

**BY-LAWS  
OF THE  
HERITAGE HIGH SCHOOL ACCOUNTABILITY  
COMMITTEE**

**ARTICLE I  
*NAME AND PURPOSE***

**Section 1.1 Name.** The name of the organization shall be the Heritage High School Accountability Committee ("HAC"). The office and location of all operations and affairs of HAC shall be at Heritage High School.

**Section 1.2 Purposes.** The responsibilities of the HAC shall include:

- a. Serving as the accountability committee at Heritage High School as required by State of Colorado law;
- b. Participating in establishing school priorities in the development, implementation, evaluation (including strengths, accomplishments and areas for continuing improvement), monitoring, and distribution of the Unified Improvement Plan as well as reporting results of that Plan to the school community;
- c. Acting in an advisory capacity regarding major policies and procedures affecting the school and school community;
- d. Serving as a focal point for input from the school community, comprised of:
  1. Parents
  2. School staff
  3. Principal
  4. Students
  5. Non-parent residents
  6. Businesses in the school district
- e. Providing recommendations and advice regarding school and community values and priorities including the areas of:
  1. Curriculum
  2. Budget
  3. Professional staffing and staff development
  4. Student behavior and academic standards
  5. Extracurricular activities
  6. Operations
  7. Athletics
  8. Hiring
  9. School community values
  10. Testing and accreditation

**ARTICLE II**  
**MEMBERS**

**Section 2.1. Membership.** Membership in the HAC shall be composed of, and the business and affairs of the HAC shall be managed by, no more than 23 Members, consisting of (i) staff who are employed by Heritage High School either as teachers or classified employees (“Staff”), (ii) parents (or legal guardians) of current or prospective students of Heritage High School, not including any parent that is also a member of the staff of Heritage High School (“Parents”), currently enrolled students at Heritage High School (“Students”) and (iii) other citizens living within the Littleton Public School District (“Other Citizens”). To the fullest extent feasible, Members shall be representative of the gender, ethnic and neighborhood composition of the community served by Heritage High School. A Member who is a Parent at the time of his or her election to the HAC shall continue to qualify as a Parent Member for the remainder of his or her term even though that Member’s student graduates prior to the expiration of that term.

**Section 2.2. Number, Term.** The Members of the HAC shall be comprised of the following categories and shall serve according to the corresponding term of office:

| <b>Category of Member</b>                   | <b>Number of Members</b> | <b>Term of Office</b>                   |
|---|--------------------------|---|
| Parents                                     | Up to 6                  | 2 years                                 |
| Other Citizens                              | Up to 2                  | 2 years                                 |
| Staff                                       | Up to 7                  | 2 years                                 |
| Students                                    | Up to 6                  | 2 years                                 |
| Principal (Non-voting<br>ex officio member) | 1                        | Coextensive with<br>tenure as Principal |
| PTO (Non-voting<br>liaison representative)  | 1                        | 1 year                                  |

To the extent feasible, Members shall be elected and/or appointed at various times in order that they will serve staggered terms. Also to the extent feasible, the HAC composition shall generally provide for substantially equal representation from Staff, on the one hand, and Parents and Other Citizens on the other. No Member shall serve for more than two consecutive terms in any one category of Member, but there shall be no limit to the total number of terms served.

**Section 2.3. Election of Parent Members.**

**a. Scheduling of Elections.**

- i. An election of Parent Members shall be conducted on an annual basis.
- ii. The scheduling of elections shall be determined by the HAC. At least thirty (30) days in advance of the election, the times, dates, and manner of voting for the election, and the number of Parent Member positions open in the election, shall be posted in a prominent location at the school and distributed by means of general communication in a school publication (which may be published and distributed electronically).

**b. Nominations.** Each candidate for membership as a Parent on the HAC shall submit a signed application on a form to be provided by the HAC. The application shall include space for (1) identification of the applicant, (2) qualifications, and (3) reasons for serving. Applications must be received not less than 15 days prior to the election. A second notice of election including the names of the candidates shall be posted in a prominent location in the school and distributed by means of general communication in a school publication (which may be published and distributed electronically) at least 7 days prior to the election

**c. Voting.** Each parent of a currently enrolled student at Heritage High School shall be eligible to vote in the election of Parent Members. Voting may be conducted via the return of a closed paper ballot or by return electronic message, at the discretion of the voting parent. For each Parent Member position open for election, each parent shall have one vote. Neither voting by proxy, nor cumulative voting, shall be permitted. The candidates receiving the most votes for the number of Parent positions open for election shall be elected to those positions.

**Section 2.4. Election of Other Citizen Members.** At or before the second HAC meeting of each school year, if and to the extent that a vacant position exists for an Other Citizen Member, any Member of the HAC may nominate an individual who qualifies, and has indicated a willingness and desire, to serve as an Other Citizen Member, and shall advise the HAC of the qualifications of such individual. Any individual so nominated shall be elected as a Member of the HAC upon the approval of a majority of the voting Members present at the meeting.

**Section 2.5. Appointment of PTO Representative.** At or before the second HAC meeting of each school year, the Heritage PTO shall select one representative of the Heritage PTO to serve as its liaison to the HAC for that school year.

**Section 2.6. Appointment of Staff Members.** At or before the second HAC meeting of each school year, if and to the extent that one or more vacant positions exist for a Staff Member, the Principal may nominate an individual member of the Staff to fill each such vacant position. Any individual Staff member so nominated shall be elected as a Member of the HAC upon the approval of a majority of the Staff Members present at the meeting.

**Section 2.7. Principal Membership.** The Principal shall serve as an ex officio non-voting Member of HAC for a term co-extensive with his or her tenure as Principal of Heritage High School.

**Section 2.8. Appointment of Student Members.** At or before the second HAC meeting of each school year, if and to the extent that one or more vacant positions exist for a Student Member, the Principal may nominate an individual member of the student body to fill each such vacant position.

Any individual Student so nominated shall be elected to serve as a representative of the student body of Heritage High School to the HAC upon the approval of a majority of the voting Members present at the meeting. Student Members shall be asked to provide input from the student perspective relating to the responsibilities, decisions and recommendations of the HAC. To the extent feasible, Student Members shall be representative of the gender, ethnic and neighborhood composition of the student community served by Heritage High School.

**Section 2.9. Resignation.** Any Member may, at any time, resign from the HAC by submitting a written resignation to the HAC Chair.

**Section 2.10. Vacancies.** Any vacancy occurring in the HAC may be filled as provided in this Section 2.10; however, the filling of a vacancy in any event shall be at the discretion of the remaining Members of the HAC. In the event that insufficient applications or nominations are received to fill the available vacant Parent or Other Citizen positions at the time of their respective annual elections, then any such unfilled positions shall be considered vacancies, and may, at the discretion of the HAC, be filled pursuant to this Section. Any current Member of the HAC may nominate a qualified Parent or Other Citizen to fill a vacancy that occurs for a Parent Member or Other Citizen Member, respectively. Any qualified Parent or Other Citizen so nominated will be elected to serve the remaining unexpired term of the predecessor in office, or the full term of any position that remained unfilled at the time of an annual election, upon the affirmative vote of a majority of the Parent and Other Citizen Members in attendance at the meeting where such nomination is made, even if less than a quorum of such Members is present. In the event a vacancy exists or occurs in Staff Members, the Principal, in his or her discretion, may nominate a qualified individual to fill such vacancy. Any Staff member so nominated will be elected to serve the remaining unexpired term of the predecessor Staff Member upon the affirmative vote of a majority of remaining Staff Members in attendance at the meeting where such nomination is made, even if less than a quorum of Staff

### **ARTICLE III MEETINGS**

**Section 3.1 Regular Meetings.** Regular meetings of the HAC shall be held on the second Tuesday of each month at 4:00 p.m., or on such other date and time as may be determined from time to time in order to avoid conflicts with other school activities and to maximize attendance of Members. A proposed schedule of regular meetings for the school year shall be established and distributed to Members at the first meeting of each year. All meetings shall be open to the public.

**Section 3.2. Special Meetings.** Special Meetings of the HAC may be called by, or at the request of, the Chair, or one-third (1/3) of the members. The person or persons authorized to call the special meetings shall fix the date, time

and location of the meeting. All special meetings shall be open to the public.

**Section 3.3. Notice.** Written notice of any regular or special meeting of the HAC shall be given no less than twenty-four (24) hours prior thereto by posting in a prominent location at the school, electronic communications to HAC Members and distributing by general communication in a school publication. The business, including an agenda, to be transacted at, and/or the purpose of, any regular or special meeting shall be specified in the notice of such meeting.

**Section 3.4. Agenda; Minutes.** The agenda for each regular meeting may include, but not be limited to:

- Call to Order
- Approval of Minutes
- Principal Report
- Student Report
- Community and/or School Staff and Administration Speakers
- PTO Report
- DAC Report
- Standing Subcommittee Reports
- Ad Hoc Subcommittee Reports
- Old Business
- New Business
- Adjournment

Complete minutes shall be taken at each meeting and distributed to the Members and posted for the public within twenty-one (21) days thereafter.

**Section 3.5. Training.** The HAC shall provide ongoing training for its Members. Training shall include communicating to the Members an understanding of LPS, the purposes and scope of authority of the HAC, the provisions of the Unified Improvement Plan for that school year, the intent and rules of procedure for HAC meetings, and effective group decision-making skills. The HAC shall be able to enlist technical assistance from the District Accountability Committee (DAC) for implementation of this Section.

**Section 3.6. Quorum.** A majority of the Members shall constitute a quorum for the transaction of business at any meeting of the HAC; but if less than a majority of the Members are present at a meeting, a majority of the Members present may adjourn the meeting or may continue the meeting but no vote or advisory vote shall be taken.

**Section 3.7. Manner of Acting.**

- a. **Consensus.** To the fullest extent possible, decisions shall be made by consensus.
- b. **Majority Vote.** In the event a consensus cannot be reached, at the direction of the Chair, the act of a majority of the Members at a

meeting at which a quorum is present shall be the act of the HAC, unless the act of a greater number is required by law or by these By-Laws. Formal votes may be taken as determined by the Chair or requested by any Member. Roll call or secret ballot may be used upon determination by a majority at any meeting.

- c. **Rules of Order.** To the extent not provided in these Bylaws, the provisions of the current edition of *Roberts' Rules of Order* shall govern proceedings at each meeting of the HAC.

**Section 3.8. Voting Rights.** At any meeting, each Member shall be entitled to one vote on each matter submitted to a vote of the Members. A Member entitled to vote may vote by proxy executed in writing by the Member to another Member. A proxy shall only be valid for a one meeting and may be revoked by attendance at such meeting by the grantor or by a written revocation provided by the grantor to the Chair.

**Section 3.9. Principal Decisions.** The Principal shall be a non-voting member of the HAC. However, the Principal shall have the right to veto a decision of the HAC if said decision:

- violates federal or state law;
- violates LPS policy; or
- has a significant negative impact on Heritage High School policy.

#### **ARTICLE IV OFFICERS**

**Section 4.1. Officers.** The officers of the HAC shall be a Chair, a Vice Chair, Chair-Elect, if so desired by the committee, a Secretary, and such other officers as may be elected in accordance with the provisions of this Article. The HAC, or the Chair, may, as shall be deemed desirable, establish such other officers to have the authority and perform the duties prescribed. Any two or more offices may be held by the same person, except the offices of Chair and Secretary.

**Section 4.2. Election and Term of Office.** The officers of the HAC shall be elected annually by the HAC at the last regular monthly meeting of the preceding school year. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is feasible. Each officer shall be elected and shall be a qualified Member.

**Section 4.3. Chair.** The Chair shall be the chief executive officer of the HAC and shall in general supervise and control all of the business and affairs of the HAC. The Chair, in coordination with the Principal shall be responsible for the preparation of the agenda for, and shall preside at, all meetings of HAC, and may sign documents or other instruments which the HAC has authorized. In general, the Chair shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Members from time to time.

**Section 4.5. Secretary.** The Secretary shall keep the minutes of the meetings of the HAC, which minutes shall be retained in a book provided for that purpose, and shall see that all notices are duly given in accordance with the provisions of these By-Laws as required by law, keep a register of the address of each Member which shall be furnished to the Secretary by such Member, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chair or by the HAC.

**Section 4.6. Vacancies.** A vacancy occurring in any office shall be filled by the vote of the remaining Members for the unexpired portion of the term of office.

**Section 4.4. Vice Chair; Chair-Elect.** In the absence of the Chair, the Vice Chair, or if there be none elected or in attendance, the Chair-Elect shall perform all of the duties of the Chair and, when so acting, will have all the powers of the Chair. In addition, unless otherwise decided by the HAC, the Chair-Elect shall become the Chair for the following school year.

## **ARTICLE V**

### ***SUBCOMMITTEES; DAC REPRESENTATIVE***

**Section 5.1. Subcommittees.** The Chair may designate and appoint one or more standing and/or Ad Hoc HAC subcommittees, each of which shall consist of two or more Members, and such other school community participants as are appointed by the Chair. Membership, term, and duties or scope of authority shall be also so designated. The Chair and Principal shall be ex officio members of each subcommittee. All acts of the Subcommittee must be ratified or adopted by the HAC to become an act of the HAC.

**Section 5.2 School Improvement Plan Subcommittee.** A School Improvement Plan Subcommittee shall be appointed by the Chair on an annual basis. The Subcommittee shall be responsible, together with the Principal and the School Staff, in development, implementation and evaluation of the Heritage High School Improvement Plan.

**Section 5.3. DAC Representative.** The HAC shall elect a DAC representative on an annual basis. The DAC representative shall be responsible for attending all DAC meetings throughout the school year. The representative shall keep the HAC apprised of all DAC activities and shall communicate matters of importance of HAC to the DAC as it appropriate.

**ARTICLE VI**  
***BOOKS AND RECORDS***

The HAC shall keep correct and complete books and records, including minutes of the proceedings of its meetings, and further including a record giving the names and addresses of the members entitled to vote. The books and records shall be retained at the school and the Principal shall be custodian thereof. All books and records of the HAC may be inspected by anyone at any reasonable time.

**ARTICLE VII**  
***AMENDMENTS TO BY-LAWS***

The By-Laws of HAC shall be initially adopted and thereafter altered, amended or repealed by a two-thirds (2/3) majority of the HAC present at any regular meeting, or at any special meeting, if at least five (5) days written notice is given to the school community of its intention to adopt, alter, amend or repeal such By-Laws at such meeting.

Dated: **9/18/2018**

Heritage Accountability Chair Signature\_\_\_\_\_