Revive, Refresh, Refine: Maximizing Accountability Committees

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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
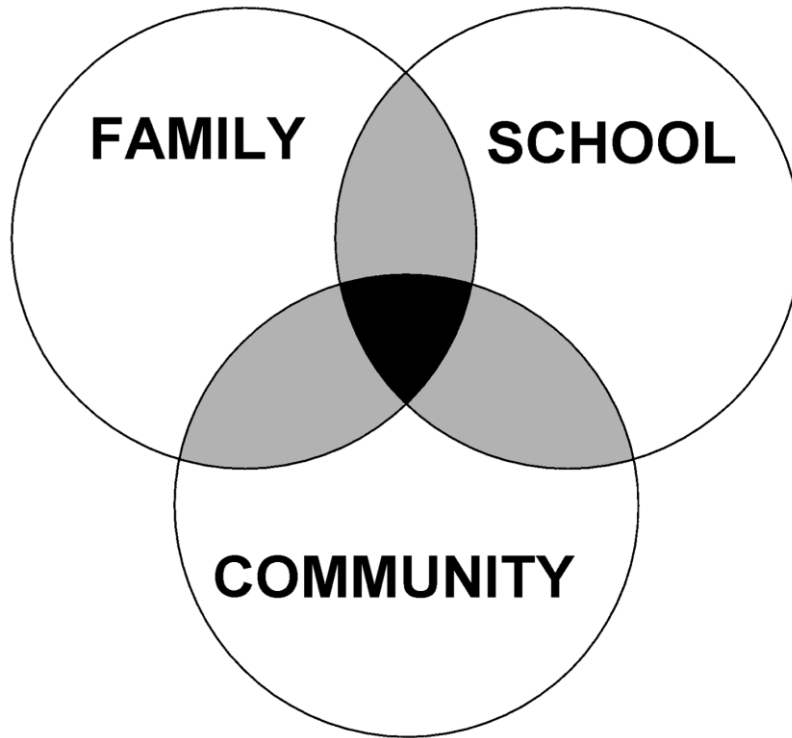 - School and District Accountability Committees?

- 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

Factors Influencing
Effective Partnering
Experiences,
Beliefs,
Practices

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Governance - Why We are Here

- Legal foundations (e.g., statue, 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

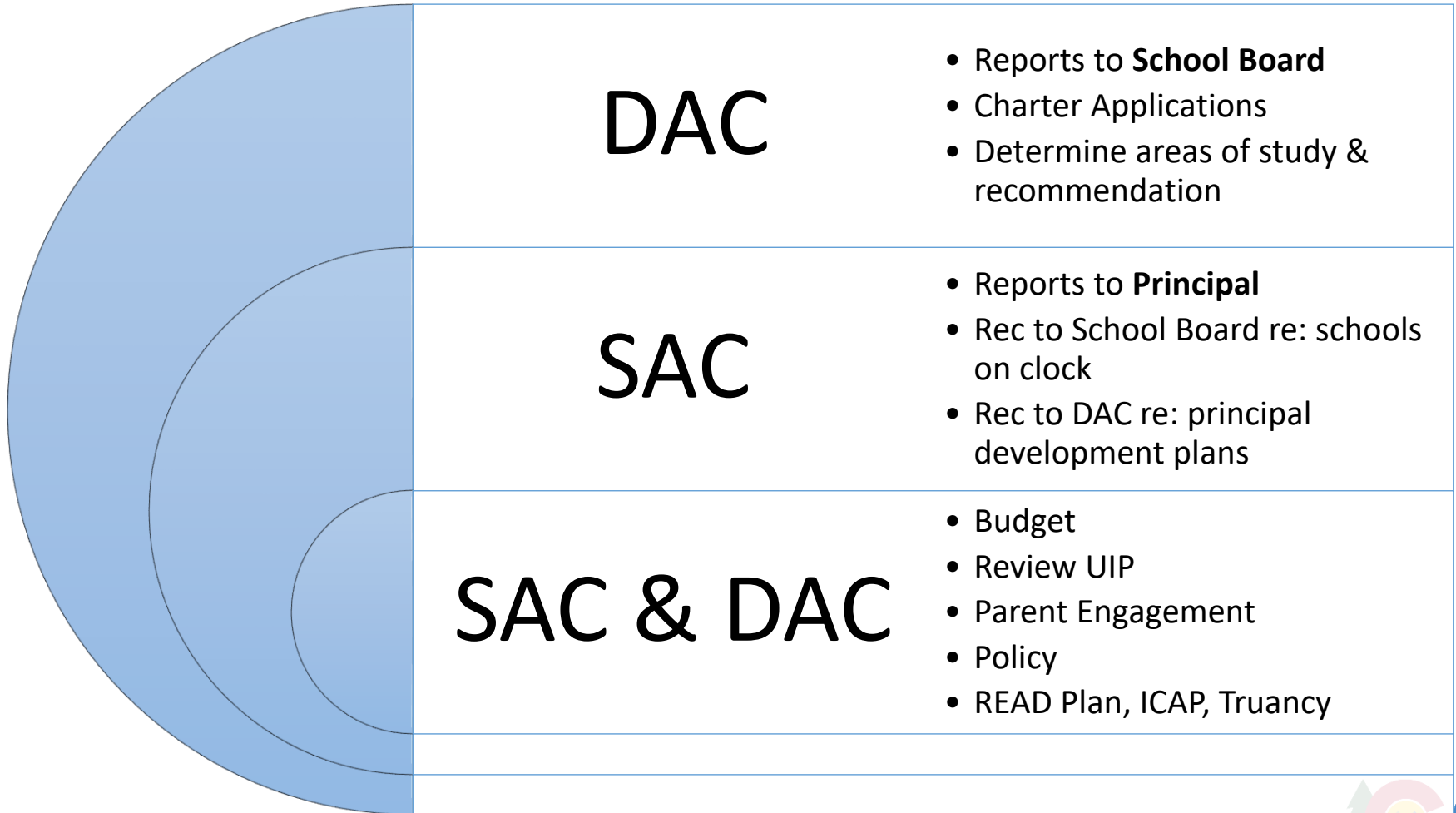- Recommendation on READ, ICAP, Truancy

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

Overview of Law – School vs District

DAC
- Reports to **School Board**
- Charter Applications
- Determine areas of study & recommendation

SAC
- Reports to **Principal**
- Rec to School Board re: schools on clock
- Rec to DAC re: principal development plans

SAC & DAC
- Budget
- Review UIP
- Parent Engagement
- Policy
- READ Plan, ICAP, Truancy

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

https://servingongroups.org/guidebook

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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
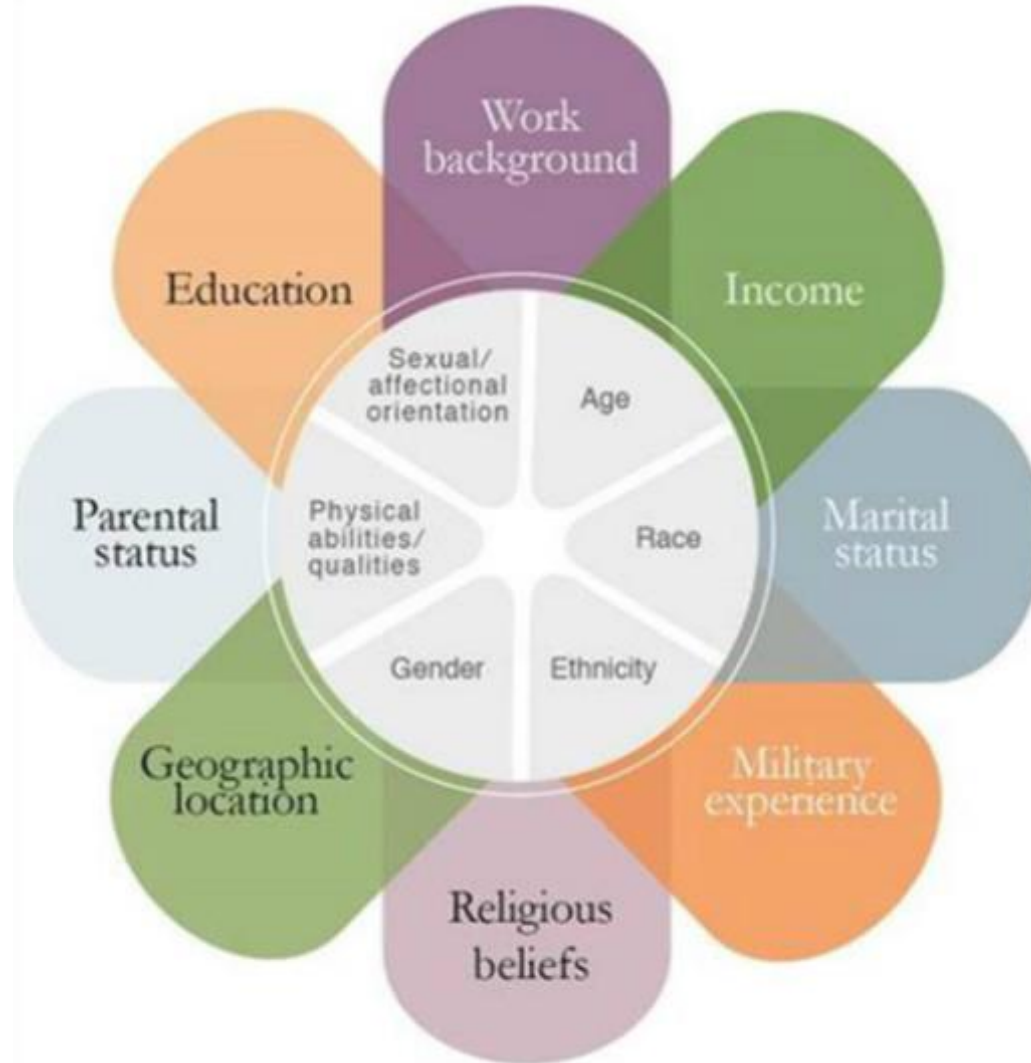
Preparing for Engaging Families

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

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!

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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

Professional Expertise

Data & Evidence Based Research

Values Experiences and Preferences
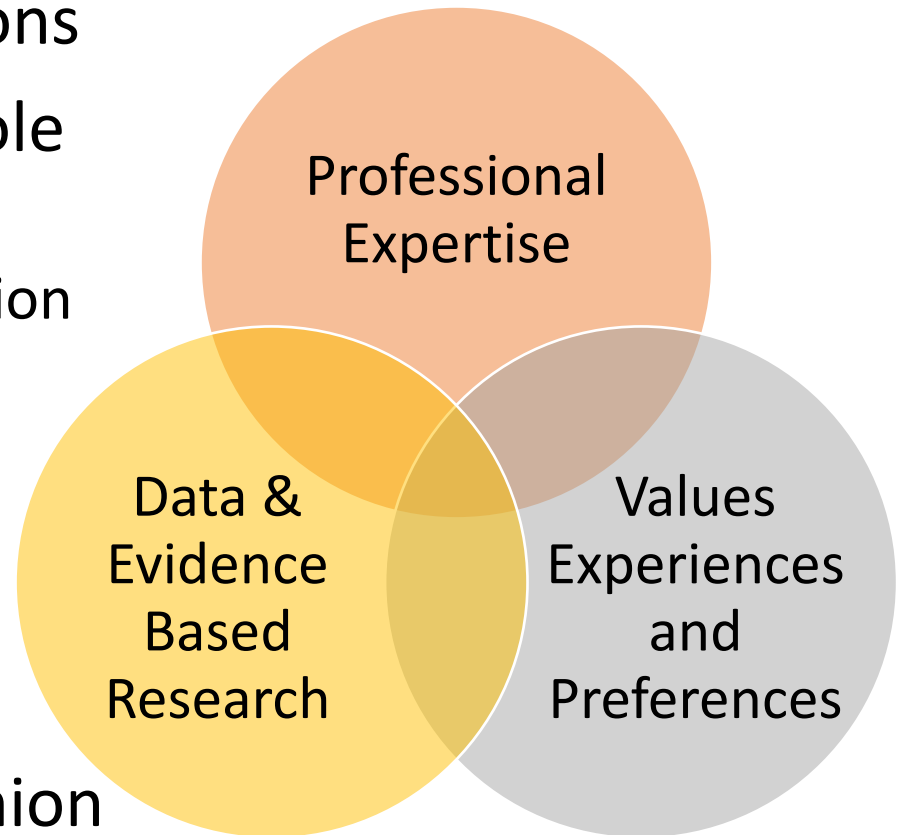
Accountability Committee Design and Scope

- 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?

Beyond the Bake Sale 2007, Henderson, Mapp, Johnson, Davies

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
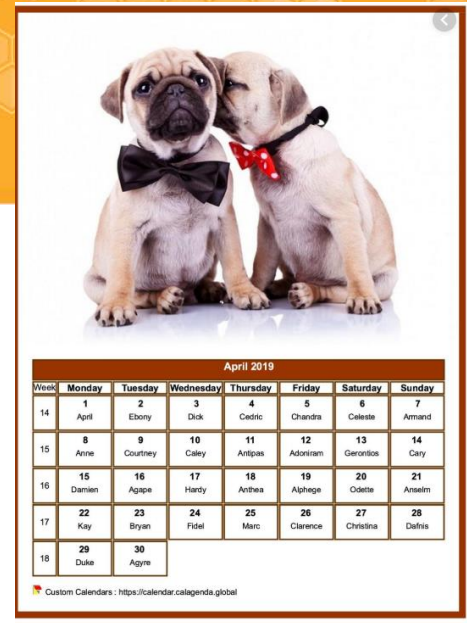
Developing/Improving Bylaws

- 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

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

- 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