

Meeting location: School District Administration Building, 620 Wilcox St., Castle Rock, Co;
Board room (third floor)

Meeting date:

Meeting Time: 6:30-8:30pm

- I. **Call to order:** Chris Pratt called the meeting to order at 6:32 pm
- II. **Roll call:** Chris conducted a roll call and confirmed the establishment of a quorum. The following members were present: Melody Fields, Marco Fields, Chris Pratt, Melissa Bergfalk, Andy Jones, Matt Rogers, Chester Shaw, Mark Harrell, Kevin Leung, Steve Cook, Wendy Vogel
- III. **Approval of minutes:** Melissa Bergfalk motioned to accept, Melody Fields 2nd, passed for September 27, 2017 and November 16, 2017.
- IV. **Chair Report-** Marco Field- We are being asked to fill out the mission and vision worksheet. We are also looking to set a date to do a meet and greet with the Board of Education. Wendy Vogel- they are going to have a retreat on the December 30th and they would like us to come to them. Our goal is to try to do a training based on the information from the state to inform the board of what the DAC does. Our meeting in January is the 9th. Do we need special meetings in January/ February? January 30th seems to be a date that works to do a working session. Matt will be available.
- V. **Reports:**
 - a. **Board of Education-** Kevin Leung- the board has chosen to do a national search for a new permanent superintendent. Starting last night the board began using self evaluations after each meeting. Meet again on Tuesday the 12.
 - b. **BOE Subcommittee-** FOC has a new chairperson and they are working collaboratively with the budget committee. Main goal was multiple phone calls with other districts and how they were successful with passing bonds. They are focused on moving forward and identifying the grassroots movements so we can start being collaborative. Interim Superintendent has identified a campaign manager who is ready to get working.
 - c. **Events-** February 13-DAC Forum at Mesa Middle School
 - d. **FOC-** John Groom (current chair)- they are working on the presentation to the board on the financial audit of the district. They have formed a subcommittee that is working on a presentation to the board for funding (bonds/ mills). We have bonds that will retire next year, which means that we could pass a bond with no raise in taxes. Facing 2018-2019 we have a huge deficit. Meetings are the 2nd Thursday of each month.
 - e. **UIP-** There is a UIP Committee Guide for us to go over before the working session on January 30. There is a SAC UIP Questionnaire that we would like done as quickly as possible. Our goal is to actively seek feedback to stay compliant in our duties to consult SACS about improvement. Matt recommends that we take out #6 on the questionnaire. We have consensus to move forward with the Questionnaire on UIP!
 - f. **LRPC-** This is tomorrow so no updates tonight.

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VI. **CITE Update-** Performance Evaluation Council Proposal (1338) with Erica Mason. We had asked for an evaluation council to take the duties of the performance evaluation from the DAC and they have created some By-Laws. The By-Laws draft was given to each of us. Melody is concerned that there is SPED representation and suggested new language to help with this. The CITE focus group was developed about 3 years ago. DAC has been serving as the Performance Evaluation Council, but we are not feeling equipped to fulfill this role. Erica's work is only CITE 1-5. Cite 6 and Lead are still help by DAC. Melody would like to change that we change language that says they will collaborate with DAC and nor report to DAC. Also, a suggestion to also clarify that district employees are actually teachers.

Kevin Leung questioned what authority DAC has to delegate its duties to the other group and to approve another group's by-law since CITE focus group is not a subcommittee of DAC. According to state law **22-9-107 (2016) (1)**, the members of the Performance Evaluation Council are appointed by the local school board. DCSD BoE has designated the DAC to take over that responsibility and has never asked DAC to revisit this decision. In addition, GP 1.6 Board Committee Principles 1.6.1 stated that "A committee is a Board committee only if its existence and charge come from the Board." Kevin voiced his objection over this agenda item and has asked the CITE Focus group to clarify whether it wants to become a board committee.

VII. **Update UIP Subcommittee Data Review with Matt Reynolds-** CITE 6 info is already on the calendar for January's DAC meeting. Data is multi-layered because we need a framework which comes from student data. CMAS is the large umbrella that most of the tests fall under. Science and SS are Colorado developed and PARCC developed is Language Arts and Math. LA and Math have 5 levels of performance and Science and SS have 4 levels. We compare to the state scores because it is how the cut offs are developed and the framework is also developed. Overall, the higher the grade, the lower the participation. 7th and 8th grade math are leveled so if a student is in Algebra in 7th grade, they take the Algebra test, not the 7th grade test. We have been transitioning from ACT to SAT, so this year we are providing 9th and 10th grades with PSAT. Parents can excuse participation from PSAT and SAT, but we do not see large numbers of opt-outs. Marco is questioning whether a large group or subcommittee would be the most effective. Matt wants to try the January working session as a whole to see how it will work.

VIII. **Budget Priorities Presentation-** Melody and Marco- we created a new timeline so that we can align better with the budget needs of the Board. Previously we did this in the Spring and our results were too late for the Board to really use. We created a great deal of education through 5 videos about how budgets worked. New survey moved to a numeric ranking, online format, collaboration. Participation was monumentally better than previous years. Top 4 priorities were 1. Staff and teacher compensation 2. Site Based Budget 3. Mental Health Needs 4. Capital Infrastructure Repairs. Site Based Budget is significantly impacted by enrollment and enrollment is affected by capital infrastructure.. Melody wondered if we should provide context to how the capital infrastructure improvement affects enrollment and therefore, the site based budget. We agree that the subcommittee can bring this presentation to the Board in January as is, with no additions.

IX. **DAC Bylaws Review-** We are not taking action on the Bylaws tonight. Look at changing the term from 3 years to 2, changes to remove some responsibility that we are taking off of our plate, recommendations for what to do when with people who have had a change in status during their term. We will discuss next month.

X. **SAC Support and Outreach Committee-** Purpose of this committee is to support SAC's so everyone is highly functioning. Work must be specific to the needs of the school. Everyone needs to be included (Charters). We need to find out what the needs are and will be ready to send a survey by the end of this week. Survey will be posted on DAC website, district website and social media. It will be open until January 26th. Want to create a predictable and collaborative processes. Several people are concerned about over surveying SACs and not wanting to send a survey that we haven't seen. Mark is concerned about not using the process of what we did with the budget (several times we discussed budget prior to it happening). This process seems to be happening very quickly and is making people uncomfortable. Melody suggested that we use the next forum to gather some of this data. The subcommittee would be helping with parent engagement statutes. SACs are highly involved in parent engagement. We would like the subcommittee to go back and refocus.

Kevin Leung asked the SAC Support and Outreach sub-committee to hold off sending out a survey. Kevin said that we must respect the chain of command. We have no authority to direct staff to send out a survey. Kevin also wants to know who are the sub-committee members and whether DAC has passed the scope of work for this subcommittee before this subcommittee takes any action on its own. DCSD BoE has given DAC priorities on its October 3 2017. How does this sub-committee's work align with that resolution?

XI. **DAC Membership Discussion-** Chart of where representation is lacking. We have several spots upcoming.

XII. **Adjournment-** Chris motioned to adj, Andy seconded
adjourned the meeting at 9:11pm