

Accountability Committee Orientation



2019-2020 School Year



BOULDER VALLEY
SCHOOL DISTRICT

Welcome!



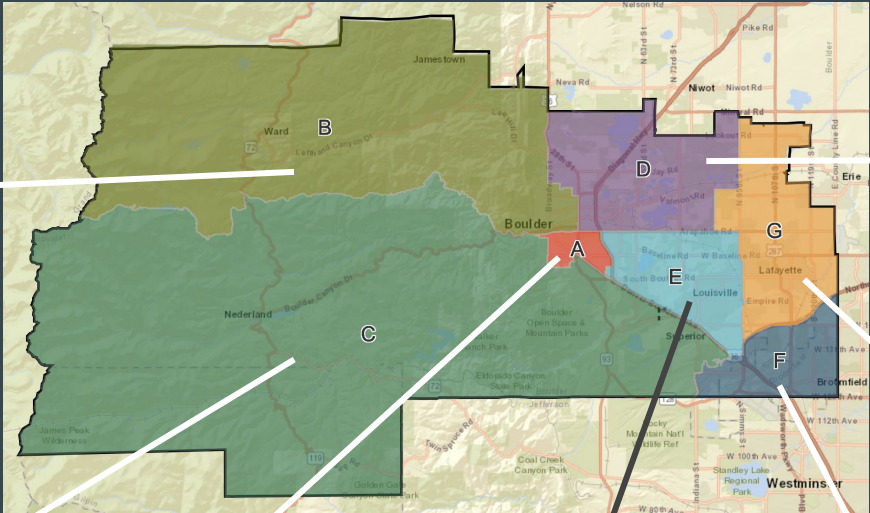
Agenda:

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

BVSD Board of Education



B. Tina Marquis Chair
Person
(2021)



D. Sam Fuqua
(2019)



C. Kathy Gebhardt
(2019)



A. Shelly Benford
(2019)



E. Donna Miers
(2021)



F. Kitty Sargent
(2021)



G. Richard Garcia
(2019)

Introductions

BVSD Superintendent



Dr. Rob Anderson

BVSD Area Superintendents



Robbyn
Fernandez






Margaret
Crespo



Sam
Messier

BVSD Area Network Schools

		
Robbyn Fernandez Area Superintendent	Margaret Crespo Area Superintendent	Sam Messier Area Superintendent
Broomfield HS Centaurus Broomfield Heights Angevine Meadowlark Aspen Creek Kohl Emerald Birch Sanchez Lafayette Ryan Pioneer Halcyon P2P Justice	Arapahoe Ridge Boulder Tech Fairview HS Monarch HS Boulder Universal Louisville MS Southern Hills Eldorado K-8 Monarch K-8 BCSIS Bear Creek Coal Creek Community Mont Creekside Eisenhower Fireside High Peaks Louisville ES Mesa Superior University Hill Horizons Summit	Boulder High Nederland MSHS New Vista HS Centennial Casey Platt Manhattan Foothill Crest View Heatherwood Whittier Douglass 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)

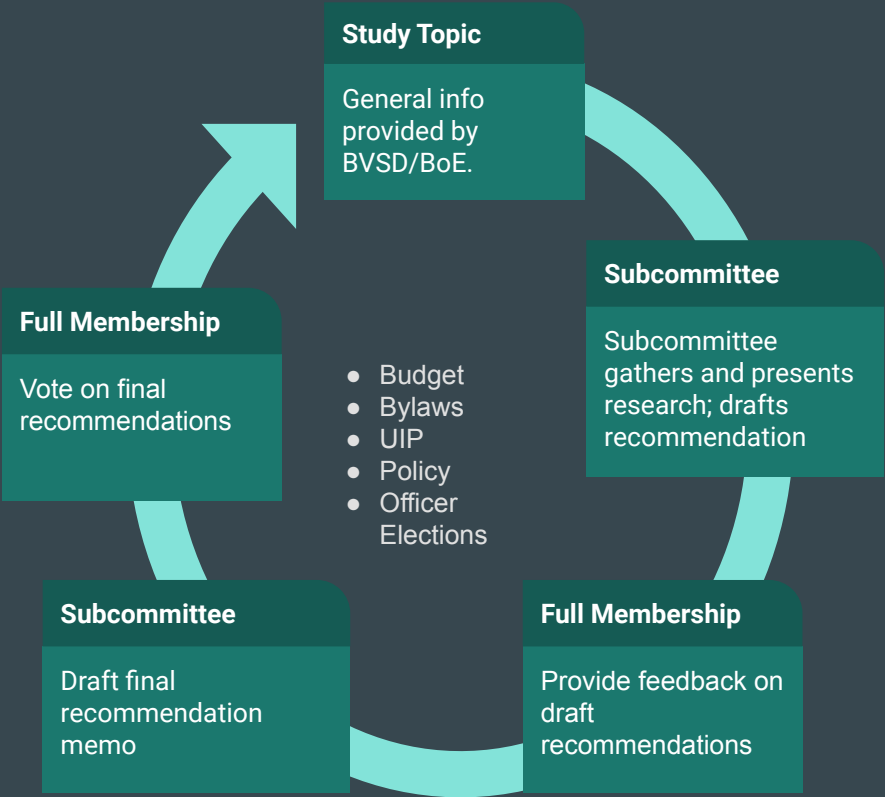
- The SAC is a legally-constituted accountability and advisory committee of parent representatives at the school level.
- Colorado State Statute [22-11-402](#) requires SAC members to provide recommendations to the school principal on:
 - School **Budget**
 - School Unified Improvement Plan (**UIP**)
 - **Family Engagement**
 - **Study topics** jointly determined by the SAC and the principal

District Accountability Committee (DAC)

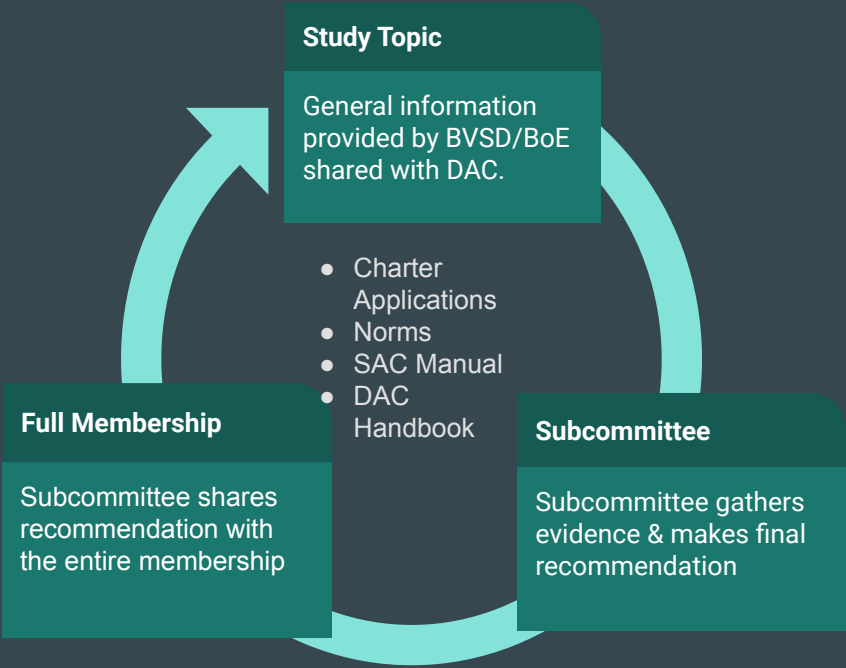
- DAC is a legally-constituted accountability and advisory committee of parent representatives at the school district level.
- Colorado State Statute [22-11-302](#) requires DAC members to provide recommendations to the Board of Education on:
 - District **Budget**
 - District Unified Improvement Plan (**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:



Topics not requiring a full member vote:



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.

Struggling with Membership?

Every school in BVSD has engaged parents who want to 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

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

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  [Inbox x](#)

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 sunset others may be ramped up
 - DAC recommendations on the UIP 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 imbedded links) for details

Have a wonderful week everyone!

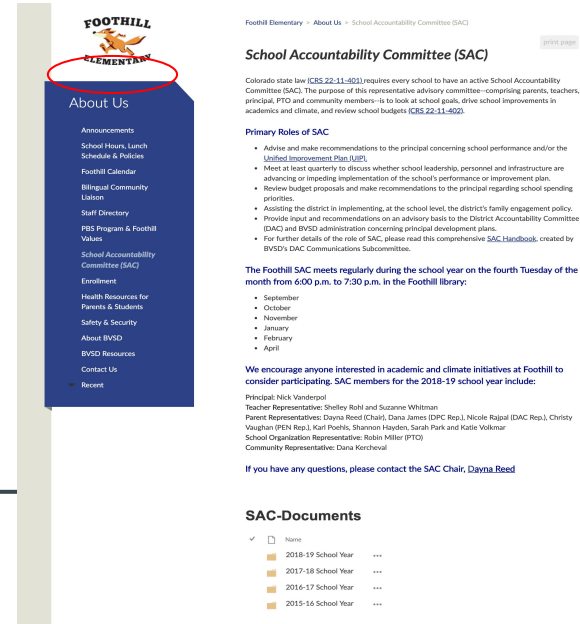
2 Attachments



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



FOOTHILL ELEMENTARY

About Us

- Announcements
- School Hours, Lunch Schedule & Policies
- Foothill Calendar
- Bilingual Community Liaison
- Staff Directory
- PBS Program & Foothill Values
- School Accountability Committee (SAC)
- Enrollment
- Health Resources for Parents & Students
- Safety & Security
- About BVSD
- BVSD Resources
- Contact Us
- Recent

Foothill Elementary > About Us > School Accountability Committee (SAC)

School Accountability Committee (SAC)

Colorado state law (C.R.S. 22-11-602) requires every school to have an active School Accountability Committee (SAC). The purpose of this representative advisory committee—comprising parents, teachers, principal, PTO and community members—is to look at school goals, drive school improvements in academics and climate, and review school budgets (C.R.S. 22-11-602).

Primary Roles of SAC

- Advise and make recommendations to the principal concerning school performance and/or the Unified Improvement Plan (UIP).
- Meet at least quarterly to discuss whether school leadership, personnel and infrastructure are advancing or impeding implementation of the school's performance or improvement plan.
- Review budget proposals and make recommendations to the principal regarding school spending priorities.
- Assisting the district in implementing, at the school level, the district's family engagement policy.
- Provide input and recommendations on an advisory basis to the District Accountability Committee (DAC) and BVSD administration concerning principal development plans.
- For further details of the role of SAC, please read this comprehensive [SAC Handbook](#), created by BVSD's DAC Communications Subcommittee.

The Foothill SAC meets regularly during the school year on the fourth Tuesday of the month from 6:00 p.m. to 7:30 p.m. in the Foothill library:

- September
- October
- November
- January
- February
- April

We encourage anyone interested in academic and climate initiatives at Foothill to consider participating. SAC members for the 2018-19 school year include:

Principal: Nick Vanderpol
Teacher Representatives: Shelley Rohlf and Suzanne Whitman
Parent Representatives: Danya Reed (Chair), Dana James (DPC Rep.), Nicole Rajpal (DAC Rep.), Christy Vaughan (PEN Rep.), Karl Poethig, Shannon Hayden, Sarah Park and Katie Volkmar
School Organization Representative: Robin Miller (PTO)
Community Representative: Dana Kirchenwal

If you have any questions, please contact the SAC Chair, [Danya Reed](#)

SAC-Documents

✓	<input type="checkbox"/>	Name	
	<input checked="" type="checkbox"/>	2018-19 School Year	...
	<input checked="" type="checkbox"/>	2017-18 School Year	...
	<input checked="" type="checkbox"/>	2016-17 School Year	...
	<input checked="" type="checkbox"/>	2015-16 School Year	...

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?

“SAC website template for schools, from BVSD!”

“Too many different parent groups...”

Reflect on your SAC practices...

“Top down support for & feedback to SACs”

*“Hold schools accountable for having
SACs and sending an advocate to
DAC”*

“Lack of knowledge and transparency”

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

*“No sense that we can DO or impact
anything”*

*“Be clear about who is responsible for/to the
SAC”*

“More time and resources”

*“District communication to broader community
that SACs exist and encourage involvement”*

*“Establish mentorships or communication lines
between fledgling and high functioning SACs”*

*“Translation at meetings and of meeting
documents”*

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.

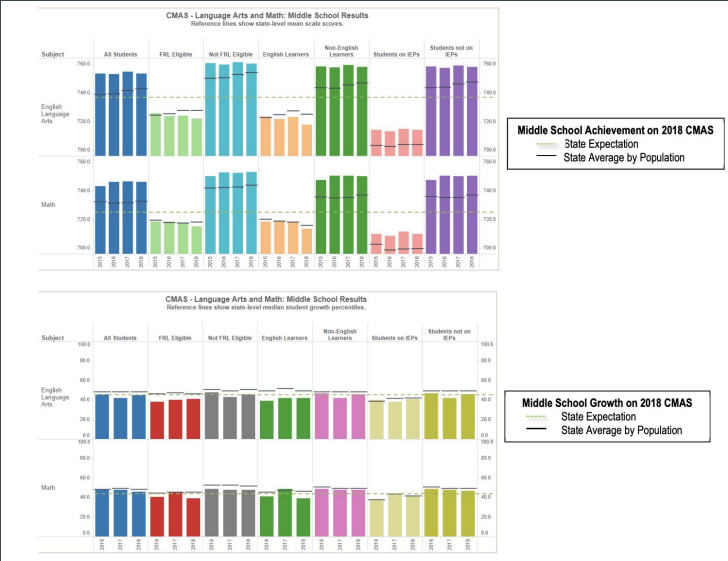
The UIP process begins with a data review (e.g., student performance data, process data) and then identifies *ambitious* targets and an action plan to direct next steps.

UIP: Document Components

UIP Elements		Translation	Notes	BVSD Examples (2018)
	Data Analysis (Trends, Priority Performance Challenges (PPC))	How are BVSD students performing? What are top challenges?	<ul style="list-style-type: none"> • Focus on Students • Looking to past 	<ul style="list-style-type: none"> • Data Trends: CMAS MPG in ELA for ELL was 44; did not meet prior year target of 50. • <i>PPC: Academic Growth by Students in Programs and Latino Students</i>
	Root Cause (deepest underlying causes of PPC; guides improvement work)	Why does the student performance issue continue?	<ul style="list-style-type: none"> • Focus on Adults • Looking to past & present 	<ul style="list-style-type: none"> • <i>Limited application of instructional strategies to support ELL students</i>
	Major Improvement Strategies (Evidenced based strategies to address PPC)	What might improve student performance?	<ul style="list-style-type: none"> • Focus on Adults • Looking forward 	<ul style="list-style-type: none"> • <i>BVSD Multi-Tiered System of Supports (MTSS)</i> • <i>Assessment Communication</i> • <i>Data-Based Problem Solving & Decision Making</i> • <i>Literacy & Instructional Practices</i>
	Action Steps (specific actions to carry out improvement strategies)	What will BVSD do?	<ul style="list-style-type: none"> • Focus on Adults • Looking forward 	<ul style="list-style-type: none"> • Adopt Fountas and Pinnell literacy curricula in all BVSD elementary schools
	Progress Monitoring (Interim Measures, Implementation Benchmarks)	How will BVSD monitor the impact?	<ul style="list-style-type: none"> • Focus on Students & Adults • Looking forward 	<ul style="list-style-type: none"> • Disaggregated Growth: iReady, Istation, math screeners and monitoring of implementation benchmarks for new literacy materials.

UIP: Example Data Points

Observations of Student Performance Trends



Data Check-in Example - iReady Scores (BOY, MOY, EOY)

Grade 1		
Number of Students Assessed: 76 Total Number of Students: 78		
● BOY - 08/16/2017 - 09/29/2017		
Average Scale Score		Students Below Level
Overall Reading Level	422	74% (56)
Phonological Awareness	432	46% (35)
Phonics	417	66% (50)
High-Frequency Words	412	64% (49)
Vocabulary	418	70% (53)
Comprehension: Literature	429	64% (49)
Comprehension: Informational Text	433	61% (46)

Grade 1		
Number of Students Assessed: 77 Total Number of Students: 79		
● MOY - 12/04/2017 - 01/19/2018		
Average Scale Score		Students Below Level
Overall Reading Level	450	44% (34)
Phonological Awareness	463	25% (19)
Phonics	456	36% (28)
High-Frequency Words	451	39% (30)
Vocabulary	444	45% (35)
Comprehension: Literature	447	49% (38)
Comprehension: Informational Text	447	49% (38)

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...”

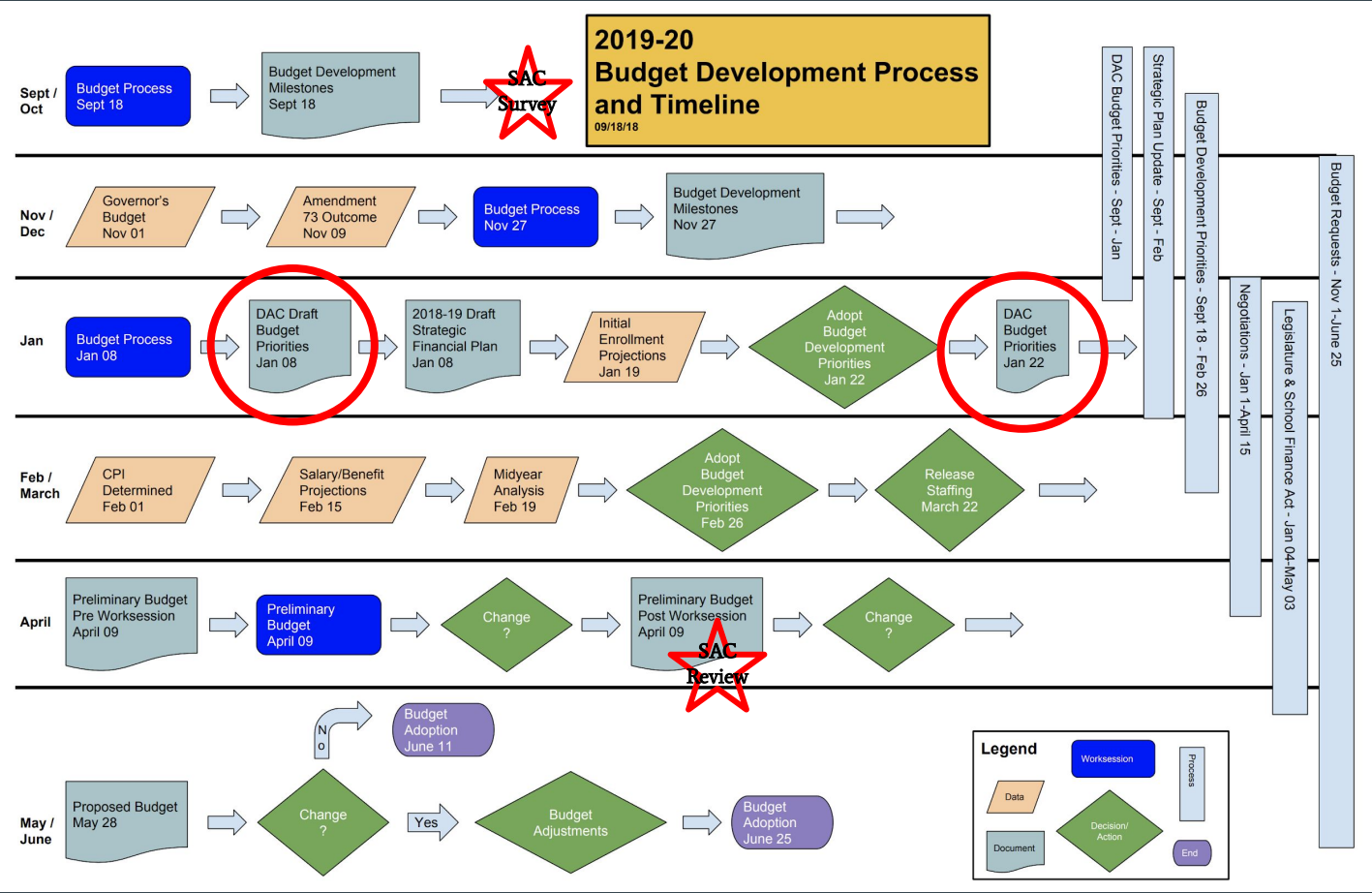
SAC Recommendation to DAC

“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.

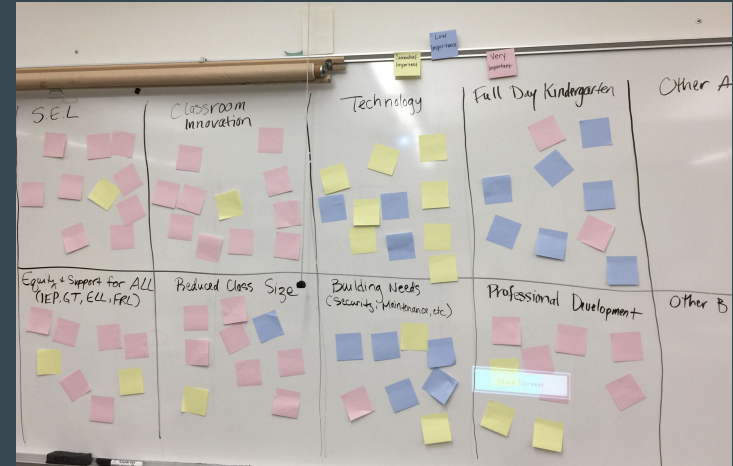
Survey Deadline is October 31, 2019

Annual Budget Timeline (BVSD)



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 strats. for the various types of schools
- Real take aways

Communication
website

→ To staff/families
- what is SAC's function?
- Rally support/interest

The most meaningful part of tonight was clarifying roles + networkings + measuring current reality.

The primary goal for our accountability committee is... foundational work; 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 concise expectations, ideas for website

1) MOST MEANINGFUL:

- GENERAL AWARENESS TO WHAT SHOULD BE HAPPENING IN DAC/SAC MEETINGS.

2) PRIMARY GOAL:

- SEEK STARTING INFO FROM PRINCIPAL.

3) DAC CAN HELP BY:

HOLDING PRINCIPALS ACCOUNTABLE TO EXPECTATIONS SET.

1^o goal:

Meet basic requirements in a meaningful way, support Students!, finding members website, better communication about meetings

DAC can help:

encourage principals engage w/ parents about SAC

*The most meaningful part of tonight was networking

*~~TO DO~~ A primary goal for my committee is being a voice for equity in the district

*The DAC can assist meeting this goal by having more equitable communication and pictures of all school communities

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

Fall

- Orientation
- Establish Subcommittees
- SAC Budget Survey
- Charter School Applications
- Data Orientation
- Unified Improvement Plan (UIP)

- August - Orientation/Training, Charter Review?
- September - Charter Recs, Q1 UIP Check, State Assessment Data, Budget Survey
- October - Budget Presentation, Policy Review, New Member Check-in
- November - Q2 UIP Check, Strategic Plan, Draft Budget Recs

Winter

- Mid-year Data Review
- Unified Improvement Plan (UIP)
- Budget
- BoE Policies

- December - Finalize Budget Recs for BoE, Policy Review
- January - Strategic Plan, Q3 UIP Check-in
- February - SEL/Climate Survey, TBD

Spring

- Final UIP Recommendations
- End-of-Year Data Review
- Exec Team Elections

- March - Q4 UIP Recommendations
- April - TBD
- May - End of Year Data, Elections & Wrap-up

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.