

**DAKOTA RIDGE HIGH SCHOOL
ACCOUNTABILITY COMMITTEE
-BYLAWS-**

I. MISSION STATEMENT

We are committed to supporting quality educational opportunities for all students in a safe school environment. Our process includes total school and community involvement emphasizing effective communication with all stakeholders.

A. Goals

The Dakota Ridge High School collaborative decision-making process supports:

1. DRHS vision of quality educational opportunities for all students;
2. DRHS Mission of helping all members of its community develop a balance between and synergy from four basic human needs: the need to live, the need to love, the need to learn and the need to leave a legacy.
3. High academic achievement and district content standards for all students;
4. The development, implementation, and assessment of our accountability goals and school improvement plan;
5. Effective implementation of comprehensive high school philosophy and instructional practices;
6. The Jefferson County School District's Strategic Plan.

II. MEMBERSHIP

A. Membership

The Accountability membership will consist of a broad representation of the total school community. There will be twenty-seven (27) total voting members consisting of: six (6) teachers, one (1) LMC Specialist, one (1) Instructional Coach, one (1) counselor, ten (10) parents, two (2) students, two (2) support staff/classified employee, one (1) community/senior citizen representative, and three (3) administrators.

B. Officers/Responsibilities

Chairperson: must be someone other than a Dakota Ridge High School full time employee selected first by the school principal as a positive contributing member of the school community and then approved by the Accountability Committee as a whole. This person presides at meetings, determines the length and scope of open and Accountability committee discussion, recognizes members and guests who wish to address the committee, cancels meetings when appropriate, provides subcommittee assignments, works with the building administration in planning and directing Accountability affairs, ensures that written minutes of each meeting are taken, and performs other duties required by the position;

Facilitator (Principal): Welcomes visitors and guests, provides a copy of Accountability norms/agenda/response sheet to visitors, informs Accountability chairperson when visitors wish to speak to an agenda topic, co-facilitates agenda items for discussion, and keeps the chairperson aware of time limits for discussions.

C. Member Selection Process:

The DRHS staff will select teacher representatives at large. The staff will attempt to maintain a balance in membership between grade levels and curricular areas;

The chairperson will work with the school principal each year in determining the parent/community representatives to Accountability for the next year. Feedback will include input from the DRHS PTSA and Booster Clubs. There will be an emphasis on balancing representation between the feeder elementary school articulation areas. Each member selected as a voting member will be selected as a positive contributing member of the school community.

The DRHS Student Government will select student representation. Two students will be selected and will most likely be the president and vice-president. Student members shall be full voting members except that their presence or absence at any meeting shall not affect whether a quorum is present;

The support/classified staff representative will be selected by the custodial, secretarial, campus security, food service, and instructional aides;

The administrative representatives will automatically include the principal and two assistant principals – with other assistant principals serving in support and information roles.

D. Length of Committee Member Terms

All teacher members will serve a minimum of two (2) years beginning in August, which includes a rotation of half of the members each year. In any given year, some teachers will be in their first year of membership on the committee and some teachers will be in their second year of membership. This will allow half of the teacher membership to leave the committee at the end of the first year and these vacated positions will be filled by the appropriate selection process so that a permanent membership rotation will consist of new members. In cases where there are no willing candidates, members may serve for additional terms;

All support/classified staff representatives will rotate every year. In cases where there are no willing candidates, members may serve for additional terms;

Parent, student, and community business/senior citizen representatives may rotate every year due to the rotation of personnel each year within each organization and as per their demonstration as positive contributive members of the school community;

Administrative representatives rotate only when new administrative personnel arrive at the school;

E. Selection of New Members to Complete Prior Member Terms

If for any reason, a current Accountability member must vacate his/her position before the completion of his/her full term, then a replacement member will be selected using the appropriate selection process. This new member will then complete the remaining term of the leaving member.

F. Substitute Members

If a member cannot attend a meeting, he/she cannot designate an alternate to fill their committee responsibilities as appropriate with review and approval reserved for the chairperson and the principal. A member may, in an emergency situation, send a representative to act as the communication link to their constituency. This representative will act as a proxy and have full voting responsibilities. A written proxy for decisions can be submitted on behalf of the member as well.

G. Member Responsibilities

It is the responsibility of each member to make every effort to attend all meetings. If a member cannot attend, he/she should contact the principal as soon as possible before the meeting date and time and inform him of the proxy. If a member is unable to attend meetings on a regular basis, the Accountability Chairperson will contact them. A replacement member may need to be selected for any member who is unable to fulfill member responsibilities as per above. Each member is expected to be a positive contributing member to the school.

III. Meetings

Date and time – the committee may also conduct electronic conversations and/or quorum decisions outside of listed meeting dates. The meetings will take place in the school LMC from 6:00 – 8:00 PM.

Accountability will meet quarterly within the school year approximately in the following months:

Late August or Early September

Early November

Late January or Early February

May– Accountability Student Panel

Agenda – the committee will develop and publish an agenda for each meeting;

Quorum – Fourteen (14) members must be present at any given meeting in order for a quorum to be present. A quorum means that the meeting will be conducted and decisions made. If less than fourteen (14) members are present at the designated meeting starting time and after a fifteen (15) minute waiting period, there are still less than fourteen (14) members present, the meeting can be canceled by the chairperson. If not canceled, information can still be shared, but no decisions can be made if a quorum is not present;

Canceled Meetings – the chairperson may cancel any scheduled meeting if there is not a quorum present within the allotted time limit, there are not any agenda items to be discussed, in case of inclement weather, the cancellation of school on a meeting date, and/or any other appropriate emergency situation. Every attempt will be made to notify both committee members and the community if a meeting is canceled before the actual meeting date/time;

Special meetings – the chairperson may request that a special meeting be conducted after discussion with committee members. The chairperson will determine the agenda for this meeting. Every attempt will be made to find a mutually agreeable meeting date and time. A quorum must be available to attend any special meeting before it is scheduled;

Visitors – all Accountability meetings are open meetings and the public is welcome to attend.

IV. Scope of Authority

The scope of authority of the Accountability will include every issue that affects the entire school except personnel decisions;

Accountability will determine and act to fulfill all state and district responsibilities;

The membership will determine who should address agenda items that are not within the scope of authority of the Accountability (ie. Building principal, liaison committee, teaching staff, etc.)

V. Decision-Making Process

A. Decision Impacts – the impact of Accountability decisions on other parts of the organization must always be considered. Therefore, the Accountability Committee must be aware of, and act within, the confines of approved employee contracts, adopted Board policies and procedures, and existing federal, state, and local laws.

B. Types of Decisions – Collaborative: decisions made by the consensus of all committee members; Majority Vote: decisions made by a majority vote of the responsible parties; Consultative: decisions made by the principal or his designee(s) after input from appropriate constituencies; Command: decisions made by the principal or his designee(s) without input from others.

C. How Decisions are Made – all Accountability decisions will be made using the approved fist to five process. When the chairperson calls for a vote, the members indicate their position by holding up one to five fingers or a fist. The number of fingers or the fist indicate the following:

- 5 fingers: it's a great idea and I will help lead it
- 4 fingers: it's a good idea and I will work for it
- 3 fingers: I'm neutral about it
- 2 fingers: it's not my first choice but I'll support it
- 1 finger: I don't agree but I won't block the idea
- fist: I cannot support the idea and I will block implementation

If one or more members indicate a fist, the chairperson will call on them to share their reason(s) for blocking. The blocking member must share with the committee the rationale for his/her position; a blocking member cannot abstain from sharing. Further discussion may occur at this point. The chairperson will then call the question again and a second fist to five vote will occur. If there are still one or more fists, the chairperson will call for a show of hands vote on who will support the proposal in question. In order for a motion to be approved at this time in the process, at least 80% of the voting members present must indicate that they are in favor of the proposal. If a decision is approved at this stage, all Accountability members agree to not sabotage the implementation of the decision.

VI. Committee Operating Norms

The Accountability Committee will develop a set of member and visitor norms that may be revised each year. These norms will be considered a part of the Accountability bylaws and operating procedures.

VII. Communication Process

- A. Minutes/Agenda** – Agenda will be posted prior the meetings on the school website and a copy of the Accountability Committee minutes will be published within the school website within one week of the most recent Accountability Meeting.
- B. Responsibilities** – each Accountability member has the responsibility to communicate with their constituency group regarding Accountability topics and decisions. This communication should be two way and include information sharing as well as input gathering.

VIII. Sub-Committees

The Accountability Committee may elect to form sub-committees and assign such sub-committees specific tasks to complete. These sub-committees cannot make decisions for the Accountability as a whole but may make recommendations for Accountability consideration and approval.

IX. Bylaw – Norm Amendments

Any housekeeping changes in the bylaws and/or norms may be accomplished at the first meeting in September of each year. Any amendment(s) to the bylaws and/or norms would follow the process indicated below:

Any Accountability member may suggest that an amendment(s) to the bylaws and/or norms needs to be considered and approved for discussion by the principal. This topic must be appropriately placed on the Accountability agenda for discussion;

In order for any bylaw and/or norm to be amended, the Accountability Committee must support the need for modification. The approved decision-making process will be used;

If support modification of the bylaws were indicated, a subcommittee would be formed to develop the amendment proposal(s). The originator of the amendment request must serve on this subcommittee;

The proposed amendment(s) would then be placed on the next Accountability agenda for discussion/decision;

The Accountability Committee would decide on the proposed amendment(s) using the approved Accountability decision-making process.

X. Training

New Accountability members will have the opportunity to participate in an orientation and training process that will cover committee responsibilities, decision-making, bylaws and norms, communication responsibilities, and any additional expectations determined by the Accountability as District resources allow. Each new Accountability member will be linked with a current Accountability member who will act as a mentor – if requested.