



# DAC Minutes

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**Date:** May, 1, 2018

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

**Time:** 6:30 pm

**MEETING LOGISTICS:**

**Call to order:** Chris Pratt, DAC Chair called the meeting to order at 6:32 pm

**Pledge of Allegiance** by Andy Jones

**Roll call taken** by Christian Phelps, Recorder for the Meeting:

Chris Pratt, Chair - Present

Melody Joy Fields, Co-Chair - Present

Andy Jones, Co-Chair - Present

Melissa Bergfalk - Present

Mark Harrell- Present

Marco Fields - Absent

Irene Borisov - Present

Heather Graves - Absent

Mario Harding - Absent

Jean Medberry - Absent

Matt Rogers - Absent

Chester Shaw - Present

Tisha Bouwmeester - Present

Laura Welch - Present

Christian Phelps - Present

**Quorum:** (need 8 for quorum)

*Quorum is met with 10 voting members present*

Matt Reynolds - Present

Kevin Leung - Present

Wendy Vogel - Present

**Guest Present for Presentation:**

Erica Mason, Director of Educator Effectiveness

Carrie Stephenson, Executive Director of Schools

*Approved June 12, 2018*

## **BUSINESS OF THE MEETING:**

**Motion to approve April 10, 2018 Minutes: Carried**

### **Chair Report by Chris Pratt:**

- New DAC Members Welcome:
  - Christian Phelps (Term 2018 - 2020)
  - Laura Welch (Term 2018 - 2020)
  - Tisha Bouwmeester (Term expires this year and will roll over then to Term 2021)
- Bylaw discussion slated for June DAC Meeting Agenda
- **Moved by Andy Jones to have the Pledge of Allegiance at the beginning of all DAC meetings moving forward: Carried by Majority Consensus**

### **Committee Reports:**

- **LRPC Report:** No report provided
- **FOC Report:**
  - Resolution for MLO sharing with charter schools was brought forward.
- **Communication Report:**
  - Financial Crisis Community Information Feeder Meeting Update:
    - DCHS and CVHS Joint Feeder was held at DCHS on Monday, April 30, 2018 at 6:30 pm
    - MVHS Feeder was held on Monday, April 30, 2019 at 6:30 pm
    - Parker Feeders are combining on Wednesday, May 16th
  - Parent Engagement Subcommittee Update
    - Chester Shaw will lead the group
    - Contact Chester if you are interested in being a part of the upcoming Parent Engagement Subcommittee Meetings.
      - Melody Fields voiced she would like to be added to that committee
- **Membership Report:**
  - Secondary Teacher Representative Open Seat
    - Communication has gone out in principal notes and in teacher newsletter communication advertising the open Teacher Representative position on DAC for the replacement for Melissa Bergfalk
    - DAC has received 2 teacher nominees about position
    - Taking nominees until May 21st to then proceed with scheduling interviews
    - Next steps after the interview process will be to take the recommendations to the Board in June
  - June BoE meeting agenda is slated to address other open membership positions on DAC
    - Teacher
    - Community Members

*Approved June 12, 2018*

- **CITE Report:** No report provided
- **CART Report:**
  - Met two weeks ago
  - ASI Charter Application
  - Ponderosa Montessori Application
  - Presentations were made

**Board of Education Liaison Update:**

Wendy Vogel reported out for the Tuesday Agenda Topics

- Calendar Recommendations
- 3rd quarter financials
- 2 Charter Applicants (listed above) for hearings
- End Statement Outstanding Educators and Staff - 2nd reading

**PRESENTATIONS:**

**Evaluation Rubrics Revision Presentation** by Erica Mason, Director of Educator Effectiveness

- Intent tonight to review questions and get approval for recommendations presented
- Recommendations:
  - LEAD
  - IB PYP (primary years program) Rubric
  - IB MYP (middle years program Rubric
  - Teacher Librarian
- New (additional) rubric
  - CIPG - Curriculum, Instruction Professional Growth
- Revision Process (CFG = CITE Focus Group)
  - Teacher Librarians - Librarians, Assessment Team, CFG
  - CIPG Strategist - Strategist, CFG
  - LEAD Focus Group, LEAD Subcommittee, School Leadership, Principals, Cabinet, Regional Meetings, CFG
  - IB Rubric - IB Coordinators, CFG
  - Autism/Behavior Specialist Assistive Technology - SSP Leads, CFG
  - School Nurse - SC Leads, CFG
  - PLS - PLS Meeting, PLS Subcommittee, CFG
- Guiding Questions
  - Identify “why” this change should occur and anticipated the value or benefit of this change?
  - Is this a critical mass in support of the change?
  - How is this change good for students?
  - Who are we (culture/climate & professionalism)? What are we doing? Who does it impact (level 4)?
- LEAD Changes
  - Removed language that was prescriptive

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- Alignment to Generalist where appropriate
- Changed standard language/order
- Maintained the growth model (additive)
- **DAC collaborative recommendations for CFG and Board Leadership to take into consideration based on discussion topics:**
  - “Look For” document
  - SAC language to support the importance of SAC and it’s relationships with school leadership and parent engagement (family, school, community partnership)
  - Safety language to support the needs to school and building safety
  - ALP and IEP language that supports programing needs that is effectively addressing reaching students needs
  - Address achievement gaps
  - Continuous evaluation process
- **Request for consensus to allow the PLS and School Nurse Rubrics to move forward to the Board even though the DAC has only seen the draft versions as the two groups are working on final changes - Carried by Overall Consensus**
- **Move to approve the revised rubrics presented (LEAD, IB, Teacher Librarian, Strategist and Specials) as they meet the 4 standards of quality (fairness, effective, credible, and professional quality) presented to the DAC for the Boards consideration - Carried**

**2019-2020 and 2020-2021 Calendar Recommendations** by Carrie Stephenson, Executive Director of Schools

- Calendar Committee made up of school leadership, parents and students
- Parent Survey distributed
- Goal was to create multiple options and solicit feedback for a final decision
- Followed Detailed Timeline of a review process, determining calendar features, and soliciting feedback (Sept 2017 - April 2018)
- Determining Calendar Features
  - Contracts days
  - Recognized Holidays
  - List of historical features
  - Created a “Calendar Feature to Strive Toward” List
- Process
  - Small group break out meetings
    - Questions Addressed:
      - Why did we choose these days
      - What is best for kids
      - What do we want out of the school year
      - Hours of instruction
      - Made sure the options provided met all the features
- Gather Input from Stakeholders from 5 options to 3 options

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- Sample Group survey test sent out by 5 principals
- Survey April 17-22
  - Neighborhood schools parents and all staff
  - 10,111 respondents
- SAG (Student Advisory Group)
  - Solicited feedback from the student group on April 23 - Calendar 2 was the consensus by the SAC Group
- Survey Results
  - Parent & Employee results - Calendar 2 lead with 9,979 votes
  - Employees only - Calendar 1 lead
  - Parents only - Calendar 2 lead
  - Primary Grade Level - Calendar 3 lead
- **DAC collaborative recommendations for future Calendar Committees:**
  - Include the DAC in the initial test survey group
- **In summary of the presentation the proposal by the calendar committee would be for the DAC to adopt Calendar #2 for ALL school grade levels to move forward as the recommendation to the Board - Carried by Majority Consensus**

**PUBLIC COMMENT:**

Direct instruction to DAC Liaisons to go back to their SAC's and gather input for the DAC. DAC Liaisons would like to be included and part of the process.

Response: Parent Engagement as we roll that out will support that request

**ANNOUNCEMENTS:**

New Member orientation - TBD looking at June time frame

**Moved to adjourn at 8:36 pm**

Recorder: *Christian Phelps*

5/1/18

*Approved June 12, 2018*