

**DAC / District Accountability Committee
Meeting Minutes**

Date: September 9, 2015
Wilcox Building, Board of Education Room
6:30 PM – 8:45 PM

Call to Order and Roll Call:

Barb Cousins – Acting Chair and Voting Parent
Sandra Brownrigg - Recorder & Voting Parent
Brian Wetterling - Voting Parent
Mark Harrell - Voting Principal
Michael Holmes - Voting Parent
Kim Kibort, Voting Parent
Jean Medberry - Voting Parent
Amy Pfister, Voting Parent
Judi Reynolds - Non-Voting BoE Liaison
Steven Cook - Non-Voting Staff Liaison
Kathy Brown, Non-Voting Staff Liaison

General Meeting:

- 1) Roll call by recorder and confirmation of quorum. The August 2015 meeting minutes were approved with no changes. They will be posted onto the DCSD DAC website page by Dorinda.
- 2) **DAC Committee Business**
 - a) Acting Chair Barb Cousins read former Chair Chris Cingrani’s resignation letter.
 - b) Board of Education member Judi Reynolds provided an update an assessment following a recent meeting with Matt Reynolds.
 - i) She stated that the timeline for school UIPs (Unified Improvement Plans) would remain the same as last year. They will be done in January.
 - ii) The state is expected to provide some guidance as to what will be used as a basis next month.
 - iii) PARCC was eliminated in the 11th grade so neither juniors nor seniors will be taking the test.
 - iv) Each school assessment coordinator and website has the information on what tests are used at each school.
 - v) The paper and pencil option was passed by the legislature. No one is yet sure what a test that was designed to be taken on a computer will look like on paper, but they are working on it.
 - c) **Subcommittee Reports**
 - i) Barb Cousins mentioned we needed to name liaisons for each standing

- subcommittee. DAC members agreed to have two liaisons for each committee. Those liaisons are
- (1) Fiscal Oversight Committee; Sandra Brownrigg and Jean Medberry
 - (2) Long Range Planning Committee: Amy Pfister and Kim Kibort
 - (3) Charter Application Review Team (CART): Jean Medberry and Barb Cousins will continue to serve.
- ii) UIP/System performance update
 - (1) This committee is in need of liaisons as well, but does not meet monthly as do the others.
 - d) FOC: liaison opening: Sandra and Jean
 - e) LRPC: liaison opening: Amy and Kim
- 3) DAC Chair Update
- a) DAC openings
 - i) Cousins mentioned we have several open positions for voting members: the elementary teacher; secondary teacher; community member; and two voting parents.
 - o *Question:* What is the criteria for a community member? No children in a Douglas County school?
 - o *Answer:* Someone who does not have a connection to the District – no children, not an employee.
 - o *Question:* Three members' tenure are up: are those positions opening?
 - o *Answer:* No. Each has chosen to serve an additional term, as permitted in the bylaws.
 - o *Question:* When is the deadline?
 - o *Answer:* Sept 15
 - o *Question:* Who participates in the interviews?
 - o *Answer:* DAC members
 - o *Question:* How long are the terms:
 - o *Answer:* A full term is three years.
 - b) Term changes
 - i) Brian Wetterling moved to move the term end date from Oct 1 to June 1, starting June 1, 2016. Kim Kibort seconded. Motion passed. Unanimously.
 - ii) Jean moved we permanently table the code of conduct. Brian seconded. Motion passes unanimously.
 - c) Interview committee:
 - i) Four DAC members volunteer to serve on the interview committee: Amy Pfister, Kim Kibort, Jean Medberry and Sandra Brownrigg.
- 4) **Parent Liaison Update**
- a) Katherine Brown, School/Community Partnership Coordinator presented an overview of the parent liaison role vis-à-vis DAC vis-à-vis SAC.
 - i) Overview of Parent University
 - o Parent Liaison: resource for parents when they experience issues with specific schools.
 - o Brown is committed to encouraging parental involvement. As a parent herself, she knows how important it is to have parents' voices heard.

- In the overview of the composition of the SACs and DACs, Brown noted that our DAC membership exceeds state standards because we do want all those voices heard.
- She has a Parent Advisory Committee that meets to discuss ideas for Parent U. She also solicits for ideas on social media.
- Parent U offers a wide variety of classes on all sorts of classes, including partnering with Sky Ridge for health classes such as body image, managing food allergies, etc.
- One of the struggles she has with Parent U is inconsistent promotion. She's been told "the middle school put out flyers but the elementary school did not." Brown asks DAC liaisons for help to get the word out about this tool for parents, for students, for schools, for the community.
- Brown discusses the laminated poster that she has provided to all the schools to help get the word out about meetings, classes etc. They are particularly useful at the elementary level so parents find out how to get involved.
- Her contact info is here: <https://www.dcsdk12.org/parent-liaison>.
- Upcoming Parent U topics: applying for college; financial planning for college; "restorative practices" to provide continuity between what the schools provide and what parents can do at home; and Internet safety, "which is extraordinarily important." Other topics include organizational and study skills – processes for studying, processes for writing.
- Her Facebook page has links to the blog and more information. The next topic will be "opting out" of standardized tests.

ii) Comments and Questions

- *Question:* As far as the poster with the alliances with Sky Ridge, is that the responsibility of the DAC liaison or the principal? Not sure how they are supposed to get there and get posted.
- *Answer:* she sent them inter-office mail. They may be sitting in the office.
- *Question.* If we cannot find them, can we contact you to get copies
- *Answer:* Yes.
- *Question:* There seems to be a discontinuity between all the schools about the marketing of these activities. We really need support from top down to promote these activities and make this information. What can you [District] guys do to assist in that matter?
- *Answer [from Ted Knight]:* We can continue to communicate out expectations. There's a balance between micromanaging the SAC and saying here's what we consider best practices. Each principal is responsible for making sure they have a healthy SAC representation in their school. If they are not meeting the minimum, we need to step in. They may not even know what those are.
- *Comment, Mark Harrell, DAC voting principal:* it became much easier to run a SAC when the chairperson took over the running of the SAC and I was able to function as an information provider.
- *Comment, Kathy Brown:* Chris and I have gone back and forth, both on the same side, to get a list of SAC chairs so we can send out updates. We truly

- want to be able to communicate with the SAC chairs about vitally important topics like suicide awareness.
- *Comment, Barb Cousins:* it's a reactive approach. I bugged my school a lot to get some basic info but I don't feel it is my job.
 - Other comments included:
 - There are so many new principals so they may not yet be aware.
 - A few years ago we had a new principal and we had a really strong SAC. The principal kept "blowing us off." We finally said we are having a meeting and we hope you will show up.
 - As a DAC member, I went to meetings in a specific feeder. I was told at one SAC meeting that it was a closed meeting.
 - Perhaps this is a topic for the forum, SAC 101 and SAC 102.
 - *Comment, Kathy Brown:* I've sent these to everyone and have no idea who has received the info and if it's out there.
 - *Response from audience member:* We've gotten nothing. And these are vitally important.
 - *Comment, Kathy Brown:* these sessions are quite useful. Community members have put a lot of time into it.
 - *Comment, audience member:* provide Kathy with access to the sign in emails for DAC.
 - *Kathy Brown:* Remember, I am not just for Parent U. If there is a parent who is kind of stuck and needs help navigating through who to contact at the District, I am here to help.
 - *Comment, audience member:* We should be able to go on the website, search a *Comment, Kathy Brown:* That's kind of where I am trying to go. Communication liaison? Me? I'm a walking billboard. How do we engage the parents and get through that.
 - *Question, Brian Wetterling:* are you sending direct communication to the parents? We get communication directly from DCSD, like Newslite.
 - *Answer:* Kathy says yes, but there's still not a lot of awareness. May not be reading the articles, clicking on the links.
 - *Comment, Brian Wetterling:* This is a marketing issue. In every email, there could be a reminder. Have an opt in. A sub email list – for example, "College classes tomorrow night" targeted to juniors' and seniors' families.
 - *Comment, audience member:* I did not receive any email from the DAC. It took three months to get my login and then there was no communication from the DAC, except perhaps from my DAC liaison. There is a communication breakdown between the DAC and the SACs. Maybe during the summer we have an introductory session.
 - *Comment, audience member:* The principals or the SAC chairs need to push the info out.
 - *Question, Brian Wetterling:* Who currently sends this out?
 - *Answer, Ted Knight:* We send out a blast to every principal every Friday. That is the best way to get to the principals. They are held accountable for that information.
 - (a) *Comment, Mark Harrell:* The one tool that is my source of info is the

- “principal notes,” the blast that the District sends out.
- (b) *Comment, Barb Cousins:* We are looking for an equitable distribution of information and we need support from District leadership to get there. How can we do that?
 - (c) *Answer, Steve Cook:* it depends on your marketing. If you feel the principal is the problem, the principal notes are the mechanism. If it’s another group, maybe it’s another channel.
 - (d) *Motion by Jean Medberry:* “We request that the SAC chairs should be able to communicate with Steve Cook and Ted Knight to be able to have items put into the principal notes. Brian Wetterling seconds. Motion passes unanimously.
 - (e) *Question, audience member:* Was Parent U information distributed at back to school night?
 - (f) *Answer:* The Powerpoint presentation went into the principal notes. Other than that, I don’t know.
 - (g) *Comment, audience member:* “I completely agree with the suggestion to do a sub-list. Respectfully, I had completely dismissed Parent U as propoganda until I heard you speak last month. Anything you can do to separate Parent U from the District will help people find it credible. You’ve done an amazing amount of work. I am so jaded. SAC and DAC what’s that? I tell them the name. Fun name learn more about your school. When I started learning about this, I thought, “What the heck do I need from you telling me how to be a parent?”
 - (h) *Comment, Kathy Brown:* “I want to take this second to tell you I felt that. When I post something on Facebook and I am told ‘Mind your own business,’ it is so frustrating. That immediate judgment is what is so frustrating.”
 - (i) *Comment, Brian Wetterling:* It is ridiculous to suggest we separate Parent U from the District. Parent U is a District program. The District does some excellent work. Why do we need to make it seem like it is from some other source? Because this is a good program? That does not make sense.

5) **DAC Planning for Upcoming Meetings**

- a) Potential topics for DAC meetings
 - i) CITE: Currently, we deal with CITE once a year. We need to talk about that much more frequently so we can make recommendations around CITE.
 - ii) Transportation: fees wrap up under budgetary responsibility.
 - iii) Safety: we are required to have an update on this topic every year.
 - iv) Acronym list: acronyms make it difficult for parents new to the District to understand.
 - v) Gifted and talented
 - vi) UIP in December -
 - (1) Ian will chair those meetings.
 - (2) The DAC would like to be notified about the next meetings.
 - vii) Barb Cousins suggests the DAC schedule a Board of Education candidate debate. If the DAC does so, it needs to be set up quickly.
 - (1) *Comment, Sandra Brownrigg:* we have areas we are required to address by

statute. Those include recommending budget priorities to the Board; reviewing the District UIP; providing feedback on CITE and LEAD; and increasing parental involvement. Maybe we can decide whether topics fall into these area. We advise the Board. We are not tasked to decide who is on it. So I don't think we should host a debate.

- viii) After discussion, the DAC decides not to host a candidate forum/debate.
- ix) *Barb Cousins, DAC Chair:* in previous years, we have had an annual calendar. That way, we know which topics need to be addressed ahead of time. For example, we are required by statute to review safety each year. We are required to provide feedback on assessments. We can schedule a presentation on the Gifted and Talented program, which is something I'm involved with. We plan it all ahead of time.
- x) *Comment, Sandra Brownrigg:* In addition, I think we should set goals that we follow throughout the year, then do a final review in May to see how we did. For example, if we set a goal to clarify the feedback loop for budget recommendations and assessments, and if we have a clear process we can communicate with all involved – District, Board and community, we'd have had a good year.
- b) Fall forum topic options
 - i) Acronyms – private language please spell that out
 - (1) Infrastructure
 - (2) SBB
 - (3) One “best practice” for SACs instead of a lot of “best practices”
 - (a) Foundational
 - (b) Recommended
 - (4) Highest functioning
 - ii) What does the DAC need from the SACs and when?
 - iii) Forum suggestion: breakout by feeder.
 - iv) CITE and LEAD
 - v) Panel discussion
- c) *Comment, audience member:* Real good discussion on the process. This was a great meeting!

The meeting was adjourned at approximately 8:45 pm.

Sandra Brownrigg Recorder.

Handouts at meeting:

- ✓ Agenda

10/4/15