Year 3 Community Meeting: Requirements & FAQs

Overview

Districts and schools in Year 3 of the accountability clock (Priority Improvement, Turnaround) must host a community meeting with stakeholders (e.g., local board, parents, school staff, community members) in collaboration with the Colorado Department of Education (CDE). The purpose of the meeting is to provide information, receive input, and discuss next steps related to the school or district's clock status with parents and the community.

Who Attends

From Districts:

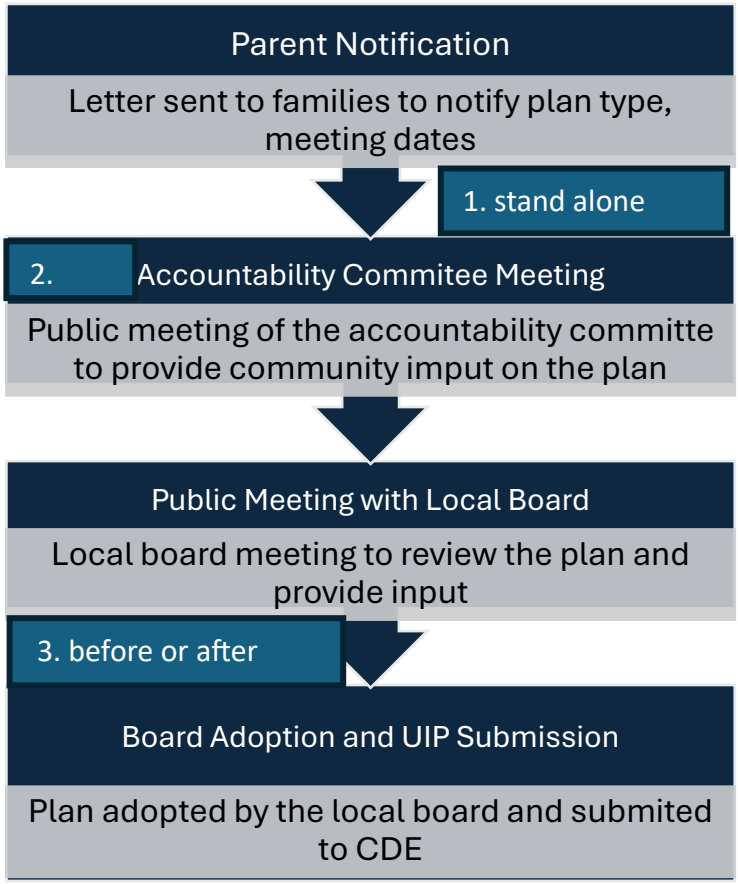
- District and/or school leadership should attend and must notify the local school board, school and district personnel, local parent advocacy organizations, and the general community about the meeting.
- The district, working with CDE if desired, must individually notify the parents of students enrolled in the school(s) of the meeting and invite them to attend. CDE may request proof of the distribution to individual parents.

From CDE:

- At a minimum, the district's assigned Support Lead or Transformation Specialist will attend.
- At the request of the district, CDE Leadership (e.g. Executive Director, Associate Commissioner) or CDE staff (e.g., Director of Family Partnerships or an accountability specialist) may also attend.

When and How The parent and community meeting may be held as:

1) A standalone event, or
2) in conjunction with a required public meeting, hosted by the School or District Accountability Committee, to solicit input on the school or district improvement plan (this meeting must meet the requirements of both meetings), or
3) the same day (before or after) as the required public meeting hosted by the local school board, in which the school or district improvement plan is reviewed and/or adopted.



What Must Be Presented

The district must ensure that the following information is presented at each meeting:

- An explanation of the accreditation and accountability system
- The reasons the district or school has been identified (e.g., information from the SPF/DPF, the Unified Improvement Plan's data analysis)
- The possible outcomes of continued identification
- The options immediately available to the district or school for improving performance
- The other school options available to students
- The actions the state board may require the district or school to take if its performance does not significantly improve.

The district may also present information concerning the ways in which parents and members of the community may support school improvement efforts. Additionally, the district must ensure that school leaders and parents have an opportunity to present information concerning the school.

CDE's Role

At a minimum, CDE will track the date, time, location, and notification method of the parent and community meeting and will send department personnel to be in attendance. CDE may assist in planning, present information at the meeting, provide informational resources (e.g., slides, handouts), or facilitate the meeting.

Frequently Asked Questions

Can multiple schools in the same district hold their parent and community meetings together?

Yes, multiple schools in the same district may hold a joint parent and community meeting, provided that each school separately meets the requirements above. For example, in a joint meeting, the district or CDE might provide an explanation of the accreditation and accountability system and the potential next steps for both schools jointly. The schools may then separately discuss each school's unique situation and immediate next steps.

When during the year should the parent and community meeting take place? Is there a deadline for holding the parent and community meeting?

The meeting must take place in the third year of Priority Improvement/Turnaround accreditation. Therefore, the meeting must take place before the next year's School Performance Framework ratings are released in the fall. Schools and districts are encouraged to hold this meeting shortly after the third year rating is released as an opportunity for parents and the community to better understand what the rating means for students, parents, and the school. A district, in consultation with the School or District Accountability Committee, as applicable, may choose to hold the parent and community meeting in the second year of Priority Improvement/Turnaround accreditation.

Must the school board attend the parent and community meeting?

While state law does not specifically require school board members to attend, board members may benefit from insight into parent and community preferences and gain insight into the public will available for each accountability clock pathway option. The law also ensures an opportunity for the educational leaders of the school to present information about the school.

Should the school or district document the meeting's occurrence?

While CDE may request proof of distribution of the parental notification to individual parents, documentation of the parent and community meeting is not required. However, documentation—such as a sign-in sheet or presentation— could be useful for future accountability discussions in the district or before the state board.

How should the school or district advertise the meeting to parents and the community?

Schools and districts should advertise the meeting in the manner most likely to engage the community. Parental notification must take a form determined in cooperation with CDE and should clearly include an invitation to the meeting.

Where can I learn more about other required parent and community involvement in the accountability clock process? See CDE's parent notification fact sheet.