

STATE ADVISORY COUNCIL FOR PARENT INVOLVEMENT IN EDUCATION (SACPIE)

OPERATING PROCEDURES

Table of Contents

Article I	Council Duties	1
Article II	Council Composition	3
Article III	Council Member, Officer, and Committee Responsibilities	4
Article IV	Council Meetings	6
Article V	Revisions to Operating Procedures	7
Appendix	History of SACPIE Operating Procedures	

Preface

These Operating Procedures have been revised based on the reauthorization of SACPIE and efforts to continuously improve our systems based on member feedback. When approved, they will be considered the final working version to guide the council's work and structural operations, beginning on February 11, 2025. If it is decided that revisions might be indicated after that time, the procedures in Article V of this document shall be followed.

**Article I
Council Duties**

- A. The following procedures shall govern and control all actions of the State Advisory Council for Parent Involvement in Education (SACPIE) and its committees, in alignment with all legislated requirements.
- B. SACPIE shall follow the legislative declaration and requirements specified in §§ 22–7–301 to –306, C.R.S. Council members shall consult these laws in fulfilling their responsibilities.
- C. According to these statutes, the advisory duties of SACPIE include the following:
 1. The council shall inform, at a minimum, the early childhood councils , public schools, school districts, the state charter school institute, the department, the state board, the department of higher education, the Colorado commission on higher education, and the governing boards for the state institutions of higher education concerning best practices and strategies, aligned with the national standards for family-school partnerships, for increasing parent involvement in public education and promoting family and school partnerships, including but not limited to best practices and strategies in the following areas:

- i. Creating and implementing programs to effectively involve parents in improving their children's education and levels of academic achievement. To identify these best practices and strategies, the council shall review the programs implemented in other states and the results of state and national research conducted in this area.
 - ii. Involving parents in programs to raise academic achievement, increase high school graduation rates, decrease student dropout rates, and close the achievement and growth gap.
 - iii. Involving parents in a multi-tiered system of supports in public schools and school districts.
 - iv. Involving parents in programs to raise academic achievement, improve the persistence rate, and improve the on-time graduation rate of students enrolled in institutions of higher education.
 - v. Increasing parent involvement in education-related committees at the local and state levels.
 - vi. Designing and implementing parent education programs and centers and parent leadership training programs.
 - vii. Creating and implementing family-to-school liaison positions.
 - viii. Advising educator preparation programs about best practices for including research-based family engagement strategies in coursework and program requirements.
 - ix. Providing feedback to state agencies and other organizations about publicly available tools and resources that assist families with navigating the education system.
2. The council shall recommend to the state board and to the Colorado commission on higher education plans for statewide parent involvement initiatives which may include, but need not be limited to:
 - i. Requiring each school district and the state charter school institute, as part of the accreditation process, to increase the level of parent involvement in education.
 - ii. Initiatives to increase admissions to institutions of higher education, the degree-completion rate, and to reduce the need for remediation.
3. The council shall assist the department in implementing the parent involvement grant program and shall provide advice to recipient schools to assist them in creating and implementing programs to ensure that the programs reflect the best practices pursuant to section 22-7-304.
4. The council shall provide training and other resources designed to help the school district accountability committees and school accountability committees increase the level of parent engagement with the public schools and with school districts, including increasing the number of parents serving on school district accountability committees and school accountability committees.
5. The council shall work with the department to provide regional training programs for school district accountability committees and school accountability committees. At a minimum, the training programs must address parent leadership and increasing parent engagement with school district accountability committees and school accountability committees, including best practices for parent engagement with school district accountability committees and school accountability committees.

6. The council shall work with the department to provide regional training programs for school districts and charter schools concerning best practices and skills for district and school personnel in working with parents.
7. The council, in consultation with the department of education and department of the department of higher education, shall identify key indicators of successful parent engagement in education and use the indicators to develop recommendations for methods by which the department of education and the department of higher education may measure and monitor the level of parent engagement with elementary and secondary public schools and with the institutions of higher education in Colorado.
8. On or before December 31, 2013, and on or before December 31, each year thereafter, the council shall report to the state board, the Colorado commission on higher education, and the education committees of the senate and the house of representatives, or any successor committees, the council's progress in promoting parent engagement in the state and in fulfilling the duties specified in this section.

Article II

Council Composition

- A. The members of SACPIE are chosen according to legislated requirements.
 1. The following members are appointed by the state board of education for three-year terms:
 - i. One person for each congressional district who is a parent of a child enrolled in a publicly funded preschool program, in any of grades kindergarten through twelve, or in a state-supported institution of higher education. Four of the members appointed must be members of a school accountability committee or a district accountability committee. In making the appointments, the state board shall consider the student populations that are significantly represented in the state.
 1. Parent representatives shall live in the congressional district that they represent but may have children attend schools in different congressional districts.
 2. The Colorado Department of Education Director of FSCP shall annually confirm with parents their active participation on a school accountability committee or a district accountability committee. Council members should notify the Department if there is any change in their eligibility for serving (e.g. moving out of the congressional district or children are no longer enrolled in preschool, K-12, or a state-supported institution of higher education or no longer serving on a DAC or SAC).
 - ii. A representative from each of two state-based non-profit organizations that specialize in promoting the involvement of parents of traditionally underserved populations.
 - iii. A representative from a nonprofit organization that specializes in promoting the involvement of parents of students with disabilities.
 - iv. A representative from a nonprofit organization that partners with funding providers, state agencies, and service providers to assist organizations in

- providing services to improve the health and well-being of families and children.
- v. A representative of a statewide organization of parents and teachers.
- vi. A representative of a statewide organization that represents school executives.
- vii. A representative of a statewide organization that represents members of school district boards of education.
- viii. A representative of a statewide organization that represents teachers.
- ix. A representative of a statewide organization that represents charter schools.
- x. A representative of a statewide organization that represents career and college guidance counselors.
- xi. A person with expertise in early childhood care and education.
- 2. One or more members from the Colorado Department of Education, appointed by the Commissioner of Education, with expertise in the following areas:
 - i. Strategies to close the achievement and growth gap
 - ii. The program for the education of migrant children described in article 23 of this title.
 - iii. The English language proficiency program described in article 24 of this title.
 - iv. Federal title I programs.
 - v. The education of exceptional children, as defined in section 22-20-103 (12).
 - vi. The family literacy education grant program created in section 22-2-124.
- 3. Two persons appointed by the executive director of the department of higher education.
- 4. A representative of the department of human services appointed by the executive director of said department.
- 5. A representative of the department of early childhood appointed by the executive director of the department of early childhood.
- B. A person may not be appointed to fill more than one of the member positions required in a single term. Each member of the council shall serve at the pleasure of the member's appointing authority. The appropriate appointing authority shall fill any vacancies arising during a member's term on the council.
- C. SACPIE members appointed by the state board of education shall serve 3-year terms. Members may apply for a second 3-year term if approved by the State Board of Education; members are limited to two consecutive 3-year terms.
- D. The SACPIE Executive Committee shall make member recommendations based upon an application process, interview, and review of applicants' qualifications. To the greatest extent possible, members will reflect the gender balance and ethnic and racial diversity of the state and will provide representation from throughout the state.

Article III

Council Members, Officers, and Committees

- A. Members
 - 1. Members shall attend either in person or via video conference 75 percent of the meetings (or 3 out of 4 meetings) during a twelve-month period and may not be absent for more than one meeting a year without just cause.
 - 2. Members shall confirm their attendance five days in advance.

3. Members may seek reimbursement for SACPIE-related travel within the guidelines developed by the Executive Committee.
4. Members shall liaise with their represented organization/constituents regarding SACPIE including such options as reciprocal presentations, training, and information sharing.
5. Members may participate on ad-hoc committees aligned with SACPIE's legislated duties and based on need in the field.
6. The SACPIE Chair may appoint non-voting advisory members who may participate in meetings, committees, and other activities.
7. Former SACPIE Chairs and Vice Chairs may serve as advisory members by mutual agreement of the individual and current Chair.
8. Non-voting staff from the Colorado Department of Education (CDE) may participate in meetings and other activities.
9. Members shall present information to educational stakeholders at conferences, meetings, public forums, and other relevant venues so as to enact legislated responsibilities as requested by the SACPIE Chair or Vice Chair and/or Colorado Department of Education Family Partnership Director.
10. Members shall serve on various task forces, committees, and/or advisory groups in the community, legislature, or education departments. Their representative role will include providing information to the specific group and also, reporting to SACPIE on the group's activities. When there is such a request, the Colorado Department of Education Director of Family, School, and Community Partnerships (FSCP), SACPIE Chair, and Vice Chair will review the information and make recommendations based on the requested responsibility area, time commitment, and geographic location.
11. Members shall consult with the Colorado Department of Education Director of FSCP before participating in any legislative activity or conferences, meetings, or similar activities.

B. Officers

1. The council shall select a Chair and Vice Chair annually. A CDE representative may serve in only one of these roles at any one time. Every effort will be made to have a parent representative serve in one of these roles each year.
 - i. The SACPIE Chair or their designee shall:
 1. Facilitate SACPIE meetings according to modified *Robert's Rule of Order* and these Operating Procedures.
 2. Plan and ensure timely distribution of agendas.
 3. Act as spokesperson and official representative for the Council, and/or designate other SACPIE members.
 4. Ensure accurate membership list, interested party committee members, and communication contacts.
 5. Ensure annual reporting to the State Board of Education, the Colorado Commission on Higher Education, and Joint Education Committees of the General Assembly.
 6. Work with the Colorado Department of Education Family Partnership Director in ensuring communication, record-keeping, reimbursement, training, education, and reporting responsibilities are completed.
 7. Participate on committees as needed and be an ex officio member of each.

- ii. The SACPIE Vice Chair shall:
 - 1. Team with the SACPIE Chair in fulfilling all duties.
 - 2. Assume full responsibility in the absence of the Chair.
- C. Committees
 - 1. Executive Committee
 - i. The Executive Committee of SACPIE is the designated body to develop council agendas, guide the working committees, review and recommend new members, review best practices for adherence to framework, review website contributions, and ensure implementation of these Operating Procedures.
 - ii. The Executive Committee shall meet as needed.
 - iii. The Executive Committee includes the following members:
 - 1. SACPIE Chair
 - 2. SACPIE Vice Chair
 - 3. Colorado Department of Education Director of FSCP
- D. Working Committees
 - 1. Working committees shall focus on enacting SACPIE's legislated responsibilities.
 - 2. SACPIE members shall present ideas for the formulation of a working committee to the Executive Committee at least two weeks prior to the quarterly SACPIE meeting. Upon Executive Committee approval, the SACPIE member shall present the proposed working committee to the full council at the quarterly meeting. If approved by a simple majority, the SACPIE member proposing the working committee becomes the chair of the committee.
 - 3. SACPIE members may serve on any working committee as their time allows.
 - 4. Each working committee shall formulate an annual action plan and quarterly progress reports, which are included in the yearly reporting process to the State Board of Education, Colorado Commission on Higher Education, and Joint Education Committees of the General Assembly.
 - 5. Each committee shall report on its work at the Council meetings.
 - 6. The committee chair shall be responsible for facilitating the action plans and submitting the reports to the Colorado Department of Education Family Partnership Director.
 - 7. The committee co-chairs shall copy the Colorado Department of Education Director of FSCP on communication.

Article IV

Council Meetings

- A. The SACPIE Chair shall call meetings as often as necessary to accomplish the duties, but no fewer than four regular meetings a year.
- B. Time and Date
 - 1. The four regular meetings shall be scheduled a year in advance and last for at least two hours, with optional extended time if needed.
 - 2. Regular meeting dates, time, and location shall be posted on the website.
- C. Agenda
 - 1. Council members shall receive the agenda at least seven days prior to the regular meeting date. The agenda will be posted on the website.

2. Every regular meeting is open for members of the public to observe.
 - i. Members of the public may submit written comments with the SACPIE Chair at the beginning of the meeting.
 - ii. It is the discretion of the council to determine whether to respond to written public comment.
 - iii. Members of the public may observe SACPIE meetings but not engage in conduct that disrupts the meeting such as snapping, clapping, bringing signs, etc.
- D. Open Meetings Law
 1. The council shall follow the Open Meetings Law for council meetings, in compliance with the provisions of Article 6, Part 4, of Title 24. Timely public notice will be provided for each meeting on the SACPIE website.
 2. If the SACPIE members use electronic mail to discuss public business among themselves, the electronic mail shall be subject to the requirements of the Open Meetings Law cited above.
- E. Record of Meeting
 1. The official record of each SACPIE meeting is through minutes available for review by the public through SACPIE. A draft will be sent to members after the meeting with final council approval during the subsequent meeting. After final approval, minutes will be distributed to members and posted on the website.
- F. Conduct of Meeting
 1. Rules for conducting meetings for the SACPIE shall be the modified rules of *Robert's Rules of Order*.
- G. Quorum
 1. A quorum for making decisions shall be a simple majority of the current members of the council who have made RSVP to attend the SACPIE meeting.
 2. Decisions shall be made by consensus or by simple majority in the event that a consensus cannot be reached.
- H. Content
 1. Each meeting may include a presentation and/or discussion to guide enactment of legislated responsibilities.

Article V

Revisions to Operating Procedures

- A. Revisions must be submitted in writing to the members at least seven (7) days prior to the scheduled council meeting.
- B. These operating procedures may be revised by majority vote of the members present at the regular council meeting.

The 2025 edition of the Operating Procedures was adopted by the State Advisory Council on Parent Advisory Council in Education (SACPIE) on February 11, 2025.

Appendix

The development of SACPIE Operating Procedures 2013 included the Executive Committee reviewing the following: the foundational legislation, current Operating Procedures (2011); Colorado Special Education Advisory Committee (CSEAC) By-Laws; Family Partnership Director

posted job description; and member feedback from surveys in February and May 2013. One goal is to link and honor the legislation (and subsequent changes to the legislation and reauthorization), including the partnership with the Colorado Department of Education (CDE) and the new Family Partnership Director. The second goal is to provide a structure for sustainable, workable and effective fulfilling of SACPIE's responsibilities.

2013

Because of the recent additional legislated responsibilities, it is the Executive Committee's recommendation to pilot a council-approved version of these procedures during the 2013-2014 year, with a formal review taking place before procedures are finalized. If approved by the council on August 20, 2013, these pilot procedures would commence immediately, with a Chair and Vice Chair selected at the November 19, 2013 council meeting. They would then be formally reviewed for final approval at the November 2014 planning retreat. This time frame would allow for timely compliance with the legislated December reporting requirement.

2015

These Operating Procedures have been revised based on the 2013-2014 pilot year experiences and formally reviewed by the Executive Committee. When approved, they will be considered the final working version to guide the council's work and structural operations, beginning on January 1, 2015. If it is decided that revisions might be indicated after that time, the procedures in Article V of this document shall be followed.

2020

These Operating Procedures have been revised based on the reauthorization of SACPIE and new committee structures. When approved, they will be considered the final working version to guide the council's work and structural operations, beginning on March 1, 2020. If it is decided that revisions might be indicated after that time, the procedures in Article V of this document shall be followed.