

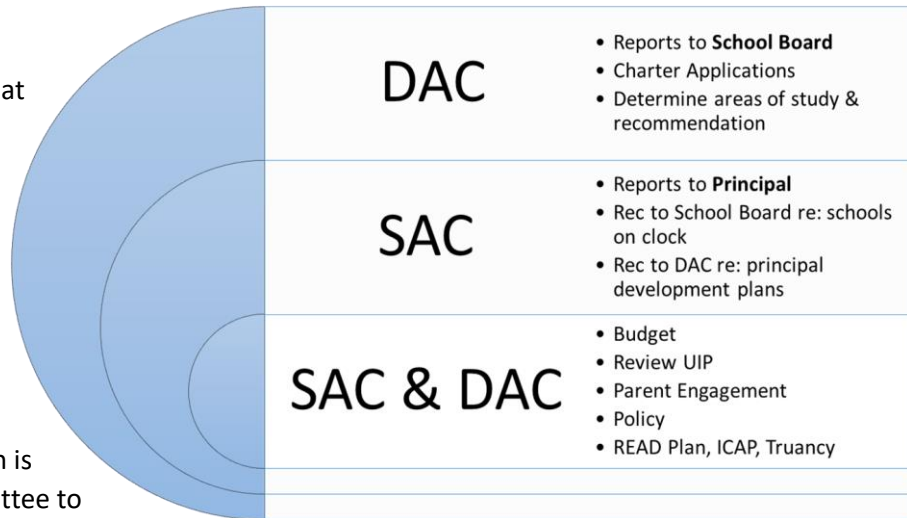
# Accountability Committee Timelines

School Accountability Committees (SACs) 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, and engagement in READ plans, Individual Career and Academic Plans (ICAP), and plans to addressing truancy.

## Guiding Principles for SAC

Committees have many options on what topics to cover, how deep to engage, and what areas to prioritize in their limited time. Considering this, keep in mind the primary benefits and feedback opportunities the committee provides. The committee should focus on:

- *Context setting and preparation.* What information is most important for the committee to know in order to provide feedback?
- *Sharing multiple perspectives.* Provide a variety of opportunities and formats for engagement. Allow for individuals to share values and vision based on their unique culture, position, and situation.
- *Problem solving.* Collaborative, solutions-oriented brainstorming around existing challenges and collective solutions. Discussions of how leadership and membership can implement next steps in their roles.
- *Progress monitoring.* Mutual accountability can ensure stated goals are on track or need modification.



## Annual Timelines

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

### May-July Activities

- Nominate a new chair, determine the schedule, and recruit for new membership, including direct invitations, advertisements, and leveraging personal networks.
- Develop the new member onboarding plan (e.g., mentorship, resource review, question and answer sessions).
- Review bylaws and operating procedures to determine if any adjustments should be made.
- Discuss the final budget for the upcoming year.
- Review and provide feedback on the Unified Improvement Plan (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.

## August-October Activities

- Determine the schedule and areas of focus for the upcoming year and revisit committee resources, communication plan, and training materials.

**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

**Representatives must**

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

- Implement onboarding plan for new members
- 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](#). Committees may focus on verifying challenges using benchmark data or the SPF, providing feedback or context on the root cause analysis, or 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 schools directed to implement a Priority Improvement and Turnaround plan—publicize the SAC’s public meeting to discuss

the UIP (see sidebar).

- Review the district’s parent engagement policy and brainstorm [activities to support implementation](#).

## 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 interim 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 and plans for the upcoming school year.

## 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.

**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.