



Student Accountability Committee



Meeting Agenda

- Current State
- Structure for Future
- Timeline
- Purpose
- Membership
- Roles and Responsibilities
- Next Steps

Currently, Student Accountability Committee is...

- Held on same nights as PTA meetings
- Facilitated by Principal
- Memorialized by Committee Chair
- Include review of Student Based Budget and Unified Improvement Plan
- Share information regarding other school topics as identified

Goal is to restructure SAC to...

- Meet requirements mandated by law
- Review details of Student Based Budget & Unified Improvement Plan
- Provide SAC the forum to provide feedback and recommendations
- Empower community by giving members a voice in critical areas of school administration
- Serve as an advisory role to Principal
- Communicate parent feedback to Principal

Over next few months....

February

- Review current structure
- Provide overview of future structure
- Solicit volunteers to form committee for 2020 – 2021 school year

March

- Address questions
- Review information as needed / requested
- Solicit volunteers to form committee for 2020 – 2021 school year

April

- Update on progress made to restructure SAC
- Share open roles needed to complete committee for 2020 -2021 school year
- Agree on next steps to fully plan / stand up SAC for 2020 – 2021 school year

May –
August

- Meet to agree on meeting dates for 2020 – 2021 school year
- Execute plan to stand up SAC for 2020 – 2021 school year

The purpose of SAC...

- Serve as *advisory* role to school Principal
- At a minimum, the School Accountability Committee (SAC) should:
 - Review proposed school budget prior to adoption
 - Make recommendations, that align with school's Unified Improvement Plan (UIP), to Principal regarding school priorities
 - Review school fees
 - Provide input to school's UIP
 - Meet quarterly (review UIP, budget, performance to plan, etc.)
 - Improve parent engagement level per District's engagement policy

The Principal is ultimately responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations defined by Jeffco Public Schools.

Membership of the committee...

As far as practical, a SAC should ensure the following minimum membership:

- Principal or designee
- Chair, who by state law must be a parent
- At least one teacher who provides instruction in the school
- At least three parents of students enrolled in the school
- At least one adult member of an organization of parents, teachers, and students recognized by the school (e.g. PTA)
- At least one member of the community

Roles & Responsibilities of SAC...

Role	Responsibility
Chair	<ul style="list-style-type: none">• Preside over and facilitate all meetings• Set meeting agendas in collaboration with the Principal• Guide the team in reviewing targets, improvement strategies, and other elements of the school improvement plan• Guide the committee in making budgetary recommendations• Develop and implement plans to increase membership• Serve as a communication link between the SAC and the DAC's Articulation Representative• Help bring parent concerns to SAC meetings• Support the efforts of the Principal to recruit parent & community members for SAC
Principal	<ul style="list-style-type: none">• Collaboratively construct the meeting agenda with the SAC Chair• Provide the school performance data and school UIP plan to the SAC for review and input• Provide budgetary information to the SAC for review and input• Secure input from the SAC of school fees for the following school year• Oversee elections for SAC membership (if needed), recruit likely candidates for SAC, and champion the committee's plan to increase parent involvement. Provide various reports, raw data, and specific information requested by SAC members• Provide timely progress monitoring data to assist the team in reviewing implementation of the school improvement plan• Act as a liaison between SAC, the school community, and Jeffco Public Schools

Roles & Responsibilities of SAC...

Role	Responsibility
Recorder / Secretary	<ul style="list-style-type: none">• Record and distribute minutes of SAC meetings in collaboration with the Principal• Compose and distribute meeting agendas by placing the minutes in the school newsletter, school web-site, and/or a location that allows easy reference by any parent or other member of the school community• Communicate notice of upcoming meetings using the school's communication practices• OPTIONAL: Keep a copy of the SAC bylaws (if adopted) up to date
Teacher Members	<ul style="list-style-type: none">• Act as a liaison between SAC and the faculty at large• Bring faculty concerns to SAC meetings• Facilitate communication with parents on SAC matters and to assist in raising parent interest in participating on SAC
Parent Members	<ul style="list-style-type: none">• Bring parent concerns to SAC meetings• Provide parents' perspectives on school issues• Help communicate school concerns to the broader community
Community Members	<ul style="list-style-type: none">• Help raise awareness of neighborhood/community issues• Help communicate school concerns to the broader community

Next steps

- Begin to identify volunteers to fill committee
- Provide updates & information regarding status of restructuring SAC
- Initiate plan to develop SAC for 2020 – 2021 school year

Direct inquiries and/or questions to:

Cathleen Brady at Cathleen.Brady@jeffco.k12.co.us

Dee Dee Craig at deedee.m.craig@gmail.com