


District Accountability Committee - Agenda

January 16, 2024, 5:30-8:30

Jeffco Public Schools Ed. Center, Board Room (take elevators to the 5th floor)

1829 Denver West Drive, Bldg. 27, Golden, CO 80401

| | | | |
|--------------------------------|---|-------------------|--|
| <i>Information/ Action</i> | <p>Welcome and Approval of Agenda and Minutes (5:30-5:40) Rednor will welcome members and guests-determine quorum. Members will approve the agenda for the evening and minutes from the prior month.</p> <p>Introduction of mid-year members.</p> <p>Materials: Agenda and minutes from November meeting</p> | 10 min | Therese Rednor, DAC Chair |
| <i>Information</i> | <p>SAC Survey Work (5:40-6:40) Review of process for sending out and receiving results. Explanation of how DAC will consider data.</p> <p>Materials: SAC Survey 2022-23 Presentation to BOE, SAC Survey 2023-2024 Responses, Link to SAC Survey 23-24 Responses</p> | 60 min | Therese Rednor |
| Break | | 10 min | |
| <i>Information</i> | <p>FSCP Update (6:50-7:20) Update Q&A Materials:</p> | 30 min | Tara Peña, Chief of Family & Community Partnerships |
| <i>Information</i> | <p>DAC Open House (7:20-7:30) What should this look like? Proposal from FSCP</p> | 10 min | Evie Hudak, DAC at-Large Member |
| <i>Information/ Action</i> | <p>Bylaws Review (7:30-8:30) Discussion and vote</p> <p>Materials:</p> | 60 min | Therese Rednor |
| <i>Information/ Action</i> | <p>Adjournment (8:30) Submit your questions here (or scan this QR Code)</p>  | 5 min | Therese Rednor |
| | <p>Remember you always have a resource through the DAC website. DAC and Subcommittee meeting schedules can be found on the DAC Website.</p> | | |

JEFFCO PUBLIC SCHOOLS
DISTRICT ACCOUNTABILITY COMMITTEE
DECEMBER 19, 2023 MEETING MINUTES

Attendees:

Strikethrough indicates committee member NOT in attendance

| | | |
|--------------------------|----------------------------|--------------------------------|
| Emily Adams | Jessica Gregg | Crystal Marine |
| Greg Aigner | Quentin Griffin | Jennifer Miller |
| Andrea Aikin | Michelle Grove | Carrie Mumma |
| David Alex | Corky Guy | Victoria Myles King |
| Denise Alleman | Harry Tasha | Therese Rednor |
| Rob Applegate | Evie Hudak | Diego Rodriguez |
| Elizabeth Armstrong | Heather Hyland | Cheryl Secorski |
| Skyler Artes | Richard Kalasky | Karen Sweeney |
| Jeanine Baird | Elizabeth Kantner | Maegen Traey |
| Jeff Baucum | Erin Kenworthy | Kaylie Weese |
| Kim Bierbrauer | Michelle Kuenzler | Sari Weichbrodt |
| Parker Brown | Valerie Leal | Caroline Zimmerman |
| Leslie Dennis | Orin Levy | Annie Contractor |
| Carsten Engebretsen | Anita Lewis | |
| Caitlin Fitzpatrick | Austin Long | |
| Dawn Fritz | Emily Lubkert | |
| Staff Liaisons | | |
| *Dave Weiss | | |
| *Tara Pena | | |

Guests:

Greece Butte, Executive Assistant to Tara Peña, Chief of Family & Community Partnerships

Agenda:

- Welcome
- Charter Review
- VOTE: Charter Recommendation Vote
- Adjournment

Actions:

| | |
|--------|--|
| Action | VOTE: Charter Recommendation Vote Jeff Baucum called for a vote at 5:55 Results: Yes- 22 Abstain- 1 |
| Action | Adjournment DAC adjourned by unanimous consent at 5:59 p.m. |

Notes:

| | |
|----------------------|---|
| Information | Welcome and Introductions Therese Rednor, DAC Chair welcomed members to the meeting. |
| Action | Approval of Agenda and Minutes A quorum was established at 5:38. |
| Information | Charter Review- Jeff Baucum Thanks to members for attending during holiday season. The purpose of this meeting is to review the application from Jefferson Academy to establish a Charter at Coal Creek Canyon K-8. The Charter School Subcommittee evaluation was performed within 3 weeks, and much faster than typical evaluation due to expedited process to support family enrollment decisions. Applicant Jefferson Academy was the most viable candidate for taking over Coal Creek Canyon K-8 facility. They submitted a replicated application due to previous experience with the district. Jefferson Academy already has rural school in operation, and pertinent experience. Strong interest from the community in terms of ~100 letters of interest from family with potential students. Finances were the only “2” rating. However, the board of JA is very supportive. They have expressed a desire to keep the community feel. The Charter School Subcommittee suggests recommendation for full approval. Crystal Marine- how many of the students are in person vs. online? Answer-that information is available in the packet. Annie Contractor- does the school anticipate alleviating the tight financial situation with additional enrollment? Jeff Baucum & David Weiss- Yes, their application anticipates recapturing students and expanding enrollment with the addition of a preschool, and before and after school care. The budget is conservative, and the board has earmarked funds as a buffer. Materials: Charter School New Applications Recommendations DAC Charter School Sub-Committee Proposed Nov 2023.docx Replication Application for JA Coal Creek Canyon – Final 12-01-2023.pdf 2023.12.19._DAC_CharterCommVote_agenda.pdf |
| Information & Action | VOTE: Charter Recommendation Vote Jeff Baucum called for a vote at 5:55 Results: Yes- 22 Abstain- 1 This DAC meeting was adjourned at 5:59PM. |

Jeffco DAC's SAC SURVEY 2022/2023



| 2023 JANUARY | | | | | | | 2023 FEBRUARY | | | | | | |
|--------------|--------|---------|-----------|----------|--------|----------|---------------|--------|---------|-----------|----------|--------|----------|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

Printable Calendars From [calendarlabs.com](https://www.calendarlabs.com/)

**31 WEEKDAYS GIVEN TO
COMPLETE**

WHY?

Inform our work as DAC to assist SACs in gaining stakeholder participation.

- Guide our work as an overall committee.
- Inform our school board on budget concerns at a school level.
- Inform our work in our subcommittees.
 1. Budget
 2. Family/School/Community Partnerships
 3. District Unified Improvement Plan
 4. Charter Schools

THE HOW OF THE SURVEY

- Created and managed by the District Accountability Committee
- Provided in Google Forms
- Emailed to all school principals – January 5, 2023
- Set deadline for responses – February 20, 2023
- Survey – 27 questions total

The Response



HOW MANY SACs RESPONDED: 90 SACs / 58% of Jeffco schools responded

WHO COMPLETED: 87% principals, 56% SAC chairs

BY ARTICULATION AREA:

- HIGHEST % OF RESPONSES – Chatfield, Lakewood, Arvada
- LOWEST % OF RESPONSES – Alameda, Pomona, Jefferson

IN CONTACT WITH AAR: 65% of SACs

Reflection: Non-respondents = 52 schools. Does this mean 52 schools do not have an operating SAC?

Recommendations:

- Have DAC FSCP members and District Liaisons inquire of non-responding schools about SAC activity.
 - If SAC is active, discuss why no response to the survey/share findings with full DAC to address more participation in the survey.
 - If SAC is inactive, work with specific school leadership to implement a SAC for 2023/2024 school year.
- Ask Community Superintendents to support principals of schools with non-active SACs to activate a SAC.
 - DAC FSCP members & District Liaisons can support with SAC training resources/marketing materials to engage families.
 - DAC will provide SAC training in August 2023.

SAC Activity Insights (13 questions)



Frequency of meetings:

52% (47 SACs) monthly

46% (41 SACs) quarterly

The remaining (2 SACs) meet less than 4 times per year

SAC Participants:

88% have at least 3 parents

52% have 5-9 parents

20% have 10+ parents

91% have a PTA liaison

Agenda Construction:

68% co-constructed by principal & SAC chair

27% by principal only

SAC Activity Insights (cont.)



Meeting Topics



- School Budget – 99%
- School UIP – 97%
- School Enrollment – 90%
- Learning Challenges – 86%
- Parent Engagement – 78%

Additional Work

- SAC works to increase parent engagement - 71%
- Developed a Plan to increase Diversity – 58%
- Reviewed the district's KB Policy on FSCP – 57%

TOP 3 PRIORITIES FOR THE DISTRICT in 2023/2024



- 1. Resources for students' mental health – 76%**
- 2. School funding – 76%**
- 3. Teacher compensation – 52%**

Reflections on recommendations:

It is clear our students' mental health is a top priority, followed closely by funding our schools appropriately. Hiring and maintaining our teachers is also a priority.

Recommendation details:

1. District should prioritize funding an effective Mental Health resource at each school.
 - A. Realizing that each school has different needs, we recommend the district work diligently with each community superintendent, school principal, and school SAC to identify a mental health resource needed at each school and create a plan to support in the 2023/2024 school year.
 - B. We recommend sharing ideas and success stories with the entire Jeffco community as resources and events are identified.
2. District budgeting office should provide a clear and transparent guide on Student Based Budgeting so that families understand clearly their schools' financial picture.
3. District should conduct a salary review of how Jeffco teachers' compensation compares with neighboring districts, providing context to explain why there are differences.

Unified Improvement Plan

7 Questions (2 were direct-response; 5 were open-ended)

Top Priority is for SACs to consult with their schools' principal on the schools' UIP.

Challenges to engaging on the school UIP:

1. The UIP timeline: UIP is due in September – school starts in mid-August – no time to engage as a SAC with the data and the principal.
 - *“Timing- UIP is due too early to allow for the SAC to provide meaningful feedback.”*
 - *“Timing can make communication and involvement difficult.”*
2. Lack of understanding
 - *“Understanding the data and jargon from a parent perspective, not user friendly.”*
 - *“Difficult to engage parents at a deeper level.”*
3. Diversity/attendance at SAC meetings
 - *“Parent engagement is low.”*
 - *“Regular and diverse attendance is a barrier.”*



Reflections/Recommendations on SAC Engagement



We know that students are more successful when families are engaged with the school. SAC meeting attendance is one way to engage.

Timeline challenge:

- We recommend SACs meet in the **spring or summer** to review beginning of year data/middle of year data and end of year data to gather input and draft initial plan for the next year.
- We recommend that District Liaisons communicate this to community superintendents and principals and that our DAC AARs communicate this with SAC chairs.
- DAC can provide suggested topics and timelines at the August 2023 SAC training.

Lack of understanding - when people understand what a UIP is and why all schools have a UIP, more families will engage:

- We recommend that the district provide resources in English and Spanish (at a minimum) to help families understand the UIP – what it is and why each school has one.
- We recommend that community superintendents attend a minimum of one SAC meeting per school in their community.
- We recommend that our AARs encourage SAC Chairs and Community Superintendents encourage principals to utilize CDE resources – See link - <https://www.cde.state.co.us/uip/stakeholder-engagement-in-the-uip-video>

Low attendance / lack of diversity

- We recommend that each school consider changing the name “SAC” to something more appealing (e.g., PIE/Partners in Education).
- We recommend that school staff focus on building relationships with families.

Communication – to foster family engagement:

- We recommend that community superintendents work with school leadership to support consistent, accurate, and thorough family communication (in all necessary languages).
- We recommend that the District FSCP office support community superintendents in providing resources to schools to foster consistent, accurate, and thorough communication.

UIP and Budget Spending Priorities

+

About 79% of SACs considered the school's UIP in determining the school's spending priorities.

○

Specific funding challenges identified by SAC as deterrents to meeting UIP goals:

1. **Declining enrollment** – causes funding deficiencies at the school.

2. **Lack of funding** –

“Can't meet all UIP goals due to funding challenges”

“Struggle to meet Jeffco Thrives 2025 goals based on current funding. SBB budgeting does not have the money to support this level of FTE (DTL, SEL, AMP, support staff to meet the needs of all students).”

3. **Difficulty hiring and retaining staff** such as para educators & intervention teachers –

“The need for additional paras and interventionists is critical for student's academic achievement and growth.”



Reflections/recommendations:

- We recommend a resource guide be provided to each SAC to clearly explain how resources (staff and dollars) are allocated to schools, explaining who gets what and why. (District Budget Office, the DAC Budget Subcommittee, and AARs to provide to SAC Chairs.)
- We recommend the district and the DAC gain prompt follow-up and feedback from schools and stakeholders on the new formula for SBB. (SACs and principals report back to Community Superintendents and DAC AARs – report up to DAC.)
- We recommend encouraging reporting back from schools – find out if there are improvements to the challenges listed above (DAC AARs to work with SAC Chairs for feedback; District liaisons to gain feedback from community superintendents / school principals.)

Budget Considerations

DAC uses these responses to inform the Board of Education of budget prioritization.



Top 3 Spending Priorities for 2023/2024 School Year:

- **Additional classroom teachers**
- **Mental health resources**
- **Additional supports to meet learning needs**



Additional Priorities to support through school-level funds (Question 23 – a total of 56 responses):

- **Maintain full-time DTL/buy up to a DTL**
- **Paraprofessional support**
- **Instructional coaches and Interventionists in reading and math**



NOTE: 7 Responses to Question 23 indicated there are no funds to add any additional priorities.

Reflections / Recommendations

It is clear that Jeffco SACs believe investing in teachers, investing in mental health resources for our students, and providing additional learning supports for our students is vital.

- Our recommendation is that the Board of Education keep those top three priorities at the forefront when making all budget decisions.
- Our recommendation is that the Board of Education report back to the Jeffco school community as to how they've kept these top three priorities at the forefront when the budget is finalized.

Budget Considerations (cont.)



Reduced Funding – Top 3 items that would be cut to support other school priorities:

Additional Digital Teacher Librarian

Additional paraprofessional/ aide time/support

Additional main office time/support and Professional Development (tied for 3rd)

Additional items recommended for reduced funding in order to support other school priorities (Question 5 – 34 responses):

- Instructional coaches
- Copies/instructional materials – lean on PTA raising funds to support this spend
- AP/office staff – or combine roles such as coach role with a Dean
- STEM/STEAM programming



Reflections / Recommendations

- All top three reduced funding areas included the word “**additional.**” This suggests that schools already have these positions filled and would not expand these areas. It is also clear that SACs will not spend funds on additional instructional materials and additional student programming in an effort to maintain what the school currently offers.
- We recommend that the Board of Education focus on developing Jefferson County community partnerships with private businesses and/or government agencies that can support additional student programs and learning experiences to enrich the student experience at little or no cost to Jeffco schools (such as Lockheed Martin/Bureau of Land Management/Kroenke Sports/The Arvada Center).

[Link to SAC Survey 23-24 Responses](#)



Family and Community Partnerships
DAC Update
January 17, 2024

FCP Mission

“Family Focused, Student Centered, and Community Connected”

*The **Division of Family and Community Partnerships** believes in the collective power that families, schools, and community partners have in helping every student achieve their biggest dreams. We exist to ensure our school communities have the supports and resources needed to thrive. Our mission is school community well being.*

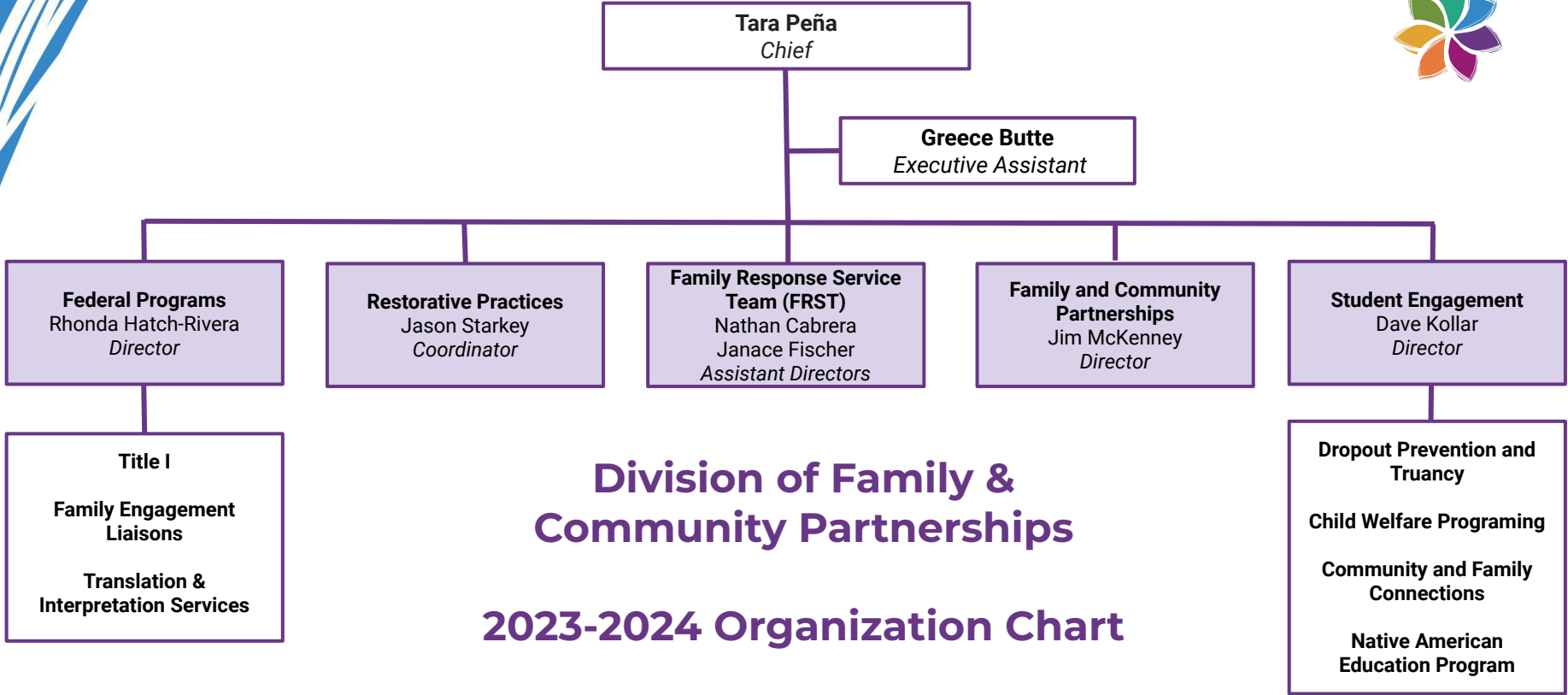


**Looking out the window...
*(what we can't)***



**Looking in the window...
*(what we can control)***





Division of Family & Community Partnerships
2023-2024 Organization Chart



Culture of Trust, Safety & Belonging through Family Engagement

Board Family Partnership Resolution

Jeffco Public Schools supports accessible and meaningful opportunities for parents, guardians, and families to:

- a. be welcomed as active participants in their children's educational experiences;
- b. engage with and support students' academic and extracurricular growth and achievement; and
- c. support their child's health, safety, and stability.

Jeffco Public Schools acts in ways that are consistent with its responsibility to proactively seek viewpoints and perspectives from diverse families, guardians, and school communities and provide options for those partners to participate in collaborative decision-making.

National PTA Standards ([Link](#))



"We also need to ensure that our schools are welcoming to families. We cannot partner with or engage families who feel afraid or uncomfortable coming to school."

“

This is the moment where we can have an impact on changing the practice of family engagement, now and forever.

”

Dr. Karen Mapp

Senior Lecturer at the Harvard Graduate School of Education

"We can cultivate family engagement in three ways: by building relationships, by fostering communication, and by engaging in meaningful collaborations."

Partnerships are not hard work, but heart work. Not more work, but the work. Not harder work, but smarter work to mobilize all available resources that will contribute to student success.

Joyce Epstein and Associates - School, Family and Community Partnerships





JEFFCO 2025

THRIVES

Vision:

To be a thriving district where all students achieve their biggest dreams.

Mission:

To provide a world-class education that prepares all Jeffco students for bright and successful futures locally & globally.

Values:

Focus on Students | Excellence | Equity | Integrity | Belonging

4 Priorities:

1. Our Learners: Our Future

- *Culture of Instructional Excellence*
- *Extraordinary Student Experience*

2. Our People: Our Strength

3. Our Operations: Our Foundation

4. Our Communities: Our Legacy

2023-24 Major Initiatives: (that guide all priorities)

- Major Initiative #1: Student Outcomes
- Major Initiative #2: Central Services in Support of Student Outcomes

A Commitment to Improved Student Outcomes & Experiences



Family Engagement = HIGH Impact

- Improved Academic Performance
 - higher test scores, grades, and graduation rates
- Increased motivation and self-esteem
- Better behavior and attendance
- Improved communication and relationships
- Enhanced school culture



“We cannot raise the bar for our students’ academic recovery and achievement without consistent and meaningful engagement without the parents and families who know them best.”

-U.S. Secretary of Education Miguel Cardona.



Parent Involvement



- Goal is to SERVE CLIENTS
- School directs the parents' involvement in the educational system
- A school striving for parent involvement leads with its mouth

Family Engagement



- Goal is to GAIN PARTNERS
- Schools and families work together and share power in decision making relationship building, collaborative
- A school striving for family engagement leads with its ears



What happens when parents don't follow the "Parent Involvement" norms established by your school?

What narrative do we tell ourselves (and others) about our families?

The evidence-based strategy that transcends a student's socioeconomic status, race, background, or parent's education:

A FAMILY'S HIGH EXPECTATION FOR THEIR CHILDREN

Ground in our Value of Belonging

In Jeffco, we cultivate environments where all students, staff, families, and members of our community are safe, accepted, respected, included, encouraged by others, and feel that their voices and perspectives are valued.



A WORTHY GOAL

14,637

“Belonging is the step before achievement. Indeed achievement is built upon belonging. Once people belong, only then can they without distraction focus on achieving or fulfilling their unique potential. Maslow’s point was we need to belong in order to achieve.”

-Cobb & Krownapple 2019

Why is **Student Sense of Belonging** Important?

Education research shows that students with a strong sense of belonging have:



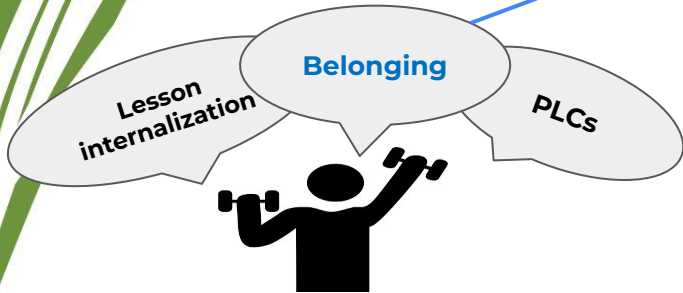
**Higher
Engagement**



**Fewer Behavior
Incidents**



**Stronger Academic
Achievement**



Strengthening the Instructional Core

STUDENT
Engagement

Stimulating, inclusive, and empowering learning experiences.

**INSTRUCTIONAL
CORE**

TEACHER
Knowledge and Skill

Teachers understand what students are expected to learn in the lesson and deliver content to ensure success for all students

CONTENT
Rigor and Relevance

Rigorous, cognitively engaging learning tasks aligned to grade-level standards

Develop a Culture of Safety and Belonging: Two Action Steps in DUIP

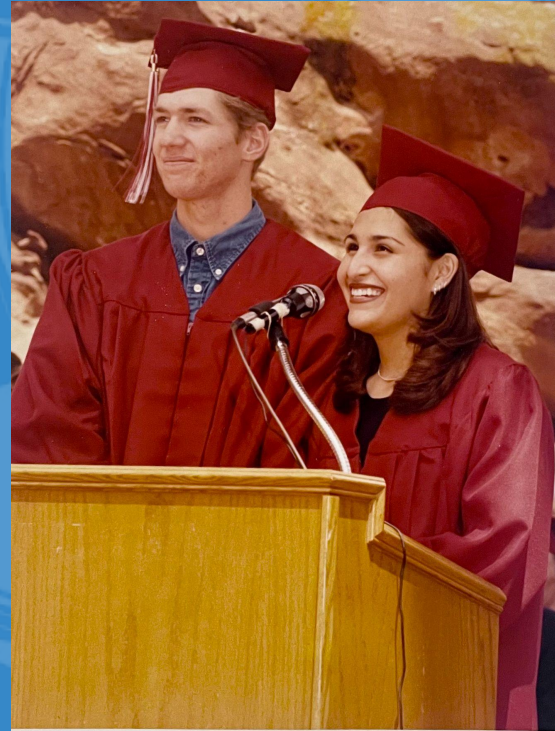
- Create Safe and Welcoming Environments
- Honor Students' Identities



CREATING A CULTURE OF SAFETY & BELONGING
starts with a commitment of knowing each student by
Name, Strength, & Need



What happens
when we *really*
know our students
by *Name, Strength*
and Need?



CHATFIELD SR HIGH SCHOOL
11th Commencement
May 21, 1998





JEFFCO 2025

THRIVES

Jefferson County School District R-1 District Accountability Committee (DAC) Bylaws

I. Name

The official name of the organization shall be the Jefferson County School District R-1 District Accountability Committee (DAC).

II. Definitions

- A. Articulation Area Representative means a Parent Member appointed to represent one of the articulation areas, charter schools, or option schools.
- B. At-Large Member means a Member who is appointed by the Board of Education and is not assigned to represent an articulation area, charter schools, or options schools.
- C. Executive Committee means the DAC Chair, the DAC Vice Chair, DAC Secretary, the AAR Coordinator, the district administrative designee(s), and the chairs of the standing subcommittees in section VII.AB.
- D. Member means any person defined in section IV(A).
 - 1. Parent Member means any Member who is a child's biological parent, adoptive parent, or legal guardian or another adult person recognized by the child's school as the child's primary caregiver of a student attending Jefferson County Public Schools at the time of appointment.
 - 2. An employee of the district may not serve as a Parent Member.
- ~~E.~~ Unexcused absence means an absence from a DAC meeting for which the absent Member has not notified the Chair and/or the district administrative support staff to the DAC.
- ~~E.~~

III. Purpose and Role

The purpose of the DAC is to serve in an *advisory role* to the Jefferson County Board of Education (BOE). The DAC advises the BOE on matters related to budget, improvement priorities, student achievement, and parent and community engagement. Specifically, the DAC shall fulfill the duties of a school district accountability committee as defined in Colorado Revised Statutes, Section 22-11-301, et seq. Per statute, the DAC has the following powers and duties:

- A. Recommend to the BOE priorities for spending school district money.
- B. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding spending priorities.
- C. Advise the BOE concerning preparation of the district's annually submitted performance, improvement, priority improvement or turnaround plan (whichever is applicable).
- D. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding school performance,

- improvement, priority improvement and turnaround plans.
- E. Discuss at least quarterly whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable).
 - F. Review any charter school application(s) received by the BOE and submit recommendations to the BOE on said applications(s).
 - G. Provide input to the BOE concerning the creation and enforcement of its school conduct and discipline code.
 - H. Consider input and recommendations from the district's SACs to facilitate the evaluation of the performance of district principals.
 - I. Provide input and recommendations to principals, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher evaluations.
 - J. Assist district staff or school personnel to increase parent engagement, including but not limited to:
 - 1. Implementing the district's parent engagement policy.
 - 2. Increasing parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAP) and plans to address habitual truancy.
 - 3. Helping increase community awareness of the district strategic plan and the school/district improvement processes.
 - K. Determine at least annually and cooperatively with the BOE, additional areas and issues of study and recommendation to the Board that the DAC shall focus on for the year.
 - L. Report to the BOE, at least two times per year, or more frequently as may be requested by the BOE, on the work of the DAC.
 - M. Each year, deliver to the BOE a report on the following:
 - 1. The percentage of students who are college and career-ready.
 - 2. How Jefferson County compares with other districts in the area.
 - 3. Critical obstacles hindering more rapid improvement of student achievement results.
 - 4. Recommendations for what should be done to overcome those obstacles.

IV. Membership

- A. The DAC comprises the following Members approved by the Board of Education:
 - 1. The Articulation Area Representatives nominated by the Superintendent:
 - a. Thirty-four (34) from and representing each of the district's seventeen (17) articulation areas.
 - b. Three (3) charter school parents.
 - c. ~~Two~~^{One} (2)¹ option school parents.
 - 2. At least one (1) and up to three (3) teachers, with effort made to represent each grade band: K-5, 6-8, 9-12, as recommended by Jefferson County Education Association (JCEA). Both members and non-members of ~~Jefferson County Education Association (JCEA)~~ are eligible.

3. At least one (1) and up to ~~four~~^{three} (~~4~~³) building-level administrators employed by Jeffco Schools, with effort made to represent each grade band, and at least one of which is with a charter school.
 4. Up to ten (10) at-large representatives, with effort made to represent diversity of stakeholders.
 5. At least one ~~business~~ community representative.
 6. One (1) Jeffco PTA member, as recommended by Jeffco PTA.
 7. One (1) classified staff member employed by Jeffco Schools, as recommended by JESPA. Both members and non-members of Jeffco Education Support Professionals Association (JESPA) are eligible.
 8. The Superintendent or the Superintendent's designee (non-voting).
- B. By statute, Members approved by the BOE shall, to the extent practicable, reflect the student populations that are significantly represented within the district. This may include:
1. Students who are non-Caucasian
 2. Students eligible for free and/or reduced-cost lunch
 3. Students who are English language learners
 4. Students who are migrant children
 5. Students identified as students with disabilities
 6. Students who are identified as gifted children

~~C. Only one (1) Member of the DAC may be a concurrent member of the Jefferson County School District's Strategic Planning Advisory Council (SPAC).~~

~~D.C.~~ D.C. Duties of Members

1. Attendance at all scheduled DAC meetings, ~~and all assigned subcommittee meetings.~~ In the event a Member cannot attend a meeting, he/she should communicate such absence in advance to either the Chair and/or the district administrative support staff to the DAC ~~or to the subcommittee chair.~~
2. Participation on at least one subcommittee and/or service as an elected DAC officer or as DAC liaison to another district committee ~~another organization.~~
3. Service as a liaison to the stakeholder group that Members were appointed to represent, if applicable.
4. Compliance with these bylaws.
5. Compliance with the Code of Conduct.

~~E.D.~~ E.D. Terms of Members

1. The term of a Member appointment shall be two (2) years. Midyear appointees shall serve the remainder of the 2 year term. Members' terms shall begin upon the appointment of the Board of Education at the close of the final meeting of the Committee of the Whole of the academic year in which they are appointed, unless the BOE directs otherwise.
2. Members shall not be precluded from being reappointed and serving consecutive terms as long as they continue to meet the requirements of membership as defined above.

~~F.E.~~ **Resignation** If a Member is unable to fulfill the duties of membership, or no longer meets the eligibility requirements of their role, he/she must resign but may apply for another role for which he/she is eligible. He/she should provide a letter of resignation to the Chair, who shall notify the BOE.

F. Removal

~~1. Two~~The Executive Committee may recommend to the BOE that members ~~with two~~ (2) unexcused absences from DAC meetings by a Member be removed shall be considered a resignation.

~~G.2.~~ The ~~C~~committee-as-a-~~W~~whole may, ~~also recommend to the BOE,~~ with a two-thirds majority achieved by ~~secret~~blind ballot, removal ~~of a~~ Members; ~~deemed after two a~~ warnings from the ~~committee as a~~ whole Executive Committee, ~~to not be in for non-~~compliance with the Code of Conduct.

~~H.G.~~ **Replacement** If a Member resigns or is removed, the Executive Committee shall advise the BOE and a replacement shall be nominated and appointed through the process specified in the membership section (~~IV.D.1.IV~~). The replacement shall serve ~~a~~ the remainder of the two year term as per ~~IV.DE.1.~~

V. **Committee Officers**

A. **Officer Positions**

1. The DAC has two officers: The Chair and the Vice Chair. The officers shall be Parent Members elected by the membership of DAC annually, in the final meeting of the academic year. ~~The officers shall be selected from the Parent Members of the DAC.~~
2. **Term** The officers shall each serve a one-year term in their respective roles. No one shall be prohibited from running for consecutive terms.
3. **Duties of the Chair** The DAC Chair:
 - a. Ensures that committee efforts and membership meet statutory requirements.
 - b. ~~Ensures p~~Planning ofs annual meeting calendars and monthly meetings.
 - c. Receives and relays requested agenda items from Members and subcommittees.
 - d. Ensures that calls are issued for meetings of the DAC.
 - e. ~~C~~Develops and communicates norms for use in DAC meetings.
 - f. Presides over DAC meetings.
 - g. Ensures that minutes of all DAC meetings are recorded, including attendance and records of votes, and are made available to Members.
 - h. Ensures that a membership list, including statutory roles of individual Members and contact information, is kept and made publicly available; and ensures that processes exist for other committee correspondence, as necessary.
 - i. Ensures that subcommittees are representative of the ~~C~~committee-

- as-a-~~W~~whole and have sufficient Members to conduct their work.
- j. Ensures that SAC Chair training ~~sessions-are~~is conducted.
- k. Coordinates committee and subcommittee reports to the BOE.
- l. Coordinates the DAC's activities with administrative support from the Jefferson County School District.
- m. ~~CoordinatesAnnually~~ annual review ~~ofs~~ bylaws with the Executive Committee and present~~ations-same~~ations to membership.
- n. Ensures that the public DAC web page is maintained.
- o. Appoints a Member to determine eligible votes and distribute ballots for an officer election for which the Vice-~~Chair~~Chair is unable to do so.
- p. ~~Appoints a~~Administers a vote for a member to serve as the Secretary, who will take minutes of the meetings of the Executive Committee and the Committee-of-the-Whole.

4. Duties of the Vice Chair

- a. Shall be responsible for the duties of the Chair in his/her absence.
- b. In the event the Chair resigns, shall assume the duties of Chair.
- c. Ensures that a quorum is present at meetings and for votes.
- ~~d. Ensures, where necessary, that records of subcommittee meetings are kept and made available to Members.~~
- ~~e. Ensures that public comment is received, recorded, and made available to DAC Members.~~
- f.d. Ensures that bylaws are maintained and that Members' suggestions for bylaws changes are recorded for later discussion, and leads discussion of bylaws annually.
- g.e. Ensures that electronic files and records of DAC are maintained in an accessible archive.
- h.f. Determines eligible votes and distributes ballots for officer elections, unless the Vice Chair is running for the office for which the election is being held.

B. **Election** During the final DAC meeting of each school year, a new Chair and Vice Chair shall be elected by a vote of the DAC Members. Nomination forms for each position shall be accepted following the April DAC meeting. Forms shall be made available on the DAC web page.

- 1. Current DAC Parent Members may submit applications for each position.
- 2. The Chair shall be elected by a vote of the Members, as credentialed by the Vice Chair. Proxy and absentee ballots are not permitted.
- 3. Members appointed by the Chair shall count the ballots. Whomever is determining the number of eligible ballots shall not count them. No one running for election shall count ballots.
- 4. The Member receiving a majority of the ballots cast shall be elected.
- 5. If no candidate receives a majority of the ballots cast, the candidate

receiving the smallest number of votes shall be eliminated, and another ballot shall be held between the remaining candidates. If two or more candidates are tied for the smallest number of votes, a rebalot of the ~~C~~committee-as-a-~~W~~whole shall decide which single candidate shall advance to the next ballot. If two or more candidates are tied after two voting rounds, after~~and~~ all other candidates are eliminated, the winner shall be determined by a coin flip.

~~5.~~

VI. Executive Committee

- A. The members of the Executive Committee shall be as defined in II. C.
 - 1. The Secretary and AAR Coordinator shall be elected using the same procedures in V.B.
- B. The Executive Committee shall coordinate with the district administrative designee(s) and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas.
- C. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.

VII. Standing Subcommittees:

- ~~VI.A.~~ Standing subcommittees of DAC shall be the ~~Executive Committee,~~ Budget Subcommittee, District Unified Improvement Plan Subcommittee, Family ~~/~~School Community Partnership Subcommittee, and Charter School Review Subcommittee. Additional subcommittees may be formed from the membership as the ~~C~~committee-as-a-~~W~~whole deems necessary. Subcommittees shall take up new business matters committed by the ~~C~~committee-as-a-~~W~~whole and must report matters back to the ~~C~~committee-as-a-~~W~~whole.
 - ~~A.~~ ~~Executive Committee~~ ~~The Executive Committee shall coordinate with the Superintendent or Superintendent designee and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.~~
 - B. **Other Subcommittees** Each subcommittee noted below shall report to the full DAC at least annually and prior to any communication with the BOE regarding recommendations or advice on behalf of the DAC. ~~Subcommittee meetings shall be posted on the DAC web page.~~ Each subcommittee's reports to the full DAC shall be posted on the Jeffco Public Schools DAC web page.
 - ~~B-C.~~ Each subcommittee chairperson shall be elected~~identify~~ by procedures in V.B. a chairperson ~~shall~~to be the key individual accountable for managing and reporting on the subcommittee's work and for maintaining communication with the DAC Chair. Each subcommittee shall appoint a vice chair at the beginning of the academic year.
 - 1. Budget/Finance. This subcommittee shall work to comply with the DAC requirement of recommending to the BOE priorities for spending school district money.

2. District Unified Improvement Planning (DUIP). This subcommittee shall support the DAC's responsibility to comply with submitting recommendations to the BOE concerning preparation and implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable). The subcommittee shall provide regular updates to the full DAC per the DAC work calendar and lead full committee reviews of the DUIP.
3. Family ~~/~~School ~~/~~Community Partnership (FSCP). This subcommittee shall work to increase parent engagement in the district by providing input and recommendations to district staff or school personnel regarding:
 - (a) The district's parent engagement policy.
 - (b) Efforts to increase parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAPs), and plans to address habitual truancy.
 - (c) Increasing community awareness of the district strategic plan and the school/district improvement processes.
 - ~~(e)~~(d) Efforts to increase parent engagement on school accountability committees and on the district's Family-School Relationships Survey.
4. Charter School Review. This subcommittee shall have responsibility for reviewing charter school applications, and renewals as requested by the BOE as needed and reporting findings to the full DAC. Per statute, the full DAC shall determine recommendations to the BOE on charter applications and renewals. At least one subcommittee Member shall serve on the District Charter Review Committee. The membership of this subcommittee shall include an AAR representing charter schools.
- ~~5. Articulation Area Representatives. They shall meet as necessary to conduct business as specified in the District Accountability Committee orientation.~~
- ~~6.5.~~Additional Subcommittees. Additional subcommittees may be identified by the Executive Committee, as needed, to fulfill the responsibilities of the DAC.

VII.VIII. Meetings

A. Meetings of the Committee-as-a-Whole

1. A minimum of six (6) meetings of the ~~e~~Ccommittee-as-a-Wwhole shall be held monthly from September through May, except during the month of December, at the Jefferson County School District office, unless otherwise specified. The Chair, the Executive Committee, or a majority of the Members may call additional meetings.
2. Dates of meetings shall be provided in public announcements and made available to the public. All meetings shall be open to the public.
3. The Chair may use unanimous consent to guide decisions during meetings.

Voting may be used when an issue has received a motion and a second. Absentee ballots and proxies are not permitted. Only DAC Members may vote.

- B. **Training Meeting** The DAC shall sponsor a meeting every year in the fall with all SAC Chairs and school principals. This meeting shall focus on providing supports for SACs and training, expectations, and opportunities to participate in DAC, including meeting dates.

C. **Subcommittee Meetings**

1. The subcommittee chairperson shall call subcommittee meetings.
2. Subcommittees shall meet within the first two months of the school year to establish meeting cadence and scope of work, and subsequently as needed.
3. The subcommittee chairs shall provide notice for subcommittee meetings.
4. The subcommittee chairs shall ensure, where necessary, that applicable records of subcommittee meetings are kept and made available to Members.

~~C.~~

- D. **Notice of Meetings** The schedule for regular meetings of the Committee-as-a-~~W~~Whole shall be established at the beginning of the school year. A notice of each DAC meeting shall be provided to each Member of DAC not less than four (4) days prior to the meeting, and simultaneously shall be posted on the DAC web page. ~~The Vice Chair shall ensure the meeting agendas for meetings of the DAC, including previous notice of motions to adopt committee reports to the BOE, are posted on the DAC website, and shall ensure that the meeting agenda is sent via email notification to all DAC Members, all BOE members, and appropriate administration officials four (4) days prior to the meeting. The subcommittee chairs shall provide notice for subcommittee meetings in accordance with any officially adopted rules of the individual subcommittees.~~

- E. **Quorum** Proper notice having been given, the Members present shall constitute a quorum in order for information to be shared and for discussions to take place during a DAC meeting. A quorum of at least half of the current membership and at least one DAC officer must be present in order to conduct DAC business that requires a vote.

F. **Minutes**

Meeting minutes shall be recorded by the Secretary and posted to the DAC web page.

G. **Representation of DAC Advice**

1. As an advisory committee to the BOE, the DAC shall follow district policy BDF, "Advisory Committees to the Board", and Board Policy GP-12, "Board Committee Principles." and district policy KB Family School Community Partnerships.
2. The DAC is committed to fully representing the perspectives of the DAC Members. On matters for which a committee report is generated by the DAC for the BOE, it shall be reviewed and approved by vote at a DAC

meeting before it is provided to the BOE. DAC Members shall not represent their own opinions as those of the ~~C~~committee-as-a-~~W~~whole.

3. Any two (2) or more DAC Members may together author and submit a Dissenting Opinion, provided that they voice that Dissenting Opinion at the DAC meeting either verbally or in writing, if they cannot be present at the meeting, so that the entire DAC Membership has an opportunity to consider the Dissenting Opinions at the time the DAC is discussing the issue at hand and prior to voting. Dissenting opinions may pertain to the entire Committee Report/Motion and/or only portions of the Committee Report/Motion. Any Dissenting Opinion shall set forth the rationale for the Dissenting Opinion and shall be submitted via email to the DAC committee-as-a-whole and the DAC Chair for inclusion in the DAC Report to the BOE within one (1) week of the adoption of the Committee Report/Motion by the DAC; however, if the BOE meeting in which the Committee Report/Motion is being presented by DAC occurs within one (1) week of the DAC adoption of the Committee Report/Motion, then the deadline for submitting the Dissenting Opinion shall be shortened to no later than twenty-four (24) hours after the conclusion of the DAC meeting where the DAC membership voted to approve the Committee Report/Motion.
4. Subcommittee reports shall be reviewed and discussed at a DAC meeting before they are provided to the BOE. Subcommittee Members may not present findings directly to the BOE without approval by the ~~C~~committee-as-a-~~W~~whole.
5. Only the Chair or the Chair's designees shall present reports and/or recommendations to the BOE on behalf of the DAC. The Chair shall submit any majority and minority reports, together and without modification, to the BOE at the same time. ~~Time at the end of DAC meeting shall be provided for BOE member comments.~~

H. Meeting Agenda

1. The agenda generally shall be as follows:
 - a. Call meeting to order
 - b. Approval of agenda
 - c. Approval of minutes
 - d. Unfinished and new business
 - e. ~~Optional~~ BOE ~~c~~Comment(s)
 - f. Adjournment

Except where these bylaws conflict, the meetings of the DAC shall be conducted in alignment with Robert's Rules of Order, Newly Revised Edition. Members may, by a two-thirds vote of those present, move to adopt different meeting rules for specific meetings.

Amendment of Bylaws

Bylaws shall be reviewed by the ~~C~~committee-as-a-~~W~~whole at least annually, at which time

DAC approved ~~2/16/16~~TBD, rev. ~~11.15.16~~TBD

Members may make motions to revise the bylaws. Bylaws revisions must be approved by a two-thirds majority of the Members present at the meeting.

All changes or amendments to these bylaws shall be presented to and approved by DAC Members, ~~before they can take effect, must be presented to the BOE for its approval.~~

Date Adopted: ~~September 20, 2016~~TBD

Date Revised: ~~November 15, 2016~~January 11, 2024