

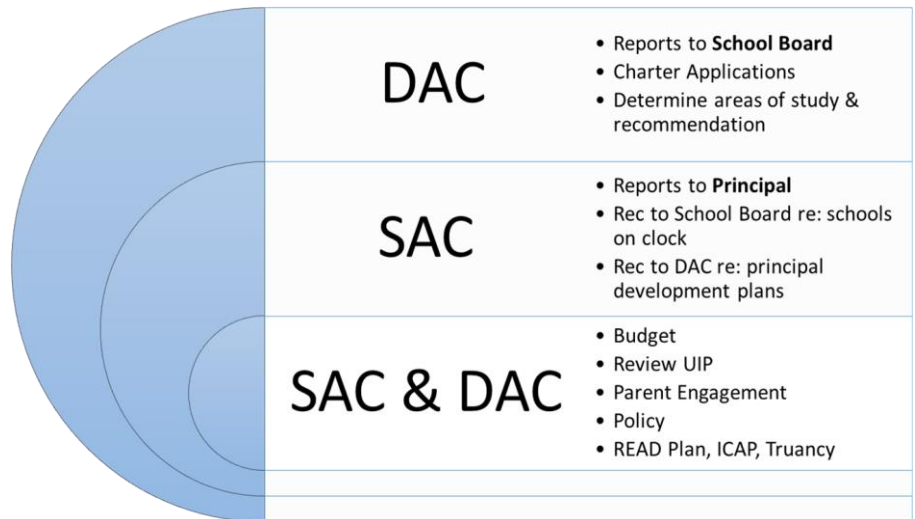
# Accountability Committee Timelines

For the 2021-22 School Year



**COLORADO**  
Department of Education

School and District Accountability Committees are responsible for a number of [annual activities](#) including providing recommendations to principals regarding budget, progress monitoring implementation of the Unified Improvement Plan (UIP), implementing the parent engagement policy, committee recruitment, engagement in READ plans, Individual Career and Academic Plans (ICAP), and plans to address truancy.



The following sections provide recommendations for what time of year committees may engage in these activities. For additional guidance, visit the [SAC/DAC website](#).

## 2021-22 Improvement Planning Submission Deadline Shift

In the 2021-22 school year, the **date for submission of the UIP** is [moving](#) from January 15, 2022 (for review) and April 15, 2022 (for public posting) to **October 15, 2021** for all schools and districts (both review and public posting). To adjust to the new submission deadline, accountability committees may need to modify their timeline for engagement with the UIP. Going forward, the improvement planning template will become available at the end of each school year for the upcoming two-year planning cycle.

### SAC Composition

- The principal or the principal's designee
- At least one teacher
- At least three parents of students enrolled in the school
- At least one adult member of a PTSA
- At least one community member

### Parent representatives must

- Reflect student population
- Not be employed by the district/school
- Have a chair or co-chair that is a parent

## August-October Activities

- Recruit for new membership, including direct invitations, advertisements, and leveraging personal networks
- Determine the schedule/areas of focus for the year and revisit committee resources and training materials
- Implement onboarding plan for new members (mentorship, resource review)
- Elect the chair (and officers, if applicable)
- Recruit additional members if the committee does not have a representative population
- Review the SPF and DPF, results of [state](#) and local assessments, and [non-assessment data](#) (e.g., survey, engagement data)



- Review and provide feedback on the UIP before it is submitted **October 15** using the [quality criteria](#). This may include verifying challenges using benchmark data or the SPF, reflecting on the [contextual fit](#) of the identified strategies
- If the school is implementing a performance plan, the school may have [biennial submission flexibility](#). If so, the accountability committee should review year 2 of implementation of the UIP
- For Priority Improvement and Turnaround plan schools – publicize the SAC’s public meeting to discuss the UIP (see sidebar on page 2)
- Review the district’s parent engagement policy and brainstorm [activities to support implementation](#)

**Transition Period**

**2020-21** Review 2020-21 UIP for April 15, 2021 submission

**2021-22** Finalize the 2021-22 UIP for October 15, 2022 submission

### November-January Activities

- Review progress implementing the UIP and discuss any mid-course adjustments that should be made based on progress monitoring of adult and student data
- Continue to support implementation of the parent engagement policy
- If applicable, assist the school in increasing engagement in creating students’ READ plans
- If applicable, review truancy data and provide feedback on plans to address habitual truancy
- Review current year budget and discuss implications for the upcoming school year

**Schools implementing a Priority Improvement or Turnaround Plan:** Accountability Committees have additional expectations to support schools with a Priority Improvement or Turnaround Plan type.

The district must notify parents of the students enrolled in the school within 30 calendar days of receiving initial plan type assignment and the date, time and location of the public meeting of the School Accountability Committee (SAC) to provide input on the plan.

The SAC is expected to meet to provide input on the improvement plan prior to the public hearing.

The date for the public hearing must be at least 30 calendar days after the date on which the district provides the written notice. During these public hearings, the local board of education should review the school’s progress in implementing its plan during the preceding year and in improving its performance. A member(s) of the School Accountability Committee is encouraged to attend the public hearing. For more information, see [this fact sheet](#).

### February-April Activities

- Review progress implementing the UIP and discuss any mid-course adjustments that should be made based on progress monitoring of adult and student interim data
- Review results of survey and non assessment data (e.g., TLCC Survey, Healthy Kids Colorado) or the results of any diagnostic reviews
- If applicable, assist the school in increasing parent engagement with ICAP

**Transition Period**

**2020-21** Finalize the 2020-21 UIP for April 15, 2021 submission

**2021-22** Begin reviewing the **2021-22** UIP for October 15, 2022 submission

### May-July Activities (If meeting)

- Nominate a new chair, determine the schedule, and solicit new membership for the upcoming year
- Develop and review the new member onboarding plan
- Review bylaws and operating procedures to determine if any adjustments should be made
- Review budget for the upcoming year
- Review and provide feedback on the UIP for the upcoming school year using the [quality criteria](#). This may include collaborating on data review to identify trends or using trends to prioritize performance challenges