

## **Highland Elementary School Accountability Advisory Committee** (By-Laws)

### **ARTICLE I: Committee membership**

1. It will be a goal of the committee to reflect within its population the racial/ethnic balance of our community.
2. This committee is committed to the Educational Management/Accountability Team concept and subscribes to practices set forth in the accompanying policy. The committee will attempt to maintain a membership similar, proportionately, to that of the EM/A Team. Voting members are:
  - One member of the Board of Education
  - One patron
  - Two teachers
  - Principal
  - Three parents
  - Three members at large
  - Other members as deemed appropriate on a year-to-year basis
3. Committee membership may be by request or by appointment by the principal school principal.

### **ARTICLE II: Terms of office**

Every member of the committee will serve for a two-year term with one-half of the terms ending each year. Members may be reappointed for an additional two-year term.

### **ARTICLE 111: Officers**

The officers will be a chairman/co-chairmen elected by the committee.

### **ARTICLE IV: Committee operations**

1. Study topics for the committee may derive from the principal, EM/A Team or from any member of the committee.
2. An agenda for each meeting will be developed collaboratively by members of the committee. Provisions always will be made for additional agenda items. Such items will be added to the bottom of the agenda.
3. All meetings will be conducted in a timely fashion and in accordance with parliamentary procedures. No meeting will run in excess of one and one-half hours without consent of the membership.
4. The committee will meet at least four times each school year. Meetings will be held on the third Wednesday of September, November, January, March and May

5. The committee will review the building goals set by the Highland Elementary School staff, make recommendations and return them to the staff for action. The committee may suggest district goals to the superintendent. The committee also will submit recommendations for spending dollars allocated to the elementary school.
6. The school action plan including the previous year's building goals, exit report and the coming year's building goals will be submitted in accordance with state law and regulations.
7. Public notice of all building level accountability meetings will be given at least 24 hours in advance of the meeting, and each meeting will be open to the public.
8. These by-laws will be reviewed and/or updated annually.

Current practice codified 1995

Approved: date of manual adoption