

## **School Building Advisory Accountability Committees** (School Improvement Teams)

State law requires two committees at the school level, the accountability committee and the advisory council. One school level committee can serve the purposes and functions of both as long as membership includes the legally required persons and the combined committee serves the functions of both committees.

If a school can show that prior to January 1, 2000, it had in place a school committee or council that performed the legal duties specified for school advisory councils, it is not required to create a new committee or council or change the membership of that committee or council.

Committees created after January 1, 2000 shall consist of seven members designated, appointed, or elected as follows:

- 1) The principal of the school or the principal's designee
- 2) One teacher who provides instruction at the school elected by a vote of all licensed professionals who provide instruction at the school or have an office in the school
- 3) Three parents or legal guardians of students enrolled in the school who are elected by a vote of the parents and legal guardians of students enrolled in the school
- 4) One adult member designated by an organization of parents, teachers and students recognized by the school
- 5) A person from the community who is involved in business and who is appointed by the principal

Membership shall observe the following guidelines:

- 1) No more than three members of a school advisory council shall be employed by or relatives of an employee of the school district
- 2) Any appointment or designation shall be made by September 1 or every odd numbered year thereafter
- 3) Any election shall be conducted on or before October 31
- 4) Members shall serve terms of two years
- 5) Vacancies are filled by majority action

Duties of the committee shall include:

- 1) Adopting building goals and objectives for the improvement of education in the building
- 2) Adopting a plan to improve education achievement, reduce the gaps in performance of groups within the school, increase the ratings on the state accountability report, and assure the school's accreditation status
- 3) Making recommendations to the principal regarding the prioritization of expenditures of school monies
- 4) Determining whether decisions affecting the educational process are advancing or impeding student achievement

- 5) Reporting to students, parents, and Board of Education, on the educational performance of the school and providing data for the appraisal of such performance
- 6) Making recommendations to the principal on the expenditure of all school grants
- 7) Making recommendations to the principal on safety issues related to the school environment

A school building advisory accountability committee will have:

A. By-laws developed and reviewed periodically by the committee. Included in the by-laws should be the following:

1. Statement of purpose which should be developed and reviewed annually
2. Election of officers
3. A structure which provides for:
  - a. Assignment of responsibility for the school improvement process
  - b. Development and adoption of annual goals complementary to those of the district and consistent with the goals and objectives of the State Board of Education
4. Meetings which should:
  - a. Be regularly scheduled
  - b. Have a prepared agenda
  - c. Have notices disseminated to parents and posted in the same place and manner as notices of Board meetings
  - d. Be open to the public

B. Communications responsibilities which include the following:

1. Information about meetings in school newsletters
2. Description of goals, activities and progress towards these goals given to the district accountability/accreditation committee
3. Description of goals, activities and progress towards these goals given annually to the Board of Education
4. Written annual school report to staff, parents, students (where appropriate) and community which will include but not be limited to:

- a. Results of the school plan
  - b. Student achievement information
5. Annual written report to the Board concerning the learning environment in the school which includes specific information on conduct and discipline actions taken during the year. Copies will be sent to the district accountability/ accreditation committee and the superintendent and will be made available to parents and the general public.
  6. Recommendations to the building principal of priorities for expenditures of district funds by the school with copies sent to the district accountability/ accreditation committee and to the Board of Education.

School-level committees will meet the timetable requirements as set forth in the accompanying exhibit.

Approved March 20, 1985  
Revised February 28, 1990  
Revised October 28, 1992  
Revised to conform with practice June 8, 1994  
Revised June 9, 2004

St. Vrain Valley School District RE-1J, Longmont, Colorado