Welcome!

Agenda:
- Value of Accountability Committees
- Purpose
- Statutory Requirements & Best Practices
  - Budget
  - UIP
  - Family Engagement
  - Charter School Applications
- Goal Setting & Next Steps
Introductions

BVSD Superintendent

Dr. Rob Anderson

BVSD Area Superintendents

Robyn Fernandez
Margaret Crespo
Sam Messier

BVSD Area Network Schools

Robyn Fernandez
Area Superintendent

Margaret Crespo
Area Superintendent

Sam Messier
Area Superintendent

Arapahoe Ridge
Centaurus
Broomfield HS
Broomfield Heights
Angevine
Meadowlark
Aspen Creek
Kohl
Emerald
Birch
Sanchez
Lafayette
Ryan
Pioneer
Halcyon
P2P Justice

Arapahoe Ridge
Boulder Tach
Fairview HS
Monarch HS
Boulder Universal
Louisville MS
Southern Hills
Eldorado K-8
Monarch K-8
BCBS
Bear Creek
Coal Creek
Community Mont
Creekside
Eisenhower
Fireside
High Peaks
Louisville ES
Mesa
Superior
University Hill
Horizons
Summit

Boulder High
Nederland MHS
New Vista HS
Centennial
Casey
Platt
Manhattan
Foothill
Crest View
Heatherwood
Whittier
Douglas
Columbine
Nederland ES
Jamestown/Gold Hill
Flatirons
Mapleton
Boulder Prep
Objectives for the Evening

- Provide a clear understanding of the roles and expectations of the DAC & SACs
- Build connections and relationships with accountability committee members
- Explore best practices
- Share resources
- Establish goals to immediately improve each accountability committee
Mix & Mingle

Mix: Find attendees from your Area Support Network

Mingle: Name -- Preferred Pronoun -- School -- Hope for the Evening
Accountability Committees: Purpose & Requirements
Purpose

“To engage in meaningful consultation in accountability and improvement planning.”
*CDE Accountability Handbook, 2018*

**School Accountability Committee (SAC)**

- The SAC is a legally-constituted accountability and advisory committee of parent representatives at the school level.

- Colorado State Statute **22-11-402** requires SAC members to provide recommendations to the school principal on:
  - School **Budget**
  - School Unified Improvement Plan (**UIP**)  
  - **Family Engagement**
  - **Study topics** jointly determined by the SAC and the principal

**District Accountability Committee (DAC)**

- DAC is a legally-constituted accountability and advisory committee of parent representatives at the school district level.

- Colorado State Statute **22-11-302** requires DAC members to provide recommendations to the **Board of Education** on:
  - District **Budget**
  - District Unified Improvement Plan (**UIP**)
  - **Family Engagement**
  - Charter School Applications
  - **Study topics** jointly determined by DAC and the Board of Education (BOE)
Recommendation Processes

Topics requiring a member vote:

- **Study Topic**
  - General info provided by BVSD/BoE.

- **Subcommittee**
  - Subcommittee gathers and presents research; drafts recommendation

- **Full Membership**
  - Full Membership
  - Vote on final recommendations

- **Subcommittee**
  - Draft final recommendation memo

- **Full Membership**
  - Provide feedback on draft recommendations

Topics not requiring a full member vote:

- **Study Topic**
  - General information provided by BVSD/BoE shared with DAC.

- **Subcommittee**
  - Subcommittee gathers evidence & makes final recommendation

- **Full Membership**
  - Subcommittee shares recommendation with the entire membership

- **Subcommittee**
  - Budget
  - Bylaws
  - UIP
  - Policy
  - Officer Elections

- **Full Membership**
  - Charter Applications
  - Norms
  - SAC Manual
  - DAC Handbook

Handbook
Accountability Committees: Meeting Format

Agenda and reading materials will be provided 1-2 weeks in advance of each meeting

- Typical Agenda
  1. Welcome
  2. Board of Education Report (DAC) / DAC Report (SAC)
  3. Superintendent Report (DAC) / Principal Report (SAC)
  4. Meeting Topics (UIP, Budget, Engagement, Policy, etc)
  5. Small Group Discussion and/or Subcommittee Work
  6. Adjournment

- Report all DAC business to your SAC
- Bring any SAC questions, comments or concerns to DAC
Accountability Committees: Membership Minimums

**SAC**

- 3 Parents
- 1 Principal or their designee
- 1 Teacher who provides instruction at the school
- 1 Community Member
- 1 Member of an organization of parents, teachers and students within the school (PTO, Booster, etc)

* Parent members must outnumber non-parent members

**DAC**

- 3 Parents
- 1 Administrator
- 1 Teacher
- 1 Community Member
- 1 Rep from each SAC (AE-R)
- 1 person with Charter knowledge (AE-R)

*DAC Reps are nominated in May by SACs and approved by the BoE in September of each year.
Every school in BVSD has engaged parents who want to support their schools. They may not show up to SAC or DAC because:

- They don’t realize the committee exists → improve communication
- They don’t believe their efforts can make an impact → celebrate/market success
- Meeting times are not ideal → find a “best” time, provide childcare, translation
- They haven’t been asked → reach out individually

Identify the root cause of low membership or participation at your school and work to correct it.
### Meeting Organization & Communication

Expectations are outlined in state statute, BVSD policy, committee bylaws and norms

<table>
<thead>
<tr>
<th></th>
<th>SAC</th>
<th>DAC</th>
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</thead>
<tbody>
<tr>
<td><strong>Meeting Frequency</strong></td>
<td>Quarterly, at a minimum</td>
<td>Monthly: 1st Tuesdays (Sept-May)</td>
</tr>
<tr>
<td><strong>Meeting Communication</strong> (* indicates best practice, not requirement)</td>
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</tr>
<tr>
<td>★ Calendar/Meeting Notices</td>
<td>● SAC webpage on school website, school newsletters, posted notice on site*</td>
<td>● DAC webpage, BVSD Newsletter, posted notice on site</td>
</tr>
<tr>
<td>★ Agenda</td>
<td>● SAC webpage &amp;/or school newsletter*</td>
<td>● DAC webpage, posted notice on site</td>
</tr>
<tr>
<td>★ Minutes</td>
<td>● SAC webpage &amp;/or newsletter*</td>
<td>● Draft version emailed to membership, approved v. on DAC webpage</td>
</tr>
<tr>
<td>★ Handouts</td>
<td>● SAC webpage &amp;/or newsletter*</td>
<td>● Emailed to membership and posted on DAC webpage</td>
</tr>
<tr>
<td>★ Recommendations</td>
<td>● SAC webpage &amp; DAC forms*</td>
<td>● DAC webpage &amp; BoardDocs</td>
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</tbody>
</table>
DAC Representative

Best Practices:

Organization & Communication

★ Report DAC business at your SAC meetings
★ Share SAC feedback at our DAC meetings
★ Use the DAC website
★ Email DAC minutes & agendas to your SAC (example below)

DAC Report to SAC

Good morning everyone!

There has been a lot going on at the district and DAC in the past two months since we last met, so I wanted to share some highlights and our minutes ahead of our SAC meeting.

March:
- Full-day K is approved starting next year
- District reorganization directing more resources (~$1M and staff) toward schools
- Initiative inventory was conducted and based on the results some programs will be sustained others may be ramped up
- DAC recommendations on the LRP were heard loud and clear

April:
- Progress on the strategic plan
- Phase 3 of the school counseling program is in the preliminary budget thanks in part to recommendations from SACs & the DAC
- Planning a joint SAC chair/vice chair and DAC rep training to approve functionality of accountability committees district wide (August)

Lots of stuff I am forgetting so please read the DAC minutes (and embedded links) for details.

Have a wonderful week everyone!

2 Attachments
SAC Best Practices:
Organization & Communication

★ Share SAC minutes & agendas with your entire school community
  ○ School Website
  ○ School Newsletters
★ Archive agendas, minutes and bylaws for future reference
★ Include a DAC report on your agenda
★ Bring questions & concerns to DAC
Member Norms & Bylaws

Operating agreements comprising the fundamental rules of your organization. They should include everything of import and can only be modified by majority vote.

DAC:
- DAC Norms
- DAC Bylaws (09/18)

SAC:
- Has your school established these operating agreements?
  - Example SAC Bylaws on DAC website
  - Example SAC Norms in SAC Manual
- Where are the documents located and are they accessible to everyone in the school community?
Reflect on your SAC practices...

- What is getting in the way (of incorporating best practice)?
- What can BVSD do to support you?

*Note: Quotes found around this slide are from meeting attendees*
Test your knowledge & play:

Accountability Committee

Jeopardy
Accountability Committee Responsibility: Unified Improvement Planning (UIP)
Unified Improvement Plan (UIP)

In 2009, the state of Colorado introduced the Unified Improvement Plan (UIP) to streamline the improvement planning components of state and federal accountability statutes. The plan is intended to be used as a cycle of continuous improvement.

- SAC provides input on the development of the school’s UIP annually, and monitors progress towards implementation at least quarterly.
  - Schools with a Priority Improvement or Turnaround Plan have additional requirements (advertized public meeting, recommendations sent to the BOE, etc.)
- DAC provides input on the development of BVSD’s UIP annually, and monitors progress towards implementation at least quarterly.

The UIP process begins with a data review (e.g., student performance data, process data) and then identifies ambitious targets and an action plan to direct next steps.
## UIP: Document Components

<table>
<thead>
<tr>
<th>UIP Elements</th>
<th>Translation</th>
<th>Notes</th>
<th>BVSD Examples (2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Analysis</strong> (Trends, Priority Performance Challenges (PPC))</td>
<td>How are BVSD students performing? What are top challenges?</td>
<td>● Focus on Students &lt;br&gt; ● Looking to past</td>
<td>• Data Trends: CMAS MPG in ELA for ELL was 44; did not meet prior year target of 50. &lt;br&gt; • <strong>PPC: Academic Growth by Students in Programs and Latino Students</strong></td>
</tr>
<tr>
<td><strong>Root Cause</strong> (deepest underlying causes of PPC; guides improvement work)</td>
<td>Why does the student performance issue continue?</td>
<td>● Focus on Adults &lt;br&gt; ● Looking to past &amp; present</td>
<td>• <strong>Limited application of instructional strategies to support ELL students</strong></td>
</tr>
<tr>
<td><strong>Major Improvement Strategies</strong> (Evidenced based strategies to address PPC)</td>
<td>What might improve student performance?</td>
<td>● Focus on Adults &lt;br&gt; ● Looking forward</td>
<td>• <strong>BVSD Multi-Tiered System of Supports (MTSS)</strong> &lt;br&gt; • Assessment Communication &lt;br&gt; • Data-Based Problem Solving &amp; Decision Making &lt;br&gt; • Literacy &amp; Instructional Practices</td>
</tr>
<tr>
<td><strong>Action Steps</strong> (specific actions to carry out improvement strategies)</td>
<td>What will BVSD do?</td>
<td>● Focus on Adults &lt;br&gt; ● Looking forward</td>
<td>• Adopt Fountas and Pinnell literacy curricula in all BVSD elementary schools</td>
</tr>
<tr>
<td><strong>Progress Monitoring</strong> (Interim Measures, Implementation Benchmarks)</td>
<td>How will BVSD monitor the impact?</td>
<td>● Focus on Students &amp; Adults &lt;br&gt; ● Looking forward</td>
<td>• Disaggregated Growth: iReady, Istation, math screeners and monitoring of implementation benchmarks for new literacy materials.</td>
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UIP: Example Data Points

Observations of Student Performance Trends

Data Check-in Example - iReady Scores (BOY, MOY, EOY)
UIP: Quarterly Review Process

**Q1: (Aug. - Sept.)**
- Review State Achievement & Growth Data (CMAS, PSAT, SAT, etc)
- Check progress on targets from previous years UIP
- UIP - refresh if needed

**Q2: (Oct. - Dec.) & Q3: (Jan. - Mar.)**
- Review interim data (ABCs, iReady, etc.)
- Review implementation benchmarks (Evidence of staff implementing strategies with fidelity and high quality)
  - Survey data (teacher, leadership, parents and students)
  - Observation data
- UIP - refresh if needed

**Q4: (April - June)**
- Submit UIP to Colorado Department of Education
- Provide input to draft plan for the subsequent year
UIP: HELP !?!?

We need to improve our UIP evaluation process, where can we begin?

- Start the conversation

CDE Resources:

- School View - source for school & district data
- Quality Criteria Rubric for Evaluating School UIPs
- Quality Criteria Rubric for Evaluating District UIPs
DAC is working to improve their process...

Small Group Discussion:

● How does your SAC engage with your UIP?
  ○ What is one way you can improve the process for this year?

● Do you see a relationship between the school and district UIP?
Accountability Committee Responsibility: Budget
Budget: Requirements

SAC Recommendation to School Principal

The principal shall consider the SAC “recommendations regarding spending state, federal, local, or private grants and any other discretionary moneys and take them into account in formulating budget...”

DAC Recommendation to Board of Education

The BoE “shall Consider the DAC recommendations in adopting the school district budget for each fiscal year...”

SAC Recommendation to DAC

“Whenever the DAC recommends spending priorities, it shall make reasonable efforts to consult in a substantive manner with the” SACs.

Each fall, SACs provide direct input on spending recommendations via a SAC/DAC budget survey.

Survey Deadline is October 31, 2019
Annual Budget Timeline (BVSD)

2019-20 Budget Development Process and Timeline
09/16/18

- **Sept/Oct**
  - Budget Process Sept 18
  - SAC Survey
  - SAC Survey

- **Nov/Dec**
  - Governor’s Budget Nov 01
  - Amendment 73 Outcome Nov 09
  - Budget Process Nov 27
  - SAC Review

- **Jan**
  - Budget Process Jan 08
  - DAC Draft Budget Priorities Jan 06
  - 2018-19 Draft Strategic Financial Plan Jan 08
  - Initial Enrollment Projections Jan 19
  - Adopt Budget Development Priorities Jan 22
  - DAC Budget Priorities Jan 22

- **Feb/March**
  - CPI Determined Feb 01
  - Salary/Benefit Projections Feb 15
  - Midyear Analysis Feb 19
  - SAC Review

- **April**
  - Preliminary Budget Pre Worksession April 09
  - Preliminary Budget April 09
  - Change ?
  - Change ?
  - Preliminary Budget Post Worksession April 09

- **May/June**
  - Proposed Budget May 28
  - Change ?
  - SAC Review
  - SAC Review
  - Budget Adjustments
  - SAC Review

Legend
- Data
- Workflow
- Document
- External Action
Budget: Recommendation Process

1. Review
   a. Annual Budget Calendar
   b. Current Year Budget (Sept./Oct.)
   c. Projected Budget - Discretionary funds (SRA, PTO) (April/May)

2. Consider
   a. Local academic data
   b. Improvement plan goals (UIP)
   c. Strategic Plan

3. Recommend
   a. Use consensus based decision making
   b. Document spending priorities
      i. DAC/SAC Budget Survey results
      ii. Written Memo (to principal (SAC); BoE (DAC)
      iii. Presentation to the Board of Education (DAC only)
Small Group Discussion:

- How does your SAC engage with the budget survey in the fall?

- How does your SAC recommend discretionary spending (SRA, PTO, etc) in the spring?
Accountability Committee Responsibility:
Family Engagement
Family Engagement: Requirements

Increase the level of parent engagement in the school/district especially the engagement of parents of students who are:

- members of non-Caucasian races;
- eligible for free or reduced-cost lunch;
- English language learners;
- migrant children;
- children with disabilities;
- identified as gifted.

The committee's activities to increase parent engagement must include, but need not be limited to:

I. Publicizing opportunities to serve and soliciting parents to serve on SAC/DAC.
   A. Help ensure that the parents who serve on the committees reflect the student populations that are significantly represented within the school/district

II. Assisting in implementation of the parent engagement policy adopted by the local school board

III. Assisting school personnel to increase parents' engagement with educators, including but not limited to parents' engagement in creating students' READ plans, in creating individual career and academic plans, and in creating plans to address habitual truancy.
Small Group Discussion:

- What does parent engagement mean, or look like at your school? How is SAC/DAC involved?
Charter School Applications (DAC Only)

If the school district receives an application for a charter school, the DAC must review the application and make recommendations to the Board of Education.

- Charter applications due to BVSD August 1st
- If the application is complete, DAC receives the application by August 16th
- DAC report and recommendation to the Board of Education is due within 45 days

The DAC Charter Subcommittee will evaluate any application, share findings with the general DAC membership, and present final recommendations to the board of education.
Closing Thoughts:

★ The most meaningful part of tonight was __________.
★ The primary goal for my accountability committee is __________.
★ The DAC can help me meet that goal by __________.
Small Group Responses to Closing Thoughts

* Most Meaningful:
  - Connections
  - Learning the roles

* Primary Goal for SAC/DAC:
  - Family engagement

* What Can DAC do for SAC?
  - Share real life strategies for the various types of schools
  - Real takeaways

The most meaningful part of tonight was clarifying roles + networking. Measuring current reality.

The primary goal for our accountability committee is foundational works. Set goals + be actionable. Establish structure. Give parents agency. Teacher-parent linking... build relationships.

DAC can help... taking school based concerns to district level. Filtering site based strategies back to schools.

- Structure, overview, clear expectations, ideas for website

1. Goal:
   - Meet basic requirements in a meaningful way, support students + finding member website. Better communication about meetings

DAC can help:
   - Encourage principals engage with parents about SAC
Accountability Committees: Resources

District & State Websites:
★ CDE Accountability Data Tools & Reports
★ CDE Accountability Handbook
★ CRS 22-11-401 & CRS 22-11-402 (SAC)
★ CRS 22-11-301 & CRS 22-11-302 (DAC)
★ BVSD Policy AE & AE-R

School SAC Website:
★ Meeting Schedule/Calendar
★ Bylaws & Norms
★ Membership List
★ Meeting Agendas
★ Meeting Minutes
★ Meeting Handouts

DAC Website Contains:
★ Meeting Schedule/Calendar
★ Bylaws
★ Norms
★ Meeting Agendas
★ Meeting Minutes
★ Meeting Handouts
★ Membership Application
★ SAC Resources
  ○ SAC Manual
  ○ SAC Example Bylaws
★ District and State Resources
## DAC Planning Calendar

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>- Orientation</td>
<td>- Mid-year Data Review</td>
<td>- Final UIP Recommendations</td>
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<tr>
<td>- Establish Subcommittees</td>
<td>- Unified Improvement Plan (UIP)</td>
<td>- End-of-Year Data Review</td>
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<tr>
<td>- SAC Budget Survey</td>
<td>- Budget</td>
<td>- Exec Team Elections</td>
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<tr>
<td>- Charter School Applications</td>
<td>- BoE Policies</td>
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<tr>
<td>- Data Orientation</td>
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<tr>
<td>- Unified Improvement Plan (UIP)</td>
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<td></td>
<td>- August - Orientation/Training, Charter Review?</td>
<td>- March - Q4 UIP Recommendations</td>
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<td>- September - Charter Recs, Q1 UIP Check, State Assessment Data, Budget Survey</td>
<td>- April - TBD</td>
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<td>- October - Budget Presentation, Policy Review, New Member Check-in</td>
<td>- May - End of Year Data, Elections &amp; Wrap-up</td>
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<td>- November - Q2 UIP Check, Strategic Plan, Draft Budget Recs</td>
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BVSD School Accountability Committee Manual

- The BVSD DAC creates and maintains a SAC Manual to assist SACs in meeting their statutory requirements and best practices.
  - A sample meeting calendar, and other useful tools are included within
  - An electronic copy of the SAC Manual is always located on the DAC website.
  - Please be sure all members of your SAC have the 2018 version
  - Look for an updated version in 2020

BVSD District Accountability Committee Manual

- The BVSD DAC created a DAC Handbook to assist DAC members in meeting their statutory requirements.
  - An electronic copy of the DAC Manual will be located on the DAC website once it is finalized.