

**West Jefferson Middle School**  
**Accountability Committee By-Laws**  
**Approved by WJMS Accountability Committee**  
(Revised 2-8-16)

**ARTICLE I**  
**Name**

Section 1: **The Name** of this organization shall be West Jefferson Middle School Accountability Committee (WJMS Accountability Committee), or “the Committee.”

**ARTICLE II**  
**Mission, Goal, and Purposes**

Section 1: **The Mission of the Committee** is to serve as West Jefferson Middle School's accountability and advisory committee. This group will strive to create a positive learning environment; and an inclusive and cohesive environment for the community and all stakeholders who support WJMS.

Section 2: **The Goal of the Committee** is to be a forum involving members of the West Jefferson Middle School community in aspects of school accountability.

Section 3: **The Purposes of the Committee**, detailed in the Colorado Revised Statute 22-11-402 are:

- a) Make recommendations to the principal regarding the prioritization of expenditures of school moneys and grants, including annual review and approval of school fees.
- b) Advise the principal concerning the preparation of a school performance or the school improvement plan.
- c) Discuss whether school leadership, personnel, and infrastructure are advancing or impeding implementation of the school’s performance/improvement plan and recommend ways to improve educational achievement at WJMS.
- d) Provide input and recommendations on an advisory basis to the Jeffco Schools accountability committee, Strategic Planning Advisory Council (SPAC), and district administration concerning principal development and evaluations.
- e) Report to parents, teachers, staff, and community regarding the educational performance of the school.
- f) Review data for the appraisal of school performance.
- g) Explore safety issues related to the school environment.
- h) To increase the level of parent engagement in the school: especially the engagement of parents of students in the populations described in section 22-11-401 (1) (d) (diversity); and in accordance with section 22-32-142 (district parent engagement plan/policy);
- i) Provide an environment that adheres to the district policy of non-discrimination (Section 504 of the Rehabilitation Act and the American for Disabilities Act).

## **ARTICLE III**

### **Membership**

Section 1: **Membership:** According to Colorado State Statute 22-11-401, the Committee shall consist of at least seven members as follows:

- a. The principal or the principal's designee;
- b. At least one teacher who provides instruction at the school;
- c. At least three parents or legal guardians of students enrolled in the school;
- d. At least one adult member of an organization of parents, teachers, and students recognized by the school; and
- e. At least one person from the community.

- 1) The number of parents shall exceed the number of representatives in the group with the next highest representation.
- 2) A person **may not** fill more than one of the member positions on the committee.
- 3) Efforts should be made to solicit members who reflect the student populations significantly represented in the school, as listed in CRS 22-11-401.
- 4) If a vacancy arises upsetting the minimum membership requirements, the remaining members shall fill the vacancy by majority action.
- 5) Intent to Participate: For each year of membership, an *Intent to Participate Form* is required to be submitted. Intent Forms will be accepted May through September, for the upcoming school year. Forms received October through January will be considered by the Committee on an individual basis. Intent Forms may be submitted to (1) the WJMS School Office for placement in the Committee mailbox; (2) the school principal; (3) the Committee Chair; or (4) through the Committee website. The Chair and the principal (along with the Committee) shall review all Intent Forms for acceptance.

Section 2: **Qualifications for Membership Voting**

1. **To qualify a member to vote**, attendance is required at a majority of Committee meetings for the school year, as noted by the Secretary in the Committee Meeting Minutes.
2. Every member must meet the attendance requirements necessary to be considered a voting member.
3. Voting Membership qualifications extend through the school year, but are not limited to a maximum number of years.

Section 3: **Membership Voting:**

1. Voting will occur in matters such as officer elections and/or matters in which consensus cannot be reached, and a definitive position of the Committee must be achieved.
2. The Committee members will vote following Robert's Rules of Order.
3. Voting may proceed by achieving a quorum in one of two ways:
  - a. A presence of member representatives who satisfy the Colorado Revised State Statute 22-11-401 (see Article III, section 1).

- b. A presence of a majority of members in which the number of parents shall exceed the number of representatives with the next highest representation. A person may not fill more than one of the member positions on the Committee.
4. Upon a two-thirds vote of the entire voting membership, any current member may be removed from the voting membership of the Committee for:
  - a. exhibiting disruptive conduct contrary to the Committee Norms,
  - b. unexcused absences, determined by the Chairperson/Co-Chairperson and principal, occurring more than 4 times in any given school year.
5. The Committee reserves the right to limit the number of voting members to twenty.

## ARTICLE IV

### Officers

Section 1: **The Chairperson** will run the meetings, provide leadership in setting and managing the agenda, and provide leadership in the progression of the meetings. The Chairperson will have participants focus on the Mission, Goal and Purposes of the Committee.

The **Co-Chairperson is an optional position** determined by need of the Committee. The Chairperson and Co-Chairperson will each agree to run together as a team. The Co-Chairperson will assist the Chairperson in his/her duties and will assume responsibility for the Chairperson in his/her absence.

The Secretary will assume the duties of creating a written record of the meetings for the Committee in the form of minutes.

All officers: Chairperson, Co-Chairperson (optional) and Secretary will be elected annually by the Committee at the last scheduled meeting in the spring, for the following school year, by a vote of all eligible, voting members in attendance. All interested candidates should notify the Committee prior to the last day of April, or at the April meeting.

Section 2: **Chairperson**

1. Is an elected position.
2. Is a parent of a student at WJMS, and may not be an employee of the Jefferson County School District.
3. Serves a one-year term and may be re-elected for successive terms.
4. Presides over meetings according to Norms and ensures the Committee complies with the Bylaws and Norms.
5. Sets the agenda in collaboration with the principal and Co-Chairperson (optional).
6. Ensures the Secretary, or someone acting in his/her stead, takes notes during Committee meetings.
7. Sends the agenda along with the minutes, from the previous meeting, to the Committee members at least 3 days in advance of the meeting.
8. Directs posting of the approved minutes on the website.
9. If unable, or unwilling, to perform the Chairperson duties will request the Co-Chairperson to take on those responsibilities.
10. Promotes a safe environment for open discussion.

### **Co-Chairperson**

1. Is an elected position.
2. Is a parent of a student at WJMS, and may not be an employee of the Jefferson County School District.
3. Serves a one-year term and may be re-elected for successive terms.
4. Participates in setting the agenda with the Chairperson and principal.
5. Assumes the responsibilities of the Chairperson, in the event he/she is unable, or unwilling, to perform the Chairperson duties.

### **Secretary**

1. Is an elected position.
2. Takes notes and attendance during Committee meetings.
3. Distributes meeting minutes to the Committee members within a week after meetings.
4. Ensures the principal receives the Committee approved minutes to be posted on the website.
5. Maintains a file containing all Committee business and upon stepping down as Secretary, passes that file in its entirety to the subsequent Secretary or the Chairperson.

Section 3: If a vacancy arises among the elected officers, the members will elect a replacement officer to fill the vacated seat.

## **ARTICLE V**

### **Meetings**

Section 1: **Frequency of meetings** shall be once per month during the school year, unless the Chairperson/Co-Chairperson (optional), together with the principal, opts not to hold a meeting (i.e., during December, or if the monthly meeting is canceled due to unforeseen circumstances). Additional meetings may be scheduled if needed.

Section 2: **Meeting times and places** are determined by the Principal, Chairperson/Co-Chairperson (optional) and the Committee on, or before, the first day of the school year, to best accommodate the schedules of the school and the committee members. All meeting times and places will be published in the school office, the newsletter and the WJMS website,

Section 3: **The Agenda** for the meetings will be established by the principal and the Chairperson/Co-Chairperson (optional). Submitting items for future agenda of the Committee may be done by any staff, parent or community member. Items can be submitted in three ways:

1. In writing, by using an Issue / Concern form (available from the office, or on the website)
2. Brought forward by any Committee member through personal contact with the Chairperson/Co-Chairperson (optional).
3. Addressed during Open Forum. (See Article V, Section 5)

The Chairperson/Co-Chairperson (optional) and principal will determine if the item is within the scope and authority of the Committee, or if the item should be channeled to another group, or individual. The Chairperson/Co-Chairperson (optional), or principal, will be responsible for disbursement.

Section 4: **Guests** are welcome to participate in meeting discussion at the discretion of the Chairperson/Co-Chairperson (optional). Specific issues or items not on the agenda may be addressed during Open Forum at the end of each meeting.

All discussion amongst members, visitors and guests shall be conducted in a respectful and decorous manner, within the time constraints specified in the Agenda.

Any attendee may be removed from a meeting for exhibiting disruptive behavior contrary to the Jefferson County School Code of Conduct.

Section 5: **Open Forum** will be a time period at the end of each meeting. An Open Forum sign-in-sheet will be available. This process does not apply to those individuals invited by the Committee to make a presentation, give a report, or provide input at a Committee meeting.

Section 6: All Committee meetings are open to the public. WJMS community members are encouraged and welcome to attend the Committee meetings to learn, listen and observe, actively participate in discussions, or to bring a concern to the Committee.

## **ARTICLE VI**

### **Communication**

Section 1: Information about the Committee, such as membership, By-laws, meeting schedule, agendas, and minutes will be available on the WJMS website.

Section 2: In order to share decisions made at the Committee meetings, communication and requesting input from Committee members' representative groups shall be the responsibility of all members of the Committee.

## **ARTICLE VII**

### **Training**

Section 1: **Training** will include, but may not be limited to, reviewing By-laws and the Committee Norms each year to facilitate new member transition.

## **ARTICLE VIII**

### **Amendments to By-laws**

Section 1: **Amendments to By-laws:** As directed by the Chairperson, By-laws, along with the effectiveness of the process, will be reviewed annually in September and will be revised as needed by the Committee.