ensure that the SAC complies with the Bylaws.

2. Principals:

- a. Attend SAC meetings as an ad-hoc member, if needed.
- b. Assumes the role of the Head of Schools in the Head of Schools' absence.

D. Election and Term of Office. Officers shall be elected by a simple majority of the voting members of the SAC for a term of one year. Individuals may be re-elected for one additional term by a simple majority of the voting members of the SAC.

- E. Vacancy. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a simple majority of the voting members of the SAC, notice of such election having been given.
- F. Resignation. Any officer may resign by giving written notice to the Chairperson or Recorder of the SAC. The resignation of any officer shall take effect upon receipt of notice thereof or at such later time as shall be specified in such notice; and, unless otherwise specified therein, the acceptance of such resignation by the SAC shall not be necessary to make it effective.
- G. Removal. Any SAC member who is elected or appointed shall be removed upon a conviction, deferred sentence, plea of guilty, or plea of *nolo contendere* to any offense which constitutes any felony or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any elected or appointed SAC member may also be removed for violating the Code of Ethics and Conduct or failure to attend three consecutive meetings without excuse by the LCS Board or by a simple majority of the SAC's voting members, not including the member who is subject to the removal vote.

Article VII

Meetings

- A. Regular Meetings. Regular meetings of the SAC shall be held at least quarterly.
1. A meeting schedule will be established during the first SAC meeting of the school year. Meetings shall be scheduled at a time to allow for maximum parent and community involvement.
 2. Because the meetings are open to the public, no confidential information shall be discussed (e.g. disciplinary policy may be discussed, but a specific instance or enforcement of the policy may not be discussed).
 3. Subcommittees may be established to meet outside of SAC meeting times to research or study a topic to be reported back to the SAC during a regular meeting.
- B. Notice of Meetings. Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the school or on their website at least 24 hours in advance. The notice shall include the meeting time, location, a description of any matters for which member action may be requested, and a description of the purpose or purposes for which the meeting is called. While 24 hours is a minimum, the SAC is encouraged to routinely follow the good practice of publicizing meetings to the whole community (through the weekly newsletter, for instance), two weeks in advance to increase the ability of stakeholders to adjust their schedules and plan to attend.
- C. Waiver of Notice. When notice is required to be given to any SAC member under these Bylaws, a waiver in writing signed by the person entitled to that notice, whether before or after the time stated therein, shall be the equivalent of giving such notice.

Furthermore, attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not properly been called.

D. Agendas and Minutes.

1. Proposed agenda items are to be submitted to the Chairperson at least ten working days before the meeting. The SAC may modify the agenda during the meeting, elect to address the topic in the future or decide not to address the topic at any meeting.
2. Meeting minutes shall be produced and distributed to members for feedback prior to the next scheduled meeting. Minutes shall be publicly available following each meeting, after they have been reviewed by the committee.
3. As provided by law and in Article III of these Bylaws, the SAC shall meet at least quarterly. **Reference: C.R.S. § 22-11-402(1)(d)**

E. Attendance.

1. Members:
 - a. Members shall contact the Chairperson or Head of Schools if unable to attend a meeting.
 - b. Members who fail to attend three consecutive meetings are subject to removal in accordance with Article IV, Section G.
2. Scheduled Visitors:
 - a. Speakers may be scheduled to address the SAC on any topic of considerable school and community interest provided the Chairperson approves the topic.
 - b. The Chairperson shall schedule and determine the duration of each presentation.
3. Unscheduled Visitors:
 - a. Unscheduled visitors may address the SAC during open forum for up to three minutes.
 - b. The SAC Chairperson reserves the right to limit the number of persons who address the committee.

F. Compliance with Colorado's Open Meetings Law. All meetings shall be open to the public with meeting time and location posted in compliance with Colorado's open meetings law, C.R.S. §24-6-401 *et seq.* Additionally, minutes of any meeting shall be open to public inspection in accordance with Colorado's open meetings law, C.R.S. § 24-6-401 *et seq.*

- G. Quorum. At any meeting, a quorum shall consist of a simple majority of the *voting* members.
- H. Voting at Meetings. At all meetings, each voting member shall have one vote. SAC members may vote when absent by giving their vote in writing to the Chairperson or Vice-Chair person, prior to the meeting.
- I. Participation by Electronic Means. Any SAC member may participate in a meeting by means of telephone conference or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting.

Article VIII
Decision-Making Process

Decision-making (except for election of officers, removal of officers, removal of members, and appointment of additional members) should be done using a consensus model. This process should consist of collaboratively generating a proposal, identifying concerns, and modifying the proposal to generate consensus. If consensus cannot be reached, decisions may be put to a vote of the voting members. Decisions by consensus or vote require a quorum of the SAC. To the extent decisions cannot be reached by consensus, the Chairperson or the SAC by majority vote may elect to proceed under the procedural rules set forth in the most recent edition of *Robert's Rules of Order*.

Article IX
Amendments

- A. Articles Not Subject to Amendment. While the SAC has its own bylaws and officers, the Colorado Department of Education has made it clear that the SAC is a commission of the charter school's governing board.⁴ As such, these SAC bylaws may only be amended, repealed, or altered by action of the LCS Governing Board.
- B. The SAC may propose amendments to the LCS Governing Board and expect the following:
 - a. Proposals must not conflict with Articles I through IX of these Bylaws and must comply with other statutes and LCA policies.
 - b. Subject to the above, an amendment, repeal, or alteration of the Bylaws may be proposed at any regular meeting or special meeting of the SAC.
 - c. SAC members will be provided with notice at least one SAC meeting in advance to any LCS Governing Board meeting in which they will discuss and approve any

⁴ Per Dr. Lauren Hesse, Ph.D, School Improvement Specialist for Accountability and Continuous Improvement at CDE, further directives do not exist for how a charter school's "governing board must supervise the SAC, either directive or what they cannot do. If the charter board appoints the members of the SAC they can determine the process, rules, and any formal agreement. We recommend SACs function under some form of governing rules or bylaws but they are not required by law."

proposed amendment, repeal, or alteration, unless unusual circumstances exist and the LCS Governing Board must temporarily approve an amendment, repeal, or alteration to meet emergency conditions. If such unusual circumstances occur, final ratification of any amendment, repeal, or alteration will occur at the next meeting.

Code of Ethics and Conduct

Adopted by the LCS Governing Board on July 23, 2024

1. SAC members serve the children, parents, staff and school community in accordance with the laws of the State of Colorado, Bylaws of the SAC and policies of the Lemman Classical School Board of Education and any other governing documents approved by the charter school's governing board in an effort to advise the charter school board and school leadership in potential decision-making for the best interest of the stakeholders of the school.
2. SAC members are encouraged and expected to express their opinions on matters before the SAC in its meetings. Once a decision has been made by the SAC, every member is expected to abide by and, if necessary, support the majority decisions of the SAC (one voice rule). SAC members shall not disclose details of votes or discussions. If the dissenting member cannot abide by the majority decision, the member must resign from the Committee.
3. No SAC member shall attempt to use his or her membership on the SAC as a means to exercise any authority over any DCSD school, department or staff member, or speak for the SAC except to repeat explicitly stated SAC decisions or when authorized by the SAC.
4. SAC members shall attend meetings as it is critical that every member be present to vote and express opinions at every meeting of the SAC. A member's failure to attend any three consecutive meetings shall be good cause for removal from the SAC in accordance with Article IV (G) of the SAC Bylaws.
5. Individual SAC members cannot act or speak on behalf of the SAC unless specifically authorized by the SAC.
6. SAC members shall excuse themselves from the deliberation and vote of an issue in which they have an unavoidable conflict of interest.
7. As specified in the Lemman Academy Family Handbook, SAC members shall respect the opinion of others and make no unprofessional remarks, in or out of SAC meetings, about other members of the Committee or members of the School and District community.
8. SAC members are expected to carefully read all information and ask critical questions so that they are fully informed about issues facing the SAC. They shall also carefully examine all sides of issues before making decisions.

I, the undersigned, hereby agree to the terms and conditions of the SAC Code of Ethics and Conduct. I further acknowledge that any failure on my part to strictly adhere to the SAC Code of Ethics and Conduct may result in my removal from the SAC by the SAC through a simple majority vote of SAC members or by the LCS Governing Board or their designee.

Potential SAC Member Name:

Printed

Signature

Date

CDE's Statutes

Section 22-11-401 - School accountability committee - creation - qualifications - elections⁵

Section 22-11-402 - School accountability committee - powers and duties - meetings⁶

⁵ retrieved November 8, 2024 from: <https://casetext.com/statute/colorado-revised-statutes/title-22-education/general-and-administrative/article-11-accreditation/part-4-school-accountability/section-22-11-401-school-accountability-committee-creation-qualifications-elections>

⁶ retrieved November 8, 2024 from: <https://casetext.com/statute/colorado-revised-statutes/title-22-education/general-and-administrative/article-11-accreditation/part-4-school-accountability/section-22-11-402-school-accountability-committee-powers-and-duties-meetings>