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**COLORADO**  
Department of Education

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# **Revive, Refresh, Refine: Maximizing Accountability Committees**

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- Lisa Steffen

Senior Consultant, CO Department of Education

- Dr. Darcy Hutchins

Director of Family Partnerships, CO Department of Education



# Welcome and Introduction

- **INTRODUCE YOURSELF** and your connection to SAC/DACs
- At your tables, please discuss:
- From your point of view, what is the purpose of
  - School and District Accountability Committees?
- How does (or how could) having a SAC or DAC benefit your work?



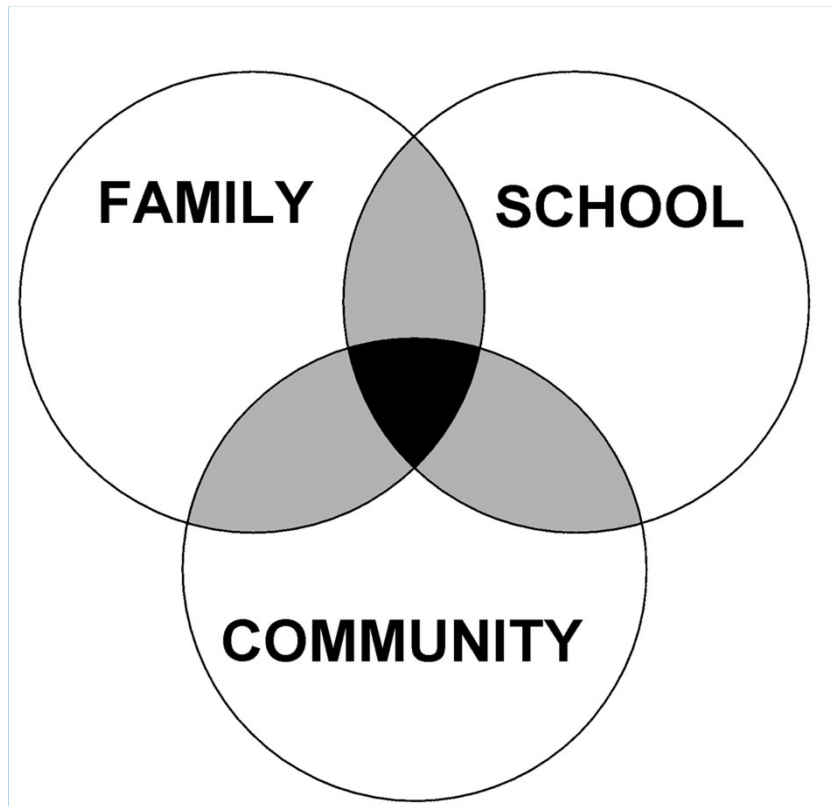
# Agenda

- **Overview of Colorado Law – Governance**
- **Attracting and Retaining Membership**
- **Structures and Considerations**
- **Follow Up & Next Steps**



# OVERLAPPING SPHERES OF INFLUENCE

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**Factors Influencing  
Effective Partnering**

**Experiences,  
Beliefs,  
Practices**

# What is Family-School-Community Partnering?



# School-Level Partnership Structures

- Implementing the Framework of National Standards for Family-School Partnerships
  - Welcoming All Families into the School Community
  - Communicating Effectively
  - Supporting Student Success
  - Speaking Up for Every Child
  - Sharing Power
  - Collaborating with the Community
- Sharing Leadership
- Action Planning
- Evaluating



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## Governance - Why We are Here

- Legal foundations (e.g., statute, regulations, policy)
  - Provide authority and direction
- Vision, mission or purpose
  - Provide guidance and set a direction
- Enforceable decision making
  - Organizational structure and authority for making program, policy, fiscal and standards decisions and implementing best practices

### Turn and Talk

How does the law set the stage for your vision?



# Overview of Law

- Meet at least quarterly
- Review progress on Improvement Plan throughout year
- Budget and priorities
- Priority Improvement/Turnaround
  - Public Hearing
  - Review of UIP and recommendations to board
- Principal development to DAC (e.g., provide principal feedback on their support of SAC)
- Recruitment
- Family Engagement Policy Implementation
- Recommendation on READ, ICAP, Truancy

## Composition

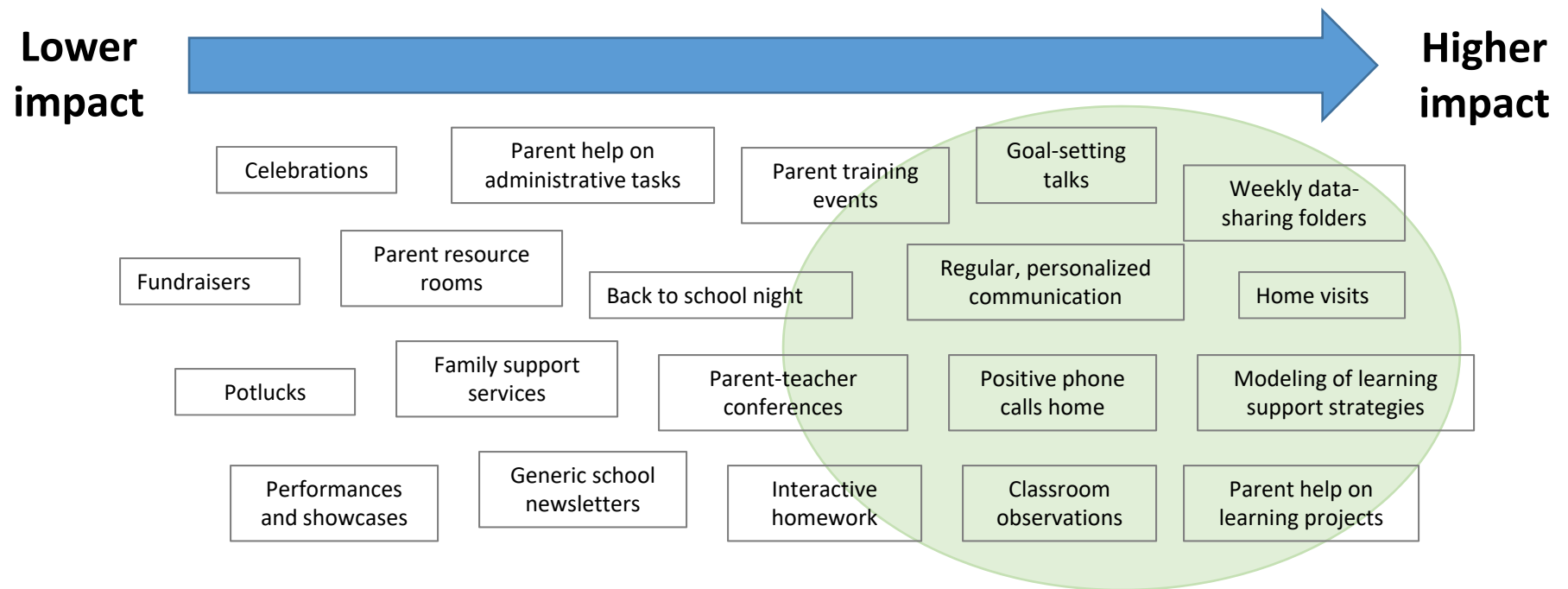
- Parent chair (1)
- Parent (2+)
- Principal or designee
- Teacher (1+)
- PTA/PTO (1+)
- Community (1+)

## Representatives must:

- Reflect student population
- Not be employed by the district/school

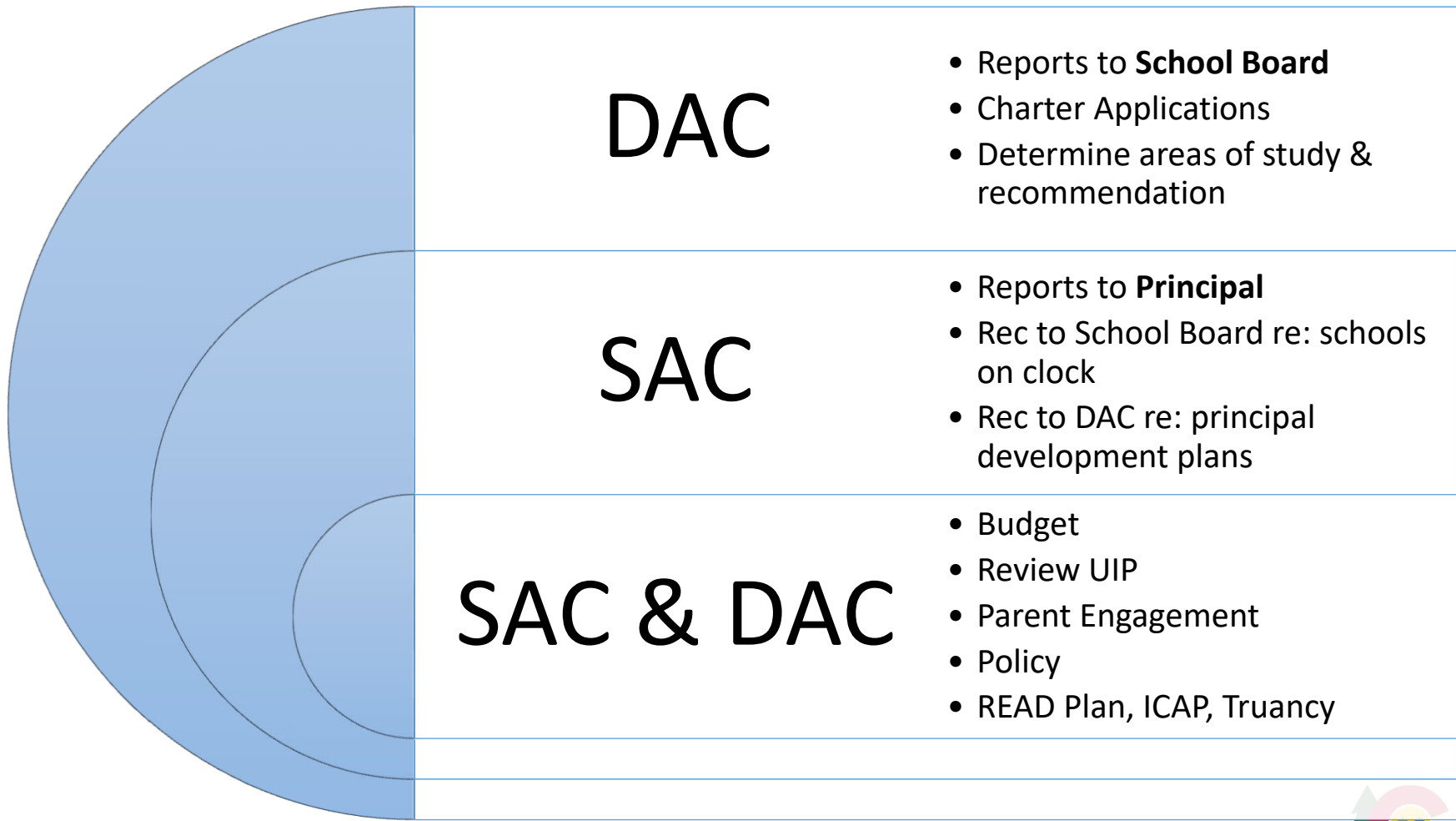


# Relative Impact of Family Partnership Strategies on Student Learning



*Flamboyant Foundation defines family engagement as collaboration between families and educators that accelerates student learning.*

# Overview of Law – School vs District



# Committee Composition

## DAC Composition

- At least three parents of students enrolled in the district
- At least one teacher employed by the district
- At least one school administrator employed by the district
- At least one person involved in business in the community within the district boundaries

## SAC Composition

- The principal or the principal's designee
- At least one teacher who provides instruction in the school
- At least three parents of students enrolled in the school
- At least one adult member of a PTSA
- At least one community member

# Benefits of Accountability Committees



## For Families

- Awareness and input on policies
- Feeling of ownership
- Shared experiences and connections with professionals and other families

## For Ed Professionals

- Awareness of community values
- Increased confidence and ability to partner with families
- Utilization of family representatives in leadership roles

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<https://www.boredpanda.com/shiba-inu-stuck-in-bush-japan/>



# Attracting and Retaining Members

*Patience- Recruitment takes time!*

- Who are you recruiting?
  - Parents, Teachers, Community, Students
  - Leverage existing groups and structures
- Define the benefit
  - What is in it for me? What is the value? How is everyone “paid?”
- Advertise
  - Direct invitations in the spring for the following year
  - Use networks – what is already bringing families in? Who do they know?
  - Utilize multiple communication pathways (facebook, email, website, text)
- Structure for Retention
  - How will communication take place before, during and after?
  - Design mutual accountability structures (attendance, preparation)
  - Incentivize attendance (ask – what makes you want to attend)
  - What is the opportunity for leadership and growth?



## Attracting and Retaining Members

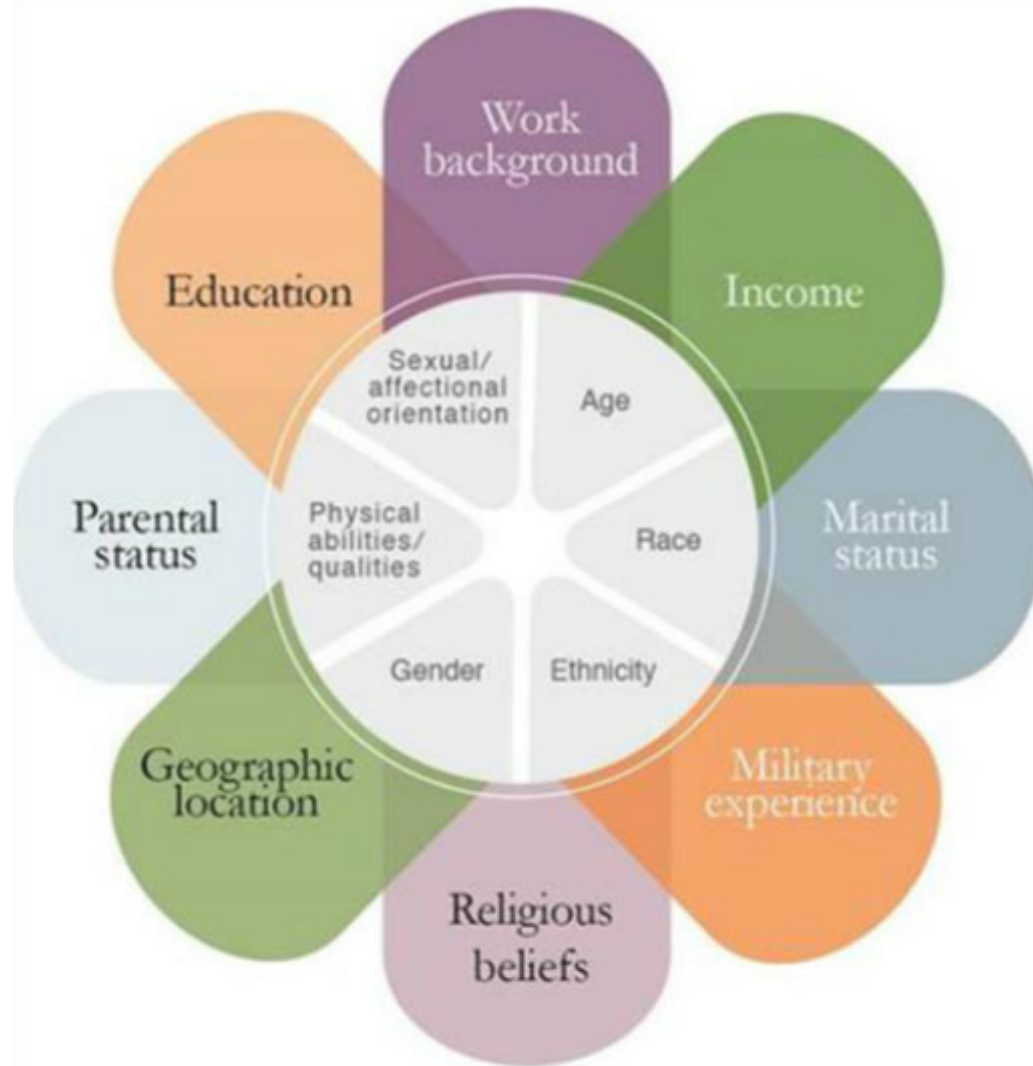
- Ensure timely and easily understood communication in multiple languages, formats and media
- Provide food and childcare
- Offer flexible options for participation (days, times, locations)
- Gather/use perception data to guide the work and the norms
- Ensure direct outreach to under-represented groups
- Provide training
- Change the name of the committee
- Capitalize on and support social networks

### Turn and Talk

How are you overcoming challenges with recruiting and retainment?  
What ideas can you take away?



# Composition and Culture



Equity Alliance ASU



# Preparing for Engaging Families

## Before

- Articulate the purpose of the work, decision or discussion
- Describe the role of stakeholders
- Provide resources to build background knowledge on implementation and related data that will be discussed during meetings

## During

- Invite unique perspectives
- Provide a safe forum to ask questions, share information and confirm understandings
- Use effective techniques for leading group discussion to ensure each voice is heard

## After

- Close the loop – communicate decisions and provide rationale
- Identify areas of needed improvement and strategies for addressing those areas in a timely and effective manner

@ECPCCenter



# Group Cohesion

- Welcome new members
  - Provide opportunities for groups to get to know each other
  - Provide time for members to share stories
  - Ice breakers
  - Help members find things in common
- Ongoing training for all members
  - Orientation for new members
  - Mentorships
- Communication Plan
  - Group website or handbook
  - Using group email/other tech to communicate outside the meeting
- Make it fun!



# Challenge-Go-Round

1. Work with your team to identify a challenge to recruiting and retaining membership
2. At the signal, rotate clockwise to the next poster and write one solution
3. Repeat until each challenge has 3 solutions
4. Return to the poster with your challenge and determine which solution you like best



Break!



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# Accountability Committee Design and Scope

- Logistics
  - When/where/how long are meetings
  - Communication – before, after
  - Who sets and shares agenda
  - Note keeping
- Decision-making
  - What will be done with decisions
  - How will decisions be shared out
- What the DAC/SAC does vs what it doesn't do
  - E.g., Not PTA/PTO
  - Does influence improvement plan, spending, programs

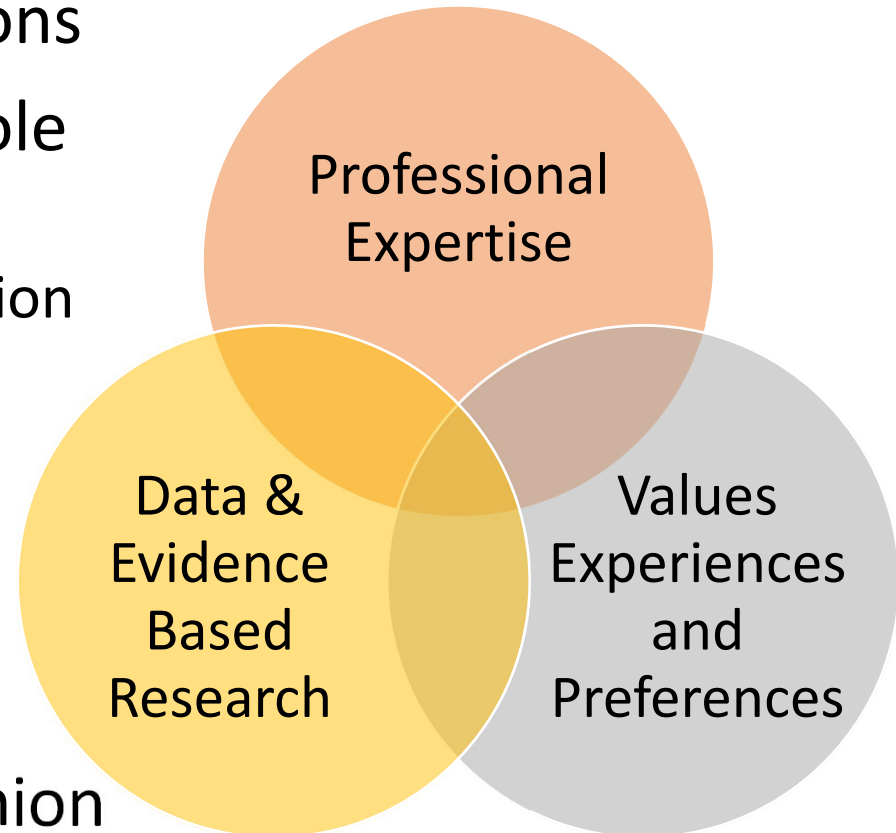
## Turn and Talk

How do Accountability Committees operate in your district or school?



# Shared Decision Making

- Chair/Co-chair expectations
- Principal Expectations/Role
  - Two way communication
  - Person to person interaction
- Feedback
- Roberts Rules
- Shared decision making framework
- Integrating Minority Opinion



# Accountability Committee Design and Scope

- How can your SAC or DAC help you?
- Charge your committee to:
  - Collect survey information or focus groups in the community
  - Information ambassadors
  - Receive feedback on policy or school improvement
  - Research issues such as low student attendance, after school programs, bullying, student safety, traffic
- Consider bringing in an outside facilitator
  - Responsible for coordinating and facilitating projects, follow up
  - Technical or research design, accessing resources

## Turn and Talk

What are some other ways a parent led committee could help you?



# Timeline and Calendar



- Agenda Setting
  - State expectations
  - What do members want to discuss
- Minimum 4 meetings a year
- Unified Improvement Plan
  - October – Recommended Approval by Principal or Board
  - January 15 – Accountability Clock and On Watch Due
  - April 15 – All Plans Due
- District budget timeline
- Recruitment calendar & timeline

# Developing/Improving Bylaws

- Mission
- Membership
  - Duration of service, resignation, vacancies, attendance
  - Official roles and responsibilities
- Selection guidelines
  - knowledge, skills, demographics, community ties
- Logistics
  - communication, meeting details, agenda setting, notice, decision-making
- Interaction with governance board



## Turn and Talk

What are the goals of bylaws?  
Do you have bylaws?  
Do they need to be revisited?



## Training: What to Cover



- District offered/school offered
- Major programs at schools (MTSS, PBIS, BFI, ICAP, READ)
- Acronyms (Para/PERA)
- Improvement Planning
- State and Federal Accountability
- Local Data Analysis
- Budget

### Turn and Talk

How do your schools and districts train their membership?



## Training: Preparing Parents to be Effective Members

- Give committee members staff support and resources to do their work (computers, copies)
- Make sure issues addressed are important
- Share timely and honest information about budgets, policies, student achievement
- Encourage SAC/DAC to make connections with other parents
- Make sure committee recommendations are taken seriously



# Evaluation

- When will evaluation happen
  - End of year
  - Mid stream
- Who will evaluate
  - Chair? Member? School staff?
- Goals of evaluation
  - What do you want to evaluate?
  - What will be done with the results?



## Unproductive Meetings



- Participants aren't prepared
- No agenda in advance
- Group doesn't follow agenda
- Not everyone considers themselves "participants"
- Data is lacking or decisions made not based on data
- No action items highlighted
- No timelines, deadlines, follow ups set

<https://servingongroups.org/>



## Productive Meetings



- Be prepared as a group
- Start and end on time
- Have information needed to make decisions in advance
- Make sure you aren't missing someone critical
- Follow a meeting agenda
- Clear direction, path, guidance
- Appropriate follow up

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## Resources from CDE

- SAC and DAC Resources
  - [http://www.cde.state.co.us/uip/sac\\_dac](http://www.cde.state.co.us/uip/sac_dac)
- Family Engagement
  - <http://www.cde.state.co.us/uip/familyengagement>
- Promising Partnership Practices
  - <http://www.cde.state.co.us/uip/promising>



## Follow Up and Next Steps

- Statewide SAC/DAC Training
  - June 2020
- SAC/DAC specific trainings on:
  - Improvement Planning
  - Budgeting
  - Low Performing Systems
  - Family Engagement Policy
  - Stakeholder Engagement School/District-wide
  - Recruitment



# Exit Ticket

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Aha

Tell