DAC Meeting Minutes
Date: 4/17/19, 5:30pm
Location: KCPS BOE Building

Susan Stocking, DAC Chair
- Welcomed everyone and noted this is last DAC meeting of the school year
- Reviewed some of this school years DAC activities and guest speakers (see Attachment A)
- DAC has been building partners and relationships across the District

Parent Camp- Laura Gilchrist, Vice President of Parent Camp
- Uses an innovative strategy to engage families
- Laura helps schools hold these Parent Camp events and did one at Paseo High School
- Noted that families receive emails that are difficult to understand or view on their cell phones which causes them anxiety, but schools are improving that process with the help of these Parent Camps
- Parent Camp is endorsed by the US Department of Education whose Director of Outreach is Carrie Jasper

Transgender Youth Project- Chelsea Daniels, Coordinator
- Growing up transgender means overcoming concepts that "It's just a phase", trouble accessing effective health care, and recognizing that their lives are just different
- Challenges and Issues include:
    - Family abandonment, abuse, and foster care
    - School bullying and ineffective policies
    - Community harassment and discrimination
    - Mental health issues of anxiety, depression, and suicide
- The Project plans to provide drop-in Centers that provide emergency placement, community outreach, and counseling
- What can you do to help includes reach out to transgender organizations, provide aid to those organizations, and never be afraid to stand against hate and ignorance

Table Breakout Sessions- Attendees rotated between 3 group table sessions
- Getting parent organizations started and leading that meeting- Lisa Gooden of FLA (see Attachment B)
    - Pick a meeting date, time, and place
    - Build relationships to other parents
    - Invite as many families as possible
    - Host the meeting
    - Be sure to have a meeting agenda
    - Use the time effectively with defined questions
    - Allow administration to share their thoughts

- o Plan for the next get together
- Effective communication to engage your school community- Aire Wilson of Lincoln College Prep (see Attachment C)
  - o Lincoln creates and distributes a weekly email newsletter that includes info from a variety of sources, it acts as a clearing house for multiple activities
  - o Lincoln holds a monthly School Advisory Committee (SAC) meeting with one key topic which can be about club offerings, college readiness, meeting sports coaches, etc.
  - o Some schools use Friday flyers to send home with students due to limited parent email access, as the parent has to opt-in to receiving the email newsletter (opt-in occurs at the SAC meetings and other school events)
- Coordinating and building your volunteer base at school- Julia Ball of Hale-Cook
  - o Julie acts as the primary volunteer coordinator and asks the teachers and principle for their volunteer needs
  - o Organizing volunteers occurs primarily early in the school year and if a parent isn't recruited early they tend not to be part of the school's volunteering program
  - o Volunteers have to go thru the District's screening system prior to working in the school and that system has improved over the last year
  - o The school provides a form for volunteers to sign up for open volunteer needs
  - o A volunteer celebration event is held to thank all volunteers
  - o Group discussed the need to have the screening process and volunteer form in Spanish and other ESL versions

2019-2020 DACX Elections- Lisa Gooden and Susan Stocking, DACX
- Summarized the voting process
  - o 1 vote per school, if more than one representative the schools should caucus to make the vote decision
  - o Voter from each school must register at the ballot table and get their ballot
  - o DACX has 7 officers and the ballot has 7 candidates listed, but write-ins are also allowed
  - o You may vote for up to, but not more than 7 candidates
  - o Turn in the ballots at the ballot table for counting
- Announced the election results that all 7 names listed on the ballot were elected:
  - o Susan Stocking
  - o Steven Burton
  - o Demonte Rochester
  - o Tiaira Trotter
  - o Ophelia Brinkley
  - o Rocio Lopez
  - o Erica Taylor

DAC Subcommittee Breakout Sessions- Attendees chose one of 3 Subcommittee sessions
- Legislative- Susan Stocking
- STEM and Academics- Steve Burton
  - Summarized the committee charge as identifying and defining STEM and Academics that can improve student education and to recommend those items to the District via the DACX/DAC
  - Assure any recommendations are supportive of the KCPS educational process and fit into the KCPS Strategic Plan
  - Recognize that funding for any changes may be an issue, but might be resolved by increasing the volunteer base and helping identify additional funding thru Grants, PTA fundraising, and solicit donations to the KCPS Education Foundation
  - Suggestion submitted to enhance Ecological Science education for students
  - Provided a Subcommittee interest form for both the Education and Athletics Subcommittees
- Community Building- Demonte Rochester and Lisa Gooden

KCPS Report "District Advisory Committee Cabinet Meeting Recap – SY 18-19" provided to attendees (see Attachment D)

Meeting Adjourned

District Advisory Committee Featured Speakers/Organizations:

- Missouri PTA
- Urban League - Parent Empowerment Institute, Gwen Grant
- Justice in the Schools
- KCPS Students in Transition
- Junior Achievement
- KCPS IT - Tyler demonstration
- KCPS Board Member Matthew Oates - KCPS Board of Education Equity Policy
- KCPS Board Member Jennifer Wolfsie - KCPS school board redistricting
- Coalition for Kansas City Economic Development - Bruce Eddy (TIF)
- Truman Medical Center Community Health Project and Education Services
- Scholastic Education
- KCPS IT - Joe Phillips, new laptop demonstration
- Viking Village Food and Clothing Pantry program
- KCPS Mentoring Programs - Dr. Derald Davis
- ReStore Community Church - Zach Anderson

DACx Collaborations:

- US Tennis Association
- KC TIF Watch
- Vote No on Question 1 Coalition
- KC Voices for Integration
- KCPS MOCHA mentoring program
- KCPS Summerfest
- PTA/PTO/SAC members
- KCPS Strategic Alignment
- KCPS BOE Communications and Community Engagement Ad-Hoc Committee
- KCPS BOE Government Relations
- KCPS School Board school for potential candidates
- League of Women Voters/Visitation CCO/More2 School Board candidate forum
- Pre-K Sales tax forums (Centurions, Marlboro CCO, NKC press conference)
- City Year MLK project (murals at Northeast Middle)
- Empower Missouri

Getting Your Parent Organization Started

Step 1) Pick a Meeting Date, Time, and Place. The school library or common areas are great places to meet. Confirm with the principal that you can reserve the space at the time you need it. Consider making it a pot-luck dinner and finding a parent or middle/high school students that is able to babysit children at the meeting.

Step 2) Build relationships. Talk to other parents when you visit the school. Set up a table at back to school night (or any school event). Have a sign-up form to get parent emails or phone numbers.

Tips for talking to parents:

- Ask the age or grade of their child, ask what activities or sports they are interested in.
- Ask what their own interests are.
- Ask if they have any questions about the school, or concerns. You may be able to answer simple questions or refer them to the right person (principal, secretary, LINC coordinator, etc) to get an answer.
- Ask how long they have been at the school or in the community.
- Spend 80% of the time listening, and only 20% of the time talking.
- Listening and learning from parents will give you an idea which parents may be interested in being future parent leaders, or which may be only interested in attending meetings or events.

Step 3) Invite MANY parents! Only about 1/3 of the people you invite will come to a meeting.

Tips for inviting parents:

- Personally invite as many parents as you can. Personal invitations are the most effective.
- Ask them if they are planning to come. Getting confirmation makes it more likely that they will come.
- Make a flier to promote the meeting. Ask for help with translating the flier if you have many parents that speak another language.
- Ask the office to sent the flier home with students
- Post the flier on the door to the school
- Ask the office to announce the meeting if they have phone call or email blasts
- Invite the parents on your sign-up form. Email, call, or text them about the meeting.
- Note: Different people like different kinds of communication – texting, email, phone calls, paper fliers, social media, etc. Try using as many as you can.

Step 4) Host your first meeting!

Before you begin:

Sign-in Sheet: Make sure you have a sign-in sheet so everyone will share their name, email, and phone number. That way you can contact them the next time you have a meeting or event. You can also track who comes to meetings to see which parents are the most actively involved and are potential parent leaders.

Agenda: Make an agenda of the meeting to help make sure you have time for everything and so that the meeting will not go too long. Value the time of the parents that are willing to attend.

Arrange for babysitting or translators if you can. Parents can take turns babysitting, or older middle or high school students may be able to help.

Note: Remember in your meeting that you are also looking for parent leaders - parents who have energy and vision, and want to help act on their concerns. These parents will become the core group that will help lead your organization.

Attachment B

Sample Agenda

5 minutes - Opening – welcome everyone. Make sure someone is able to take notes. Introduce the translator or babysitter if they are available.

5 minutes - Getting to know each other – For a small group, go around the room and have everyone introduce themselves, share the ages/grades of their children, and why they decided to come to the meeting. For larger groups, have each table talk and get to know each other.

5 minutes - Ground Rules – Share the agenda. Explain that everyone should have the opportunity to speak and to listen, that we are here to get to know each other, to learn about the school, and become partners with the school in our children's education.

20 minutes – Guiding question – Choose a guiding question and ask everyone to take 2-3 minutes to answer. You should answer the question first and share your story.

Note: Make sure everyone has time to speak without dominating. If someone speaks for too long, thank them for their comments and let them know it's time to hear from another parent. Do not allow parents to attack each other, or make others feel their opinion is not valued.

Sample guiding questions (Choose 1):

- What has been your experience with our school so far?
- What are some of your favorite things about this school?
- Do you have any concerns about our school?
- What do you think would make our school better?

10 minutes – Sharing from the administration – Allow the principal or a designated teacher to share some information about the school. What are the school's strengths and weakness? Current enrollment? Test scores, accreditation, discipline concerns? What does the school need parents to help with? Ask the principal to share the School Improvement Plan. Does the administration have a specific focus for improvement this year?

20 minutes – Follow up question – Choose a follow up question and ask everyone to take 2-3 minutes to answer.

Sample follow-up questions (Choose 1):

- What do you think about the information the principal shared?
- What do you think is the most important thing that our school should focus on?
- What changes would you like to see in our school?
- How do you think parents can help?

10 minutes – Closing/Summary – Summarize the key themes that were shared in the participants' stories. Ask the person taking notes to assist if needed. Explain why we are building a parent organization - because organized parents have strength and power to address challenges and make change in our schools and our district.

5 minutes - Invite parents to choose a "next step." Encourage each parent to write down what they have committed to do for their next step. Later you can call, text, or email to follow up with them before the next meeting.

Examples of "Next Steps"

- Attend the next parent meeting
- Invite more parents to the next meeting
- Volunteer to form a committee to address a particular concern or make a school improvement

Adjourn - Thank everyone for participating and attending.

Attachment C

Engaging & Communicating with Parents

Planned School Events – utilize school wide events (Open House; Meet the Teacher events; Back to School times; concerts; etc.) to share information and/or gather sign-ups for e-news and SAC sponsored events

Scheduled SAC meetings – host meetings on a consistent basis based on the needs of your school and SAC

High Interest Topics – know your parent/community group – what topics would be of interest; seek to publicize those in advance when notifying about scheduled meetings (Sports and Clubs night; grade level themes;

E-news – send a weekly email to families LCPA SAC uses Mailchimp which has a free level where you can have up to 2000 individual email addresses, and can send up to 12,000 emails in a month.

- It would be worth looking at Constant Contact, Campaigner and Mail Chimp to determine which is the best platform to use
- Have a plan to get parent emails
- Solicit information from the teachers and school staff; may need to work with KCPS IT to allow designated address to receive news blast and not to bounce

Offer a range of opportunities to volunteer – SAC roles; hospitality events (teacher luncheons, student focused events, host info table at school wide events, etc.)

Notes: _____

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Attachment D

District Advisory Committee Cabinet Recap – SY 18-19

General Body Meeting Overview
- **Meeting dates**: September 19, December 5, January 30, April 17
- **Average attendance per meeting**: 30-40
- **Featured speakers and organizations**: Missouri PTA, Urban League, Justice in the Schools, KCPS Students in Transition, Junior Achievement, KCPS IT, KCPS board members, Coalition for Kansas City Economic Development, Truman Medical Center, Viking Village Food and Clothing Pantry, KCPS MOCHA and mentoring programs, Restore Community Church, Scholastic Education

Key Collaborations
- **Internal:** MOCHA, PTA/PTO/SAC members, School Board School, Summerfest, Strategic Alignment, Communications and Community Engagement, BOE Government Relations
- **External:** US Tennis Association, KC TIF Watch, Vote No on Question 1 Coalition, Pre-K Sales Tax forums, KC Voices for Integration, League of Women Voters/Visitation CCO/More2 school board forum, Empower Missouri

Key DACX Activities:
- Parent engagement focus groups
- Legislative training sessions on January 26 and February 12
- "Lobby Day" legislative trip to Jefferson City on March 5

Key Issues and Concerns/Action Items:
- Parent Engagement and Communication
    - Recommendation: Form ad-hoc group of parents to beta test forms and processes (enrollment, admissions, program-specific applications, etc.)
- Latinx Communication
    - Recommendation: Reexamine communication SOPs and best practices to ensure more consistent, accurate translations; possibly hire additional personnel; ensure appropriate marketing channels
- Student Athletics and Extracurriculars
    - Recommendations: Implement district-wide tennis program, develop coordinated athletics/health program curriculum, continuation and empowerment of district IT committee and district athletics/activities committee
- Equity and Enrollment
    - Recommendation: Provide equity training for teacher professional development, equity enrollment
- Teacher/Staff Professional Organizations and Development
    - Recommendation: Encourage/support educators and staff to join their professional organizations
        - FaCE recommendation: Award Teacher of the Year finalists with membership to professional organization of their choice

Next Steps
- Request for SY19-20 Collaboration with KCPS Executive Team – Cabinet will provide guidance by May 6