

Douglas County School District Re.1

BYLAWS OF DISTRICT ADVISORY COMMITTEE

Article I

Name

The name of the school district accountability committee within the Douglas County School District Re.1 (“School District” or “District”) shall be: the “District Advisory Committee,” hereinafter referred to in these Bylaws as the “DAC.”

Article II

Purpose of the DAC

The purpose of the DAC is to encourage and provide opportunities for parents and community members to become informed about and to be involved in the planning and evaluation of the School District’s instructional program and quality improvement processes. It shall be a part of the School District’s accountability program to help define and measure academic and safety quality and to expand the life opportunities and options of the students in the School District. In addition, the DAC shall provide the Board of Education with assistance in helping the school patrons determine the relative value of their school program as compared to its cost and to measure the adequacy and efficiency of educational programs offered by the School District.

Article III

Duties and Responsibilities

The DAC shall have the following duties and responsibilities:

A. Review and make recommendations to the Board of Education concerning the high, but achievable, goals and objectives for the improvement of education in each school (*i.e.* School Improvement Plans) that are submitted by the individual School Advisory Councils (“SAC”). **Reference: C.R.S. § 22-7-205(1)**

B. Review and make recommendations to the Board of Education concerning each SACs’ plans to improve the educational achievement in the schools, focusing on methods of maximizing graduation rates from the District’s secondary schools, and increasing the ratings of the school’s accreditation category. **Reference: C.R.S. § 22-7-205(2)**

C. After attempting to consult with the SACs, make recommendations to the Board of Education relative to the prioritization of expenditures of School District moneys. **Reference: C.R.S. § 22-7-105**

- D. Make recommendations to the Board of Education relative to the program of accountability and cooperatively determine with the Board at least annually the areas of study by the DAC. **Reference: C.R.S. § 22-7-104(1)**
- E. Consider and approve applications for waivers from state laws, rules or regulations that are requested from the State Board of Education by the Board of Education. **Reference: C.R.S. § 22-2-117(1)(d)**
- F. Provide input to and work in cooperation with the Board of Education in the adoption, review, and revision of content standards. **Reference: C.R.S. § 22-7-407**
- G. Review each charter school application prior to its consideration by the Board of Education. **Reference: C.R.S. § 22-30.5-107(1)**
- H. Consult with the Board of Education prior to the Board's adopting, implementing or revising a safe school plan. **Reference: C.R.S. § 22-32-109.1**
- I. Provide recommendations to the Board of Education regarding whether to impose a transportation fee and any proposed fee schedule prior to the Board's adoption of a resolution to collect a transportation fee. **Reference: C.R.S. § 22-32-113(5)(a.5)**
- J. Cooperate with the Board of Education's goals and processes in informing and involving the DAC and SACs concerning the School District's accreditation contract. **1 CCR 301-1, Rule 2202-R-201(4)(j)**
- K. Provide written alternatives and their implications concerning the Board's Ends issues, including their costs and priorities.
- L. Perform such other duties and responsibilities as may be requested by the Board or required by Board policy and comply with all Superintendent policies and directives.

Article IV

Membership

- A. Establishment and Composition: The DAC shall have an odd number minimum of seven and no more than eleven voting members selected by the Board of Education of the School District consisting of:
 - 1. Three parents of students enrolled in a School District school (one from each of the School District's three planning areas: Castle Rock, Parker, and Highlands Ranch) who are not School District employees or related to District employees;
 - 2. One parent of an elementary student, one parent of a middle school student, and one parent of a secondary school student enrolled in a School District school (one or more of these parent members may also satisfy the requirement for planning area representation in Paragraph 1 above);

3. One teacher in the School District;
 4. One school administrator in the School District;
 5. One person from the community who is involved in business. "Community" is defined broadly to mean a person who lives in the District. "Business person" is defined as a person who is either self-employed or employed by a business or organization;
 6. A parent of a student currently enrolled in a School District charter school;
 7. Other eligible electors in the School District, subject to the maximum number of eleven voting members.
- B. Employment Limitation for Voting Members. The parent voting members may not be employed by or a relative of an employee of the School District. "Relative" includes a person's spouse, son, daughter, sister, or brother. "District employee" includes anyone who is a W-2 employee of Douglas County School District Re.1.
- C. Terms of Members. Members shall serve a three-year term which shall be deemed to commence as of September 1 of the school year of appointment. In making the first appointments, the teacher and two of the parents selected shall serve a two-year term.
- D. Term Limits. 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.
- E. Vacancies. Any vacancy shall be filled by the Board of Education which shall assure that the composition, required in Section A., above, is maintained.
- F. Resignation. Any DAC member may resign by giving written notice to the Chairperson or Recorder of the DAC. The resignation of any DAC member 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 DAC shall not be necessary to make it effective.
- G. Removal. DAC members serve at the pleasure of the Board of Education. Any DAC member shall be removed upon a conviction, deferred sentence, plea of guilty, or plea of *nolo contendere* to any offense that constitutes any felony or upon a conviction of a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Any DAC member may also be removed for failure to attend three consecutive meetings without excuse or for reasons deemed sufficient by a three-fourths majority of the DAC's voting members, not including the member who is subject to the removal vote. A DAC member may be removed by the Board of Education when, in the Board's sole judgment, the member is hindering the fulfillment of the duties and responsibilities of the DAC, acts or fails to act in a manner that is deemed not to be in the best interests of the District or does not further the Ends of the District, jeopardizes the reputation or standing of the District or for any other reason deemed sufficient by the Board.

Article V

Appointments and Selection

- A. Date for Appointing or Designating Members. The Board of Education shall appoint or designate members to any open positions by September 1 of each year and to any vacant positions as necessary.

- B. Nominations. After the initial appointments by the Board of Education, the DAC shall manage the nomination process. Any person may nominate him or herself and/or nominate another person to fill a position on the DAC. Requests for nominations shall be published by and nominations shall be submitted in writing to the Chairperson of the DAC. The DAC shall review nominations, conduct any interviews it deems necessary or appropriate, select a candidate, and forward to the Board of Education its advisory recommendation for appointment to any open or vacant position.

Article VI

DAC Officers and DAC Liaison

- A. The Officers of the DAC.
 - 1. Chairperson:
 - a. Is an elected position.
 - b. May not be the school principal, principal's designee, or teacher at a school.
 - c. Serves a one-year term and may be re-elected for one additional one-year term.
 - d. Sets agenda in collaboration with the vice-chairperson and sends to DAC members at least five days in advance of the meeting.
 - e. Presides over the meeting.
 - f. Assures the DAC complies with the Bylaws.
 - 2. Vice-Chairperson:
 - a. Is an elected position.

- b. May not be the school principal, principal's designee, or chairperson.
- 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 agenda with the chairperson.
- 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 DAC 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. Submits meeting minutes for distribution to all DAC members prior to next meeting.
- c. Maintains a file containing all DAC business.
- d. Assures the DAC complies with the Bylaws.

B. District Advisory Committee Liaison.

- 1. Is an employee of the School District appointed by the Superintendent.
- 2. Assists the officers of the DAC perform their duties.
- 3. Attends all scheduled Conventions and Forums of the DAC.
- 4. Acts as a liaison to School District staff.

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

D. Vacancy. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of the remaining voting members of the DAC.

E. Resignation. Any officer may resign by giving written notice to the Chairperson or Recorder of the DAC. 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 DAC shall not be necessary to make it effective.

- F. Removal. Any officer may be removed from office by vote of a majority of the voting members of the DAC at any meeting whenever in the DAC's judgment the best interests of the DAC will be served thereby.

Article VII

Meetings

- A. Regular Meetings. Regular meetings of the DAC shall be held at least quarterly.
1. A meeting schedule will be established during the first DAC meeting of the school year.
 2. Because the meetings are public, no confidential information shall be discussed at these meetings, unless otherwise provided by law.
 3. Subcommittees may be established to meet outside of DAC meeting times to research or study a topic.
- B. Special Meetings. Special meetings may be called by any officer of the DAC, with a minimum of five days' advance notice given to all DAC members.
- C. Notice of Meetings. Unless otherwise specifically provided, regular and special meetings shall be preceded by written notice, posted at the School District offices 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.
- D. Waiver of Notice. When notice is required to be given to any DAC 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. Attendance at any meeting shall constitute a waiver of notice unless the member attends solely to object that the meeting has not been properly called.
- E. Agendas and Minutes.
1. Proposed agenda items are to be submitted to the Chairperson at least ten working days before the meeting. The DAC 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 before the next scheduled meeting. Minutes shall be publicly available following each meeting.

F. Attendance.

1. Members:

- a. Members shall contact the Chairperson or Vice-Chairperson 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 DAC on any topic of considerable School District and community interest, subject to approval of the topic by the Chairperson.
- b. The Chairperson shall schedule and determine the duration of each presentation.

3. Unscheduled Visitors:

- a. Any unscheduled visitor may address the DAC on any matter related to the School District during open forum for up to three minutes.
- b. The DAC reserves the right to limit the number of persons who address the committee and/or divide the available time among those desiring to speak.

G. 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.*

H. Quorum. At any meeting, a quorum shall consist of a majority of the voting members.

I. Voting at Meetings. At all meetings, each voting member shall have one vote.

J. Participation by Electronic Means. Upon majority vote of the DAC, any 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. 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 DAC. To the extent decisions cannot be reached by consensus, the Chairperson or the DAC 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. Articles I through IX of these Bylaws may not be amended, repealed, or altered except by action of the DAC and approval by the Board of Education.
- B. Additional Articles. Additional articles may be added to these Bylaws, subject to the following procedures and limitations:
1. Proposed amendments must not conflict with Articles I through IX of these Bylaws, and must comply with C.R.S §§ 22-7-201 *et. seq.* and all guidelines established by the District.
 2. Subject to the above, an amendment, repeal, or alteration of the Bylaws may be proposed at any regular meeting or special meeting of the DAC.
 3. Members will be provided with notice at least one meeting in advance prior to any meeting in which the DAC will discuss and approve any proposed amendment, repeal, or alteration, unless unusual circumstances exist and the DAC 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.
 4. To be effective, proposed amendments must first be approved by a two-thirds majority vote of the voting membership of the DAC and then approved by the Board of Education.

CERTIFICATE OF BYLAWS

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted by the DAC on the _____ day of _____, 2008, following approval by the Board of Education.

Recorder