

French American School of Denver

School Accountability Committee Bylaws

Article I — Name

The name of the School Accountability Committee shall be the “French American School of Denver School Accountability Committee,” hereinafter referred to in these Bylaws as the “SAC.”

Article II — Purpose

The SAC serves in an advisory capacity to the Executive Director (regardless of how that title may change in the future) and the French American School of Denver Board of Directors (hereinafter Board of Directors). In its advisory role, the SAC helps provide a forum for staff, parents, guardians, and community members to understand and participate in the school. The SAC provides input on the school's budget and improvement plan and meets at least quarterly to discuss implementation of the school's plan and matters pertinent to the school's accreditation contract with Denver Public Schools.

Article III — Duties and Responsibilities

The SAC shall:

1. Advise the Executive Director on the preparation of the Unified Improvement Plan (UIP) when applicable. The UIP shall be completed and submitted annually to the Board of Directors and to Denver Public Schools by October 15 in every year that it is required. C.R.S. § 22-11-402(1)(a).
2. Make recommendations on spending priorities to the Executive Director as part of the budgeting process and share those recommendations with the FASD Finance Committee and Board of Directors. The Executive Director considers SAC input when formulating budget requests; the Board of Directors has final budget authority.
3. Meet at least quarterly to discuss whether school leadership, personnel, and infrastructure are advancing the implementation of the school's improvement plan; addressing safety issues relating to the school environment; and community concerns relating to the SAC's duties. C.R.S. § 22-11-402(1)(d).
4. Gather and convey to the Executive Director and Board of Directors information about needs or concerns of the school community. Any surveys or similar data collection devices or instruments used by the SAC shall be designed to protect respondent anonymity and shall comply with the school's data privacy, records keeping and CORA-compliance practices under the direction of the Executive Director.
5. If the school is placed on a priority improvement or turnaround plan, advise the Executive Director on the preparation of such plan and submit recommendations regarding content. The SAC shall also publicize and conduct a public meeting to discuss strategies for inclusion in the plan and shall publicize a public hearing at which the written plan is reviewed. C.R.S. § 22-11-402(1)(b), (c), (f), and (g).
6. Report at least annually to the community and the Board of Directors on the educational performance of the school and provide data for the appraisal of such performance.
7. Provide advisory input to the Board of Directors concerning the Executive Director's development plan and annual evaluation. C.R.S. § 22-11-402(1)(e).

8. Increase parental engagement by publicizing opportunities to serve on the SAC, assisting with implementation of the district's parent engagement policy, and encouraging parent-teacher interaction. C.R.S. § 22-11-402(1)(h).

The duties and responsibilities of the SAC, including any data gathering and reporting on the school, do not include personnel matters (other than advisory input concerning the Executive Director) and has no role in: teacher evaluation; discipline matters; matters concerning a specific student, staff member, or parent; creation or final approval of the budget, which is reserved to the Board of Directors.

Article IV — Membership

A. Composition

The SAC shall have seven members. For each seat below, the method of selection is stated. The school's recognized parent-teacher organization (the "PTO") confers membership automatically on every parent or legal guardian of an enrolled student; each parent representative on the SAC is also a member of the PTO and satisfies both C.R.S. § 22-11-401(1)(a)(III) and § 22-11-401(1)(a)(IV).

1. Executive Director. Regardless of how the role may be titled in the future, this individual serves by virtue of position as the head of the school. The Executive Director may name a designee to attend in their place when unable to attend; the Executive Director is expected to attend personally whenever practicable.
2. Teacher Representative. One teacher who presently provides full-time academic instruction at the school, appointed by the Executive Director. The Executive Director shall, when practicable, appoint one teacher from the Jules Verne program (or its successor program, if any). If the Teacher Representative ceases to work at the school for any reason, their role on the SAC shall terminate simultaneously.
3. Appointed Parent Representative. One parent or legal guardian of enrolled students, appointed by the Executive Director, with the goal of making the SAC representative across grade levels and student populations (special education, gifted and talented, free or reduced lunch, English language learners, and traditionally underserved groups). Should the enrolled student cease to be enrolled for any reason, the parent or legal guardian role on the SAC shall terminate simultaneously. The vacant seat may be reappointed by the Executive Director.
4. Elected Parent Representatives. Two parents or legal guardians of an enrolled student, elected by the parent community in accordance with Article V.D. These are the "elected" parent representatives for purposes of C.R.S. § 22-11-401(2), and the SAC Chair shall be selected from this seat. Should the enrolled student cease to be enrolled for any reason, the parent or legal guardian role on the SAC shall terminate simultaneously, and the seat shall be filled by special election under Article V.D.
5. Community Representative. One person who lives or is engaged in business within the school boundaries and is not a school employee or parent of an enrolled student, appointed by the Executive Director. C.R.S. § 22-11-401(1)(a)(V). This appointment may be revoked at any time and with or without cause by the Executive Director or the Board of Directors, and the vacant seat may be reappointed by the Executive Director.
6. Board of Directors Liaison. One member of the FASD Board of Directors, appointed by the Board Chair. This position is not counted against any other category.

B. Requirements for Members

The SAC operates as part of the FASD organization and follows all applicable school policies, including those governing background checks, grievance procedures, and conflict-of-interest policies. Failure of a background check or refusal to consent will render that position immediately vacant and the vacancy filled in the same manner as prescribed above.

C. Employment & Contract Limitation for Members

Excluding the Executive Director, no more than three members may be employed by or contracted by the school, nor be relatives of a school employee or school contractor. "Relative" means spouse, son, daughter, sister, brother, mother, or father. This limitation is applied at the time of nomination, appointment, and candidacy. A prospective member who would cause the SAC to exceed this limit is ineligible for the seat in question and shall not be appointed or placed on the ballot.

D. Terms of Members

Excluding the Executive Director and the Board Liaison, members serve two-year terms, staggered so that approximately half of the term-bearing seats turn over each year. To establish the stagger, the Executive Director shall, upon adoption of these Bylaws, designate three term-bearing seats for a one-time three-year initial term; the remaining seats serve two-year initial terms. All subsequent terms are two years.

E. Term Limits

Excluding the Executive Director, no SAC member shall serve more than two consecutive full terms, plus any balance remaining on an unexpired term filled by initial appointment to a vacancy. If, after a good-faith search, no candidate is available for an open seat, the SAC may by simple majority extend a term-limited member for one additional year.

F. Vacancies

A vacancy is filled, for the unexpired term, by the same person or body responsible for the original selection: (i) Teacher Representative - appointed by the Executive Director; (ii) Elected Parent Representative - special election by the parent community; (iii) Appointed Parent Representatives or Community Representative - appointment by the Executive Director; (iv) Board Liaison - appointed by the Board of Directors Chair; (v) Executive Director - held by whomever the Board appoints to that role, including any interim or acting Executive Director.

G. Resignation

A member may resign by written notice to the SAC Chairperson or School Executive Director. The resignation takes effect upon receipt or later specified in the notice. SAC acceptance is not required.

H. Removal

1. Automatic Removal. Because the SAC operates as part of the FASD organization and its members participate in the life of the school, each member is subject to the same fitness-to-serve standards that apply to school employees. A member is automatically removed from the SAC if, at any time during their service: (a) the member is convicted of, pleads guilty or nolo contendere to, or accepts a deferred judgment or sentence for any offense that would disqualify a person from employment in a Colorado charter school under C.R.S. §§ 22-30.5-110.5 and 22-30.5-110.7 (or any successor or related provision); or (b) the member fails to pass, or declines to consent to, any background check then required by FASD of its volunteers, including any periodic re-check.
2. Removal of Elected Members for Cause. The Elected Parent Representative(s) may be removed for cause by a three-fourths vote of the remaining members of the SAC, not including the member subject to removal. "Cause" includes failure to attend three consecutive meetings, material breach of these Bylaws or applicable school policies (including conflict-of-interest and grievance policies), or conduct that materially impairs the SAC's work or the school's responsibility to safeguard its students.

3. Removal of Appointed Members. Members appointed by the Executive Director may be removed by the Executive Director at any time, and with or without cause. The Board Liaison may be removed or rotated by the FASD Board Chair at any time, and with or without cause. The Board of Directors may, by majority vote, remove any appointed member when it determines that removal is in the best interest of the school.
4. Limitation. The SAC has no authority to remove the Executive Director nor the Board Liaison.

Article V — Appointments and Elections

This Article governs only the elected and appointed seats. The Executive Director serves by virtue of position; the Board Liaison is appointed by the FASD Board Chair.

A. Timing

After the adoption of these Bylaws, elections and appointments occur within the 60 days after the first day of school each year, except for vacancies, which are filled as soon as practical.

B. Appointment of the Teacher Representatives

The teacher representatives are appointed by the Executive Director within the timing window stated in Section A.

C. Appointment of the Community Representative

The community representative is appointed by the Executive Director within the timing window stated in Section A.

D. Election of the Parent Representatives

The election is announced in the school newsletter or website at least two weeks in advance, and the election may occur electronically provided the method ensures one vote per eligible voter. Any parent or legal guardian of an enrolled student may nominate themselves or another to the SAC Chairperson during that period; each candidate must pass the required background check. Only parents or legal guardians of enrolled students may vote.

Where there are more candidates than open seats, the candidates receiving the most votes are elected. Where there are equal or fewer candidates than open seats, the election may be conducted by acclamation. In the event of a tie for a final seat, the tie is broken by lot.

E. Representation of the School's Populations

The Executive Director and SAC encourage candidates who reflect the school's significantly represented student populations, including students eligible for free and reduced lunch, English language learners, students with disabilities, and gifted students.

F. Good-Faith Efforts

If, after good-faith efforts, the Executive Director and SAC cannot fill all seats by the methods stated in these Bylaws, the Executive Director may establish an alternative method of selection that reflects these Bylaws as nearly as practical, subject to Board approval.

Article VI — Officers

The SAC has three officers: a Chairperson, a Vice-Chairperson, and a Recorder.

A. Chairperson

Elected by a simple majority of the SAC from among the elected parent members to a one-year term, renewable once. § 22-11-401(2) This role: sets the agenda in collaboration with the Executive Director and

Vice-Chairperson and distributes it at least three days before the meeting; presides at meetings; Ensures SAC compliance with these Bylaws; Works with the Executive Director and Board Liaison on the UIP and the SAC's role in it.

If no elected parent representative is willing to serve as Chair despite good-faith efforts, the position shall remain vacant and the Vice-Chairperson shall preside at meetings and perform the Chairperson's other duties until the position is filled.

B. Vice-Chairperson

This role is selected by a simple majority of the SAC from among the elected or appointed parent members; the vice-chairperson serves a one-year term, renewable once. This role: participates in setting agendas; assures compliance with SAC Bylaws; and performs the Chairperson's duties when the Chairperson is absent or upon resignation, until a successor is elected.

C. Recorder

This role may be either elected by a simple majority of the SAC or filled by rotation, depending on interest and availability. This role: distributes draft minutes to members before the next meeting; maintains a file with all SAC records; and helps ensure public records are posted in the appropriate folder(s) on the FASD website when required; and helps assure compliance with SAC Bylaws.

D. Board of Directors Liaison

The Board Liaison is a sitting member of the FASD Board of Directors and is appointed to the SAC Committee by the Board Chair. The Liaison attends SAC meetings as a full member, attends FASD Board meetings as a Board Member, and together with the SAC Chairperson is the communication link between the SAC and the Board.

E. Officer Elections, Vacancies, Resignation, and Removal

1. Officers are elected annually by a simple majority of the SAC's members at the first regular meeting of each school year. Officer terms run from election until the first regular meeting of the following school year. Each officer may be re-elected once. A member who has served two terms in a given officer role is not eligible for that role again but may serve in a different officer role for which they are otherwise eligible.
2. An officer vacancy is filled for the unexpired term by simple majority vote of the SAC after notice.
3. An officer may resign from their officer role without resigning the underlying SAC seat; the member continues to serve as a regular member unless they also resign their SAC seat. An officer may be removed from office (but not from the SAC, which is governed elsewhere in these Bylaws) by simple majority vote of the SAC members.

Article VII — Meetings

A. Regular Meetings

The SAC meets at least quarterly. A schedule is set and published on the school website and newsletter within the first 30 days of each school year, with times chosen to support parent and community attendance. Because meetings are public, confidential matters concerning specific individuals are not discussed. Subcommittees may study topics between meetings and report back. Invited and scheduled speakers may address the SAC with the Chairperson's approval, who sets duration. The SAC Chair may set meetings in-person or online.

B. Special Meetings and Notice

The SAC Chair may call a special meeting after serving notice to all SAC members. Written notice of all special meetings is posted on the school website and communication platform at least 24 hours in advance and includes time, location, and a description of matters on which action may be taken.

C. Agendas and Minutes

Proposed agenda items are submitted to the Chairperson ideally at least ten days before the meeting. The SAC may modify or defer agenda items at the meeting. Draft minutes shall be produced and circulated to each SAC Member before the next meeting; minutes are made publicly available.

D. Attendance

Members notify the Chairperson when unable to attend. Three consecutive unexcused meeting absences may constitute grounds for removal processes described elsewhere in these Bylaws.

E. Open Meetings, Quorum, Voting

All meetings are open to the public and conducted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401 et seq. SAC minutes, agendas, and records are retained consistent with the school's record retention policy and the Colorado Open Records Act. The SAC Chair shall ensure that the public can access the meeting whether held in-person or online.

A quorum is a simple majority of the SAC's members. Each SAC member has one vote.

Article VIII — Decision-Making

SAC processes should be done in a collaborative, consensus-driven model whenever practicable in a manner that reflects the positive culture of an elementary school. To the extent a matter cannot be resolved by consensus, it may be decided by a majority vote of those voting at a meeting at which a quorum is established. The Chairperson may use Robert's Rules of Order as a procedural guide where useful, but it is not binding on the SAC.

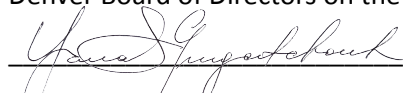
Article IX — Amendments

A. Articles I through IX may be amended, repealed, added to, or altered only by action of the French American School of Denver Board of Directors.

B. Additional Articles. The SAC may propose additional articles, subject to these requirements: (1) the proposed addition must not conflict with Articles I through IX or with FASD Board policies; (2) the proposal may be discussed at any regular or special meeting after at least one meeting's prior notice to all members; (3) the proposal must be approved by a two-thirds majority of the SAC Committee; (4) the SAC-approved addition is then submitted to the FASD Board of Directors, which may accept, reject, or request modifications. Additional articles take effect only upon FASD Board approval.

Certificate of Bylaws Adoption

I HEREBY CERTIFY that the foregoing are the Bylaws that were adopted by the French American School of Denver Board of Directors on the 24th day of June, 20 26.



FASD Board of Directors Secretary