**SUNNYSIDE ELEMENTARY SCHOOL**

**SCHOOL ACCOUNTABILITY COMMITTEE**

**BY-LAWS**

Sunnyside School Accountability Committee (SAC) is an advisory body created in accordance with the Colorado State Senate Bill 00-186.

1. PURPOSE:

Sunnyside SAC members work together to achieve excellence and success in our school and in each individual child. Sunnyside SAC, in conjunction with the building principal, establish school goals and action plans for student achievement, attendance and school climate. The Sunnyside SAC members shall serve as liaisons between the school, parents and community members.

1. SUNNYSIDE SAC MISSION STATEMENT:

Mission Statement:

Sunnyside students will meet the challenges of the 21st century with the knowledge, skills and experiences necessary to succeed in an ethnically diverse, global environment.

Vision Statement:

Sunnyside will be a model two-section school with a reputation for caring and accepting all individual differences and where students academically excel.

3. GOALS:

* Competent, resourceful independent learners
* Students excelling at their highest potential in reading, writing, math and science goals
* Programs for students that meet their interests and needs including programs for the educationally challenged and advanced
* Students who love to come to school and who enjoy learning
* Students who are technologically advanced
* Students who use, enjoy and care for the environmental natural resources around their community

Sunnyside will be staffed with highly qualified and motivated staff members who engage in progressive best practices and who are aware of the changing societal goals while continuing to be life-long learners.

* Collaborate daily during school hours
* Expanded staff of certified and classified personnel
* State-of-the-art technology hardware in every class with programs operating to meet individual needs
* An abundance of learning materials available due to an adequate budget

Sunnyside will foster the development of a large, positive and involved parent/community that is supportive of their children and the academic environment.

4. MEMBERSHIP:

1. The Sunnyside Advisory Council will consist of seven members designated, appointed or elected as follows (22-7-106):
2. The principal of the school or the principal’s designee
3. One teacher who provides instruction at the school, or has an office in the school elected by a vote of all licensed professionals
4. Three parents or legal guardians of students enrolled in the school who are elected by a vote of the parents or legal guardians of students enrolled in the school
5. One adult member designated by an organization of parents, teachers and students recognized by the school; and
6. A person from the community who is involved in business and appointed by the principal
7. No more than three members of a school accountability committee shall be employed by or relatives of an employee of the school district. “Related” or “Relative” means a person’s spouse, son, daughter, sister or brother.
8. Any appointment or designation required shall be made by the October meeting of each year. Any election required shall be conducted on or before October 31st of each year.
9. Sunnyside Procedures for designated, appointed and elected SAC members:
	* Sunnyside SAC will form a nominating committee in the February meeting of the current school year to find candidates interested in serving in one of the vacant elected council positions. Notice of expected vacancies will be posted in the school newsletter until the April meeting.
	* Nominations shall be announced and additional nominations shall be taken from the floor at the March meeting. Nominations will be posted in the school newsletter until the April meeting.
	* Election of the parent positions will be conducted during the April meeting by an election on the floor. All parents and/or guardians of Sunnyside students present at the April meeting may participate in the election process. Results of the election will be reported in the April meeting minutes and in the next school newsletter.
	* Election of the teacher representative will be done after the March meeting by ballots sent to the licensed employees at Sunnyside Elementary School. Election results will be reported at the April meeting and posted in the next school newsletter.
	* The Sunnyside SAC will designate a Chairperson, Chairperson-elect, Secretary and DAAC Parent Representative at the April meeting.
	* The new SAC will assume duties after the April meeting of the current school year.
	* The Sunnyside SIPTA will appoint a representative by the April meeting or the president of SIPTA will serve as representative.
10. All Sunnyside SAC members, except for the building principal, will serve a term of two years. Consecutive terms may be served.
11. Any vacancies that may arise on the council 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 council. Except for the principal, no member of the council 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.

5. DUTIES OF THE SCHOOL ACCOUNTABILITY COMMITTEE (22-7-107):

1. In addition to any other duties and powers provided for by law, the SAC of each public school shall make recommendations to the principal of the school regarding the prioritization of expenditures of school monies. The principal shall consider such recommendations made by the SAC regarding the expenditure of any state, federal, local or private grants and any other discretionary funds.
2. Each SAC shall meet at least quarterly to discuss:
3. Means for determining whether decisions affecting the educational process are advancing or impeding student achievements (review of assessments).
4. Reporting to students, parents, boards of education, educators and the school district board of education on the educational performance of the school and providing data for the appraisal of such performance.
5. Recommendations to the principal on the expenditure of all school grants; and
6. Safety issues related to the school environment.
* Chairperson – will assist the building principal in establishing an agenda, opening meetings, conducting and expediting business and closing the meeting. The Chairperson will keep a book containing by-laws, minutes and correspondence which will be turned over to the new Chairperson by the end of the school year.
* Chairperson Elect – will assist the Chairperson and be a liaison to standing and special committees. He/she will preside over the meetings when the Chairperson is unable to attend.
* Secretary – will keep all minutes of each regular meeting. The secretary will also document SAC member attendance through a sign in sheet.
* Teacher – will serve as the Sunnyside teacher representative and liaison between teachers and SAC.
* DAAC Teacher Representative – will attend DAAC meetings and report to the principal (this has changed at DAAC 8-28-06).
* Parent DAAC Representative – will report on DAAC meetings to the Sunnyside SAC.
* Sunnyside PTO Representative – will report on SIPTA meetings to the Sunnyside SAC.
* Building Principal – will inform the Sunnyside SAC on the progress of school goals and action plans and act as a liaison between SAC and the Sunnyside staff. In conjunction with the Chairperson, he/she will prepare an agenda for each SAC meeting. He/she will submit the annual school accountability report to the Elementary Student Achievement director for review and then to DAAC (timeline to be determined by Durango School District 9R).
* Special Committees – will be appointed as needed by the council and will report to Sunnyside SAC.

6. MEETINGS:

Sunnyside SAC meetings are open to all Sunnyside parents, teachers, support staff, administrators and interested community members.

1. A minimum of four yearly meetings will be held on the school premises, with the location, date and time to be determined by the school advisory council.
2. Meetings will be conducted in an informal manner and with guidelines from Robert’s Rules of Order when needed.
3. The notice for regular and special meetings will be provided to the Sunnyside SAC members at least 48 hours prior to meetings.
4. Any documents or materials needed for committee review will be available in the school office 48 hours prior to the regular meeting. It is the responsibility of committee members to obtain any information provided. This information will also be available at the meeting.

The written by-laws were reviewed and revised by Sunnyside SAC.

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 Chairperson’s Signature Date

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 Principal’s Signature Date

Appendix A

**Suggested Outline for Annual Meetings**

* The **fall** meeting or meetings will consist of reviewing and providing input on goals for the school year. Available assessment results will be reviewed. A School Improvement Plan (SIP) will be written.
* The **winter** meeting or meetings will consist of reviewing the capital improvement projects needed for the school and to develop a school budget proposal. The committee will review staffing and Sunnyside’s SIP and make recommendations to DAAC.
* The **spring** meeting or meetings will include nominating members for SAC for the upcoming school year. Any end of the year assessments may be reviewed. Any suggestions for plans for the SIP plan for next year will be reviewed. A list of accomplishments for this school year will be generated.

Appendix B

**Sunnyside Teacher Value Statements**

1. Provide an inviting classroom environment for students; an environment with clear expectations, consistent consequences and specific, articulated, academic goals.
2. Help all students achieve the intended outcomes of the curriculum by addressing their individual needs and learning styles.
3. Use methods of assessment that enable us to monitor the learning of individual students.
4. Collaborate with one another and our students so that we can achieve our collective goals more effectively.
5. Demonstrate our commitment to ongoing professional development and continuous improvement.
6. Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
7. Involve parents in the education of their children by keeping them informed of student progress and offering suggestions for assisting their students.
8. Enrich our students’ learning experiences by involving community talents and traditions.