

# **Mountain Ridge Middle School Accountability Committee Bylaws**

## **Purpose and Responsibilities**

- The purpose of the Mountain Ridge Middle School Accountability Committee (SAC) is to advise the principal on site plans and the prioritization of school resources, in compliance with Colorado State Accountability Laws. The responsibilities of this Accountability Committee include:
  - Recommendations for budget priorities
  - Review and advise the principal on the site plan
  - Make available to the public regularly
  - Review surveys and provide input to the principal (character & climate or internal building)
  - Provide recommendations regarding school safety
  - Advise the school principal on any important school issue when requested

## **Membership**

- The membership of the MRMS Accountability Committee shall consist of:
  - The school's principal
  - Up to 4 staff members, preferably staff with various responsibilities. For example: exploratory teachers, a counselor or administrator (in addition to the principal), and a team teacher for each grade level
  - 1 or more community members
  - Up to 10 parents, preferably representing various grade levels and segments of the community (i.e.: choice, neighborhood, TAG, SPED, IB, Traditional, etc.) Among these parents will be a representative from PAWS and/or the Parent Sounding Board representative, and the MRMS District Accountability (DAC) representative.
- Solicitation for new committee members shall be advertised on the school's web page, in the Grizzly Jump Start Packet, on the community page and in the Grizzly Gazette.
- Interested parents shall fill out an application which will be provided by MRMS administration. Completed applications shall be posted on the MRMS website for review by the community.
- If not all parent seats are filled, the MRMS principal shall appoint parent members with a 2/3 confirmation from the current SAC membership.
- The membership term shall be a minimum of 2 years. In order to ensure continuity on the committee, 5 of the parent positions shall rotate in odd years with the other 5 being elected in even years.
- Members wishing to serve more than one term may do so at the discretion of the committee.

- Any vacancies that may arise on the committee by reason of a member's resignation or disqualification or for any other reason shall be filled by majority action of the remaining members of the committee.

### **Leadership**

- At the last meeting of the year the SAC shall elect a parent member to co-chair with the principal for the upcoming school year.

### **Attendance**

- A member with three absences without prior communication to a Chairperson or principal's secretary shall forfeit his/her membership. The principal shall appoint a replacement per the guidelines under the membership section.

### **Meetings**

- Meetings shall be held monthly during the school year.
- The current Accountability Committee shall, at its last meeting of the year, set the meeting schedule for the following year.
- All meetings are open to the public and shall be advertised at least 7 days in advance on the MRMS website and in the Grizzly Gazette. Verbal participation/discussion and voting is limited to standing committee members.
- Minutes shall be taken at each meeting and shall be approved at the next meeting.
- Whenever possible, decisions will be made by consensus. However, a vote may be called for at any time at the discretion of the co-chairs.

### **Communication**

- A meeting agenda and the prior meeting's minutes shall be distributed to all SAC members at least 7 days before each meeting.
- Approved meeting minutes shall be posted to the MRMS website within 7 days after their approval.

### **Amendments to the Bylaws**

- These bylaws may be reviewed and/or revised by the SAC as needed. At a minimum the bylaws shall be reviewed at the first SAC meeting of each year. Amendments shall be approved by a majority of committee members present.