

ARTICULATION AREA REPRESENTATIVE GUIDELINES

GOALS

The goals of the Articulation Area Representative are to:

- facilitate communication and increase engagement practices between the District Accountability Committee (DAC) and the School Accountability Committees (SACs)
- facilitate articulation area-wide communication between Achievement Directors, Principals, SAC Chairs, Presidents of any organization of parents, teachers, and students recognized by the school, and other interested parties about the needs of the Articulation Area
- be an available resource and provide support to Articulation Area SACs on school budget priorities, Unified Improvement Plan (UIP) creation/revision, and increasing family engagement

GENERAL INFORMATION

These guidelines provide suggestions for you to use, but feel free to approach this in a way that best suits you and your articulation area.

- Personalize your approach. Not all schools and SACs are the same within an articulation area. Try to take time to learn about each school and SAC in order to customize your approach to best suit the situation. Some SACs are very active and have high participation rates while other SACs are not as active and have fewer participants.
- Communication should flow two-ways between you and your Articulation Area: You provide information on the work of the DAC to SAC Chairs and Principals, and also encourage SAC Chairs and Principals to provide you with information about their schools. You will want to understand the challenges they face and their best practices, among other topics and issues.
- Cultivating a relationship with the Achievement Directors and other members of the Articulation Area leadership team is important and advantageous. The contact information for your schools' Achievement Directors will be provided to you each year, and most will attend the Fall and Spring Joint SAC/DAC Meetings.

- The DAC organizes and hosts Joint SAC/DAC Meetings in the fall and spring to train and update all achievement directors, principals, and SAC chairs. You will have the opportunity to meet with them at these meetings.

MEANS TO ACCOMPLISH THESE GOALS

Recommended Actions:

- Create an Articulation Area email group (Articulation Area Group) comprised of the achievement directors, principals, principal secretaries, SAC Chairs, and presidents of any organization of parents, teachers, and students recognized by the school in your Articulation Area.
- Email your Articulation Area Group a recap of the DAC monthly meetings. This can be the link to the minutes on the DAC webpage which is listed below.
- Form a close working relationship with Articulation Area Achievement Directors, Principals, and SAC Chairs. Attempt to understand their perceptions of the challenges facing the Articulation Area and what is being done to best meet those challenges (ideally what is being done should substantially line up with each school's UIP).
- Use and disseminate the information on the DAC webpage with your SAC chairs and principals. It contains links to items, such as the DAC meeting agendas and minutes, presentations, and other resources that could be of value when communicating with your Articulation Area Group.
 - Link to the DAC page on the Jefferson County Public School website:
<http://www.jeffcopublicschools.org/community/dac.html>.
- Organize an Articulation Area Meeting for your Achievement Directors, Principals, and SAC Chairs and members.
 - The focus of this meeting should be on building a common understanding of the challenges facing the Articulation Area and opportunities for sharing resources, lessons learned, and best practices.
 - Suggested presentations include school community reports, including updates, accomplishments, and goals.
 - Optional: Review Articulation Area Achievement Results, UIP root causes and UIP major improvement strategies (including implementation results, obstacles encountered, and lessons learned).
 - January can be a good time for this meeting, but it can be scheduled at a more convenient time for your Articulation Area.
 - You also might want to schedule the meeting immediately following your high school SAC meeting. This encourages elementary and middle

school SAC chairs to attend that meeting and learn more about the articulation area high school and what is expected at the higher education level.

- Encourage your principals and SAC chairs to attend the Fall and Spring Joint DAC/SAC Meetings, which are organized and hosted by the DAC.
 - Personal invitations asking for an RSVP are recommended and will encourage a higher participation rate.
- Attend periodic DAC Articulation Area Representative meetings, which are usually held after regular DAC meetings.
- In addition to your Articulation Area Representative duties, you are required to be an active member of one of the DAC sub-committees:
 - Budget
 - UIP
 - Family Engagement
 - Charter School

Other Actions to consider:

- Attend individual SAC meetings in your Articulation Area. Contact the school SAC Chair to schedule.
- Meet with other DAC Articulation Area Representatives to facilitate sharing of information across articulation areas and report articulation area developments to the full DAC.
- Understand Articulation Area demographics, achievement results, and UIP contents. This information can be found on the DAC page on the District website.
- Provide individual school SAC meeting dates and times to Articulation Area schools.

Being an Articulation Area Representative is a role you will grow into. In your first year, take the time to learn how the DAC works and get to know your Articulation Area. As you continue in your role, you will discover what works for you and your area. You may develop your own strategies that are not included on this list. Remember the other DAC members are available to guide you and answer your questions.

RECOMMENDED MONTHLY CALENDAR

JUL	<ul style="list-style-type: none"> Familiarize yourself with the schools and SACs in your articulation area.
AUG	<ul style="list-style-type: none"> Send a group email introducing yourself to your Articulation Area Group. Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
SEP	<ul style="list-style-type: none"> Attend the Fall Joint SAC/DAC Meeting. <ul style="list-style-type: none"> Send follow-up email your Articulation Area Group with the link to the presentations which are posted on the DAC webpage for review and dissemination to SAC membership. Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
OCT	<ul style="list-style-type: none"> Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
NOV	<ul style="list-style-type: none"> Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
DEC	<i>Enjoy the Winter Break!</i>
JAN	<ul style="list-style-type: none"> Host an articulation area meeting with Achievement Directors, Principals, and SAC Chairs. Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
FEB	<ul style="list-style-type: none"> Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
MAR	<ul style="list-style-type: none"> Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
APR	<ul style="list-style-type: none"> Attend Spring Joint SAC/DAC Meeting. <ul style="list-style-type: none"> Send follow-up email to your Articulation Area Group with the link to the presentations posted on the DAC webpage for review and dissemination to SAC membership. Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
MAY	<ul style="list-style-type: none"> Attend DAC monthly meeting and email your Articulation Area Group summarizing the meeting.
JUN	<i>Enjoy the Summer Break!</i>