

Accountability/Commitment For Accomplishment

The Board accepts its ultimate responsibility for all facets of school operations and programs. Because it is accountable to residents of the district, the Board shall maintain a program of accountability which consists of the following elements:

1. Clear statements of expectations and purposes, as these relate to operations, programs, departments and positions.
2. Provisions for the staff, resources and support necessary to achieve stated expectations and purposes, subject to available financial resources.
3. Evaluation of operations, programs, instruction and services to determine how well expectations and purposes are being met.
4. Inception of a plan to enable individuals to direct their own efforts to the goals and objectives of the school system.
5. Evaluation of the efforts of the employees of the Board, and of the Board itself, in line with stated objectives. The first purpose of personnel evaluation shall be to help each individual make a maximum contribution to the goals of the school system.

As required by law, the Board shall adopt and maintain an accountability program to measure the adequacy and efficiency of the educational program.

The Board shall appoint a district advisory accountability committee which shall make recommendations to the Board relative to the program of accountability. The areas of study by the committee shall be determined cooperatively at least annually by the committee and the Board. In addition, the committee shall make recommendations to the Board relative to priorities for expenditures of district funds.

The committee shall consist of a least one parent, one teacher, one school administrator and one taxpayer from the district. The Board shall strive to have a balance of membership consistent with the district's racial/ethnic proportions. The superintendent or other staff member designated by the Board shall serve as a resource person. For purposes of reviewing a charter school application, the committee will also include for that process one person with demonstrated knowledge of charter schools and one parent or legal guardian of a child enrolled in a charter school in the district, or if there are no charter schools in the district, a parent or legal guardian of a child enrolled in the district.

School-level committees' membership shall consist of a broad representation of the school community with a goal of balancing the membership consistent with the racial/ethnic proportions of the school attendance area. Committee members shall include parents, community representatives and, when appropriate, students and parents of exceptional children. Principals or their designees shall serve as *ex officio* members.

The Board shall approve general organizational guidelines for the district and school-level committees.

School-level accountability committees shall adopt goals and objectives for the improvement of education in the building and a plan to improve education achievement. School-level committees in secondary schools shall adopt a plan to maximize graduation rates. The district accountability committee shall review these building-level goals, objectives and plans before submission to the Board. In addition, each school-level committee shall make recommendations to the superintendent relative to priorities for expenditures of district funds by the school.

At the end of each school year, each school-level accountability committee shall submit a written report to the Board concerning the learning environment in the school during that year. The report shall include specific information on conduct and discipline actions taken during the year. Copies of the report shall be sent to the district accountability committee and the superintendent and shall be made available to parents and the general public.

Reports on the learning environment submitted by school-level committees shall be compiled into a summary for the district which shall be submitted as part of the annual report to the State Board of Education. The summary shall be in a form prescribed by the state board.

Every effort shall be made by the Board, the superintendent, the staff and the accountability committees to fulfill the responsibilities inherent in the concept of accountability as well as the intent of the Educational Accountability Act.

Adopted: February 1994

Revised: August 2000

LEGAL REFS.: C.R.S. 22-7-101 through 22-7-105 (Educational Accountability Act of 1971)
C.R.S. 22-2-117
C.R.S. 22-30.5-107(1.5)
C.R.S. 22-32-110(3.5)
C.R.S. 22-53-207
C.R.S. 22-53-209
1 CCR 301-1, Rules 2202-R-3.0 *et seq.*

CROSS REFS.: BDF, Advisory Committees
BG, Board Policy Development and Adoption
JIC/JK, Student Conduct and Student Discipline, and subcodes

Adams County School District #1/Denver, Colorado

Organization Guidelines For The District Advisory Accountability Committee

PURPOSE:

The District Advisory Accountability Committee provides a means through which parents, patrons, students, and staff can become involved in efforts to improve the educational system.

The Committee shall be advisory to the Board of Education.

The Committee is established to gather and review information on the efficiency and effectiveness of district programs. The Committee shall:

- facilitate communication between the district and the community;
- make recommendations for improving the educational and accountability programs of the district.

MEMBERSHIP:

The District Committee shall consist of a minimum of at least one district parent, one teacher, one school administrator, and one taxpayer from the district.

For purposes of reviewing a charter school application, the committee will also include for that process one person with demonstrated knowledge of charter schools and one parent or legal guardian of a child enrolled in a charter school in the district, or if there are no charter schools in the district, a parent or legal guardian of a child enrolled in the district.

The membership shall include the broadest possible representation of the community. The Committee shall have a goal of including membership consistent with the racial/ethnic/gender balance of the community.

Membership shall be screened by the DAAC and recommended to the Board of Education for appointment to the Committee.

The Committee year shall be August 1 to July 31. Members may be appointed to serve additional terms.

When vacancies occur, the Committee shall recommend replacement members to the Board. Vacancies will be filled as soon as possible by the Board.

The superintendent or designee will serve as the Administrative Liaison to the District Advisory Accountability Committee.

MEETINGS:

The District Advisory Accountability Committee shall:

- annually elect a chairperson-elect and a secretary;
- establish and publicize to district residents and staff a schedule of a minimum of 9 meetings per year using district-wide publications and local newspapers;
- adopt general rules for its operation to be filed with the Board;
- provide for all meetings to be open to the public and provide a place on the agenda of each meeting for public comment.

FUNCTIONS:

The District Advisory Accountability Committee shall perform the following functions:

- make recommendations to the Board of Education, relative to the district's program of accountability;
- review and understand the Rules for the Accreditation of School Districts as approved by the State Board of Education;
- receive information about the district's programs and program outcomes;
- conduct an on-going review of district strengths and needs, including make recommendations to the Board of Education, relative to the efficiency and effectiveness of educational programs;
- receive improvement plans from the district's schools by June 15 each year;
- review the school's goals, objectives and improvement plans and recommend support for school-based improvement initiatives in terms of district goals, objectives or activities;
- analyze district-wide needs and strengths assessment information (including results of the previous year's district improvement plans, evaluation of student performance, and attendance and graduation rates) and use it as a basis for annually recommending district-wide improvement to the Board;
- meet with the Board of Education to discuss the Committee's recommendations prior to the Board's annual adoption of the district improvement goals, which are submitted to the State Board of Education annually;
- work cooperatively with the Board of Education to develop a written description of the areas of study consistent with the district's improvement plans. The Committee shall meet with the Board at least annually to review and, as necessary, revise the areas of study;
- report to the Board of Education at least twice a year, relative to the progress of the Committee's areas of study;
- receive and review progress reports from School Advisory Accountability Committees;
- annually, by June 30, provide a written report to the Board on the accomplishments and the status of accountability in the district;

- appoint Ad Hoc Committees made up of representative parents, patrons, students and staff as needed;
- advise the Board concerning the assessment of strengths and needs of the district schools as perceived by the community, at least once every 5 years;
- review the evaluation of annual district-wide improvement plans as submitted by the Board to the State Board of Education by July 15 of each year;
- as necessary, review charter school applications.

Board of Education Functions Related to the Operation of the District Advisory Accountability Committee:

- provide within 45 days a response in writing describing the disposition of advice and recommendations and the reasons for the Board's action;
- work cooperatively with the District Advisory Accountability Committee to develop and annually review a written description of the areas for Committee study which are consistent with the district's improvement needs;
- consult with the District Advisory Accountability Committee concerning their recommendations prior to the Board's annual adoption of district-wide goals;
- approve changes in district-wide goals for the succeeding year no later than February 1 each year, thus allowing schools the opportunity to have information about district goals available as they develop their annual improvement plans;
- review the annual report of the District Advisory Accountability Committee and include a summary of their report in the annual year-end summary report to the staff and community provided by December 31 each year.

Approved: March 1990
Revised: August 2000

Organization Guidelines For School Advisory Accountability Committees

PURPOSE:

A School Advisory Accountability Committee shall be established in each school to gather and review information on the quality of education, provide advise, make recommendations for maintaining and improving the educational program, facilitate communication between the school and its community and, in cooperation with the principal, develop and adopt goals, objectives and improvement plans for the school.

MEMBERSHIP:

The School Advisory Accountability Committee shall include parents, patrons, staff and students representing a cross-section of the school community. The Committee shall have a goal of membership consistent with the racial/gender balance of the community.

Members will be recommended and approved by the Committee and the Principal.

The Principal serves as an ex-officio member of the Committee.

MEETINGS:

Each school shall elect a chairperson, a vice chairperson and a secretary, establish and publicize a schedule of a minimum of seven meetings each year and adopt general rules for Committee operation.

All meetings shall be open to the public. Meetings shall be publicized in school newsletters.

FUNCTIONS:

The School Advisory Accountability Committee:

- receives information about the school's programs and program outcomes;
- assists the Principal by gathering information from the school community about program strengths and needs and use this information (a) to advise the Principal and (b) to include as part of assessment information used to develop annual improvement plans;

- works cooperatively with the Principal to develop school improvement goals, objectives and action plans consistent with the identified strengths and needs of the school and the State Board of Education goals;
- works cooperatively with the Principal to develop a written description of the areas for study consistent with the school's improvement plans. The written description includes activities and timelines to accomplish work in the areas agreed upon for study. The Committee and the Principal review the areas of study at least annually;
- makes a minimum of two reports to the District Advisory Accountability Committee on the progress in the areas of study;
- provides written information to the Principal about the areas of study and the accomplishments to be included in the annual year-end summary school report to community, students and staff by June 15 of year;
- is informed about the work of the District Advisory Accountability Committee through a summary report of the minutes of the District Committee at each SAAC meeting;
- reports to the Board of Education and the District Advisory Accountability Committee upon request;
- provides cooperatively developed and adopted school improvement goals, objectives and action plans to the District Advisory Accountability Committee by June 15 of each year;
- receive and review the evaluation of annual school improvement plans prepared by the Principal and submitted to the Board of Education by June 15 of each year;
- makes recommendations to the superintendent relative to the prioritization of expenditures of school district moneys by the school.

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