

Crown Pointe Academy of Westminster  
Building Accountability Advisory Committee  
BYLAWS

ARTICLE I

Name

The official name of this committee shall be the Crown Pointe Academy of Westminster, Building Accountability Advisory Committee, hereinafter referred to as BAAC.

ARTICLE II

Purpose

The objective and purpose of BAAC shall be to advise the Director and the Academy Board on establishing high, but achievable goals and objectives for the improvement of all phases of instructional operation of the school as well as review the school budget through collaborative decision making. In addition, BAAC will formulate and monitor annual school improvement goals in accordance with current state laws and charter contract authorizer, statutory requirements regarding school accountability and finance legislation.

ARTICLE III

Membership

- Section I. Membership: Membership shall consist of one or more person(s) from the following categories:
- a. School Director (permanent member)
  - b. School Assistant Director (optional)
  - c. Staff of school; two teachers (preferably one representative for elementary and one for middle school), and optional, a teacher-paraprofessional or teacher assistant
  - d. 3 Parents/guardians of students attending the school
  - e. Student attending school (optional)
  - f. Community member
  - g. Crown Pointe Academy Board member liaison
  - h. Adult member of an organization of parents, teachers and students recognized by the school
- Section II. Diversity: The school shall strive to balance BAAC membership consistent with ethnic/racial and gender makeup of the community it serves.
- Section III. Term: Membership term shall be a minimum of two years and members are encouraged to attend at least one Academy Board monthly meeting during their two-year term.
- Section IV. Attendance: Members failing to attend three consecutive meetings within a school year will be contacted by the Chairperson or Vice-Chairperson to verify their continued interest. After missing five meetings, a member will lose voting privileges for the remainder of that school year. If unable to attend a meeting,

members must inform the Chairperson or Vice-Chairperson of their absence prior to the call of order. BAAC membership shall be reviewed at the last meeting of the school year and should any members resign, appropriate recruitment procedures will be undertaken at the beginning of each school year.

Section V. Voting: Voting privileges shall be limited to members only.

## ARTICLE IV

### Officers

Section I. Officers: BAAC shall consist of the following elected positions:

- Chairperson (held by a parent or community member)
- Vice-Chairperson (held by the Director or Assistant Director),
- Chair-Elect, and
- Secretary

Section II. Membership of Officers: All officers are defined as members by definition.

Section III. Duties:

- a) Chairperson - to preside over BAAC meetings, along with the Director (Vice-Chair), prepare the agenda, make appointments to committees, be responsible for reports made to the Academy Board, disseminate operational procedures and other pertinent information to members and to be a member of the nominating committee. The Chairperson, will monitor and provide updates relevant to school accountability and finance legislation to the BAAC committee.
- b) Vice-Chairperson – to insure the committee meets the minimum state requirements for school accountability committees and additional charges assigned by the Academy Board, provide a monthly director’s report and other pertinent information to the committee. Preside over meeting if necessary.
- c) Chair-Elect - to be present at meetings in preparation for obtaining the Chairperson’s position in the following school year. To preside over any meeting that the Chairperson cannot attend. In the event the Chairperson resigns during her/his term of office, the Chair-Elect will assume the Chairperson’s responsibilities until a new Chairperson can be approved.
- d) Secretary- to record minutes, takes attendance at all meetings and will maintain the BAAC binder.

Section IV. Election of Officers: The officers shall be elected by the BAAC members. Annual voting will take place in September. That committee will hold seats until the September meeting of the following school year.

## ARTICLE V

### Meetings

Section I. Number of Meetings: BAAC will meet monthly with a minimum of eight meetings. Meeting dates for each school year will be established by September meeting.

Section II. Open Meetings: Meetings shall be open to the public.

- Section III. Minutes: Minutes shall be maintained and made available one week prior to the next meeting. Meeting minutes are available to the public upon request.
- Section IV. Special Meetings: The BAAC Chairperson and Vice-chairperson shall be empowered to call special meetings provided that each member is notified 48 hours prior to the scheduled meeting.

## ARTICLE VI

### Decision-Making Process

- Section I. Meeting Rules: In all BAAC meetings and committee meetings, the process of decision making will be one of collaboration and consensus. Roberts Rules of Order, Revised Edition, shall govern the action when a parliamentary issue arises.
- Section II. Quorum: A quorum necessary to conduct business at regular or special meetings will be a minimum of three members, two which are not school staff, administration or an Academy Board member.

## ARTICLE VII

### Agenda

- Section I. Preparation: The agenda for each meeting will be prepared by the Chairperson, Chair-elect and/or Vice-chairperson. The agenda will be reviewed with the Vice-chairperson prior to the meeting.
- Section II. Agenda Deadline: Proposed agenda items are to be submitted to the Chairperson or Vice-chairperson before the BAAC meeting.
- Section III. Public Posting of Agenda: The Chairperson or designee will post the agenda in a public venue twenty-four hours prior to the meeting.

## ARTICLE VIII

### Amendments

- Section I. Required Majority: Amendments to the bylaws requires a two-thirds vote by the membership of BAAC.
- Section II. Annual Review: Bylaws shall be reviewed annually and amended as necessary.

## ARTICLE IX

### BAAC Charge

BAAC will advise and assist in gathering data, review and prioritize data, submit

recommendations to the school's Director, receive reports from task force committee members and monitor the progress of each priority.

The committee will review and participate in:

1. Action planning
2. Performing and reporting the satisfaction surveys
3. Evaluating the educational program
4. Reporting to the public, parents, staff, and Academy Board
5. Monitoring the original Charter and the Charter School Renewal Agreement
6. Reviewing the school budget
7. Monitor school safety

Adopted January 20, 1998 by the Crown Pointe Academy BAAC and the Academy Council, amended November 18, 1999, amended September 19, 2001, amended February 20, 2003, amended November 20, 2003, reviewed and approved October 18, 2007, amended and approved 12/11/08, amended and approved 9/09, amended and approved September 30, 2010, amended and approved October 20, 2011. Amended and approved September 17, 2014. 2015: removal of DAAC liaison and removed D 50 and replaced charter contract authorizer.