

PEAK TO PEAK CHARTER SCHOOL
Accountability Committee (AC)
Process Document

- 1) Purpose of the Committee: The purpose of the school's Accountability Committee (AC or Committee) is to gather and analyze data to assess the school's progress toward its mission and vision and to provide results of that analysis to the Peak to Peak Board of Directors, the administration, and the rest of the Peak to Peak community. See also, C.R.S. § 22-11-401, *et seq.*
 - a) Overview - The Committee is open to all and comprised of parents, community members, teachers, staff, and principals, or other members of the administration, with community involvement to be encouraged as per statute. The Committee meets once per month, from September through May. The Committee reviews the budget and makes recommendations for spending priorities. The Committee administers the annual Family Survey in the first quarter of the calendar year and presents the results at or before the school's annual meeting each year. Two AC members are appointed to the Election Committee, the Committee Chair or its designee, and another member. The Committee reviews proposed bylaws changes and makes recommendations to the Board of Directors. Committee members attend board meetings, participate in the District Special Education Advisory Council, District Accountability Committee, and District Parent Council. Members also participate in other committees, such as Finance and Budget Committee, Curriculum Committee, and other ad hoc committees, as appropriate. Officers of the Committee are elected at the May meeting each year and serve from June 1st through May 31st.
 - b) History - Peak to Peak Charter School established the AC to comply with state law and as a best practice for collecting data regarding school performance. The AC is required by statute – C.R.S. § 22-11-401, *et seq.* The current law was adopted in 2009 and designates the AC as an advisory body, providing the board of directors with recommendations based on data collection as outlined in Section 1.a. above. Legislative guidance regarding charter schools solidified and clarified the expectation that charter school governing boards maintain the ultimate responsibility for the academic performance of the school, and as such, should maintain involvement in the accountability process.
 - c) Primary Functions:
 - i) To gather and analyze data to assess the school's progress toward its mission and vision and to provide results of that analysis to the Peak to Peak Board of Directors, the administration, and the rest of the Peak to Peak community. See also, C.R.S. § 22-11-401, *et seq.*
 - ii) To operate the Committee in a manner consistent with applicable Colorado statutes, Colorado Department of Education regulations, and policies of the Peak to Peak Board of Directors.

- iii) To provide input to the administration and/or the Board of Directors to assist in establishing goals and improvement plans based on the needs of the school and consistent with the mission and goals of the school and the strategic plan.
- iv) To provide input to the administration and/or the Board of Directors for the assessment of the educational program, student achievement, and staff, parent and student satisfaction.
- v) To monitor the progress made toward meeting improvement goals and strategic plan objectives.
- vi) To review the annual school budget in terms of alignment with the strategic plan and make recommendations to the Board of Directors regarding the same.

2) Glossary of terms and acronyms used by this Committee:

AC – Accountability Committee
 DAC – District Accountability Committee
 DPC – District Parent Council
 EC – Election Committee
 FBC – Finance and Budget Committee
 KPI – Key Performance Indicators
 SEAC – Special Education Advisory Council
 UIP – Unified Improvement Plan

3) Main activities of the Committee, and processes used to complete these activities; in addition to the items listed in paragraph 1.c above, are as follows:

- a) Solicits input from parents, staff, and students as appropriate for assessment and evaluation;
- b) Conducts the Annual Family Survey;
- c) Submits an annual report to the Board of Directors, and makes it available to the Peak to Peak community;
- d) Provides the Chair or its designee and another Committee representative to serve on the Election Committee;
- e) Sends a Committee member to each regularly scheduled meeting of the Board of Directors;
- f) Provides representatives to serve on the following District Accountability Committee (DAC), the District Parent Council (DPC), the District Special Education Advisory Council (SEAC), and the school’s Election Committee (EC), Curriculum Committees, and Finance and Budget Committee (FBC);
- g) Reviews the proposed annual budget with the purpose of providing recommendations about spending priorities to the Board of Directors to align with strategic objectives.

- h) Reviews any priority improvement or turnaround plan should such a plan be required and submit recommendations to the Board of Directors concerning the contents of the priority improvement or turnaround plan.

4) Membership

- a) Voting Members – Per C.R.S. §22-11-401, and accounting for Peak to Peak having three schools (levels), the Committee shall have the following membership composition (Where the statute refers to "of the school," that member shall be PER LEVEL at Peak to Peak to account for the three separate schools). A person joining the Committee becomes a voting member when he/she has attended three consecutive meetings and commits to remaining a member for the rest of the school year. Officers are elected by the voting membership at the last meeting of the school year, typically in May. The committee chair shall record the names of voting members on the table found in Appendix A of this document and will make this list available to the Board of Directors.
 - i) The Executive Director of Education, as the designee of the principals;
 - ii) Three teachers - one from each school level;
 - iii) No fewer than FIVE (5) total, but no more than THREE (3) parents from each school level with a maximum of NINE (9), with the objective of having a cross-section of gender, ethnic and special populations represented; See CRS 22-11-401, et. seq.
 - iv) At least one person who is involved in the external P2P community; and
 - v) One current voting member of the P2P Board of Directors.
- b) Non-Voting Members: The Committee is open to all members of the Peak to Peak community, and we encourage all who wish to participate to attend the Committee's meetings. The Committee also encourages participation from members of the Counseling Department and current high school student(s) as non-voting members. The high school student(s) will serve as a liaison between the Committee and the student body.
- c) Procedures for Identifying New Members – Committee vacancies will be filled by notifying the community, the principals, and the Board of Directors, to actively solicit new volunteers to ensure compliance with state statute.

5) Meetings

- a) The community will be notified of scheduled meetings, and the agenda will be posted one week before each meeting. All meetings of the Committee are open to the Peak to Peak community members.
- b) Members will be notified of any special meetings or schedule changes.

- c) Regular meetings of the Committee will be held September through May for a minimum of eight meetings.
- d) The meeting dates and times will be consistent and established by the Committee and added to the school calendar for the coming school year.
- e) A quorum will consist of a majority of the voting members present or a minimum of SIX (6). No vote of the Committee will occur when a quorum is not present.

6) Officers and Duties

- a) The officers of the Committee will consist of: Chair, Vice-Chair, and Secretary.
- b) The Chair and Vice-Chair shall be parents/guardians who are not regular employees of the school. The Secretary may be either a parent and/or a regular employee of the school.

c) The term of office will be June 1st through May 31st.

d) Duties of Officers

- i) Chair: The Chair's duties will include, but are not limited to:
 - presiding at all meetings; and, preparing and distributing an agenda one week prior to all scheduled meetings
 - submitting attendance and minutes to the membership for approval one week prior to the next scheduled meeting, which can be done by email, and
 - posting approved minutes on the Peak to Peak website.
- ii) Vice-Chair: The Vice-Chair's duties will include, but are not limited to:
 - assisting the Chairperson; and,
 - performing the Chairperson's duties in his/her absence.
- iii) Secretary: The Secretary's duties will include, but are not limited to:
 - maintaining records and keeping minutes of all meetings

7) Change history for process document:

Rules of Operation, undated

2014-15 Accountability Committee Process Document, January, 2015

2020 Accountability Committee Process Document, November, 2020,

This process document will be reviewed each school year at the first meeting to ensure compliance with current state law, as well as any other necessary updating.

Voting Seat	Statute or P2P Process	Member Name	Committee Assignment (indicate primary/backup if needed)
Chair	C.R.S. § 22-11-401		
Vice-Chair	P2P		
Secretary	P2P		
*ES Parent #1	C.R.S. § 22-11-401		
ES Parent #2	C.R.S. § 22-11-401		
ES Parent #3	C.R.S. § 22-11-401/P2P		
MS Parent #1	C.R.S. § 22-11-401		
MS Parent #2	C.R.S. § 22-11-401		
MS Parent #3	C.R.S. § 22-11-401/P2P		
HS Parent #1	C.R.S. § 22-11-401		

HS Parent #2	C.R.S. § 22-11-401		
HS Parent #3	C.R.S. § 22-11-401/P2P		
Executive Director of Education	Per C.R.S. § 22-11-401, Designee of the principals		
ES Teacher	C.R.S. § 22-11-401		
MS Teacher	C.R.S. § 22-11-401		
HS Teacher	C.R.S. § 22-11-401		
Current Board Member (back-up may be designated)	C.R.S. § 22-11-401		
Student Council Representative			
External Community Member			

APPENDIX A – Voting Membership Chart

*NOTE – C.R.S. § 22-11-401 requires that parents on the committee must outnumber the group with the next largest representation by one. Each level must have at least one parent from that level and may have up to three, if available.