

Jeffco Schools District Accountability Committee
November 17, 2015
News Brief

Present: Rob Anna, Don Cameron, Rhondine Choco, Alisa Cole, Brian Conroy, Tanya Coulter, Suzanne Covington, Terry Elliott, David Epp, Dan Green, Sharon Koenig, Melissa Martini, Annette McMahon, Carol Meitzer, Joel Newton, Julie Oxenford-O'Brian, Lisa Papke, Robin Prehn, JoAnn Rasmussen, Martissa Spencer, Wendi Strom, Mark Stutz, Rachel Swalley, Mary Tribby, Cindy Walker, Jeff Wilhite, Katie Winner

Absent: Vinny Badolato, Paul Church (withdrawn), Tom Coyne, Bill Easter (withdrawn), Deb Guiducci, Sue Irvin, Sean Kaiser, Jennifer Kirskey, Beth Knudsen, Sara Miller, Jessica Quintana, Molly Snyder, Lisa Stavig

Presenting Guests: None

Agenda:

- Welcome and Introductions – Terry Elliott, Committee Members
- Selection of Chairperson – Terry Elliott, Committee Members
- Process for Development of Bylaws – Julie Oxenford-O'Brian, Terry Elliott
- Calendar and Sub-Committee Work- Julie Oxenford-O'Brian, Terry Elliott
- January Agenda Planning – Julie Oxenford-O'Brian, Terry Elliott

Decisions:

1. Julie Oxenford-O'Brian was elected by the members to serve as Chair.
2. Replacement of the current vacancies on the DAC will be filled by the DAC or Board of Education following establishment of DAC bylaws.
3. By a volunteer show-of-hands, a Bylaws committee of 6 members was formed, comprised of Julie Oxenford-O'Brian, Deb Guiducci, Dan Green, Mark Stutz, Melissa Martini and Annette McMahon. At tables, members discussed additional areas to be addressed by the committee in addition to initial group feedback gathered by Terry Elliott. The Bylaws group will meet and utilize the month of December to create and make available a first draft of bylaws for DAC member viewing and feedback. Committee to make final proposal of bylaws for vote at January 2016 meeting.
4. By a majority hand count of members, it was decided that sub-committees would be established to work outside of formal meetings, bring back findings and work products to larger DAC for additional discussion before presenting recommendations, including a minority report, to the Board of Education. Standing committees are: Budget, Charter School Review, Parent Engagement and UIP. An organic group process ensued allowing each member to sign up at will for one of the four current sub-committees. Representation from at least one of each member group on each committee was checked by Terry Elliot
5. Sub-committees met and reviewed draft work calendar of individual responsibilities. By nature of transitional cycle, work of 2015-2016 DAC will be unable to accomplish a full year's work within the calendar time remaining. Larger group to set priorities of what will be accomplished upon returning in January 2016. Individual sub-committee meetings were determined to review and begin critical work on current calendar business outside of DAC.
6. January's agenda will include: a report-out from each committee of work completed thus far, including discussion on bylaws, budget and UIP, a preliminary report from area articulation representatives, guidelines on communication with SAC's and a request for a timeframe to be established for Board of Education and staff members who wish to solicit feedback from the DAC membership, at minimum.

Action Items:

- Terry Elliot to send out complete list of individual sub-committee members
- Bylaws committee to make available (Google documents) copy of draft bylaws for continual feedback in creation process

Notes:

Info **Welcome and Introductions-** Members re-introduced themselves. Katie Winner volunteered to be the recorder for the meeting.

Action **Selection of Chair-** Terry Elliott
Candidates Dan Green and Julie Oxenford-O'Brian individually addressed the members and fielded questions before Terry Elliott led ballot process. Votes were: 15- Julie, 10- Dan, 1- Abstain

Action **Process for Development of Bylaws**

[Key Item for Bylaws](#)

Conversation about which starting point document to use and how. Proposal to begin with Dan's document as boilerplate starting point. How do we make decisions? Group task- talk about recommendations to proceed, are there areas of concern, what to focus our efforts on.

- Suggestion to open Google document to the entire body, make comments- document is open now for comments
- Sub-Committee of no more than five people start with Dan's document, review feedback, prepare draft, send it out to group for viewing
- Use month of December for sub-committee to prepare draft- group return in January to vote on final version
- Suggestion to leave certain areas for the group to decide
- Dan Green offered to compile concerns

Questions/Comments/Concerns read aloud by table:

Group 1

- Voting is easier than consensus
- No audience participation
- Chair/Chair elect
- Renewal

Group 2

- Minority report gets to BOE: Number that would generate a report, how many reports would be generated?
- Role of sub-committees: How do they work? Formed? Responsibility to the larger group?

Group 3

- Have a minority report by consensus or go individually
- Move for consensus vs. voting
- Be sensitive to fracturing of voice as a collective

Group 4

- Address terms of chair and of committee members, parent members
- Membership qualification: including term limits? how long? short?
- Vacancies and Terms (committee and chair): length and how to stagger, overlap
- Board presence in meetings: can it be required? What would it look like?

Group 5

- Strengthen ties with SACs
- Need for Rules of Order to govern debate
- Charter review process: better defined; give subcommittee more formal role

Group 6

- More ability to do work offline/outside of the meeting to have time to make decisions
- 2 week notice
- Term limitations: how to determine terms limits and what is appropriate

Group 7

- If not voting, how do we determine opinions? What is the structure?
- Minority report- what would structure be?

Additional:

- Adding a district paid secretary- other districts have it- add it as a role/officer
- Have note taker and Secretary
- Define role of Secretary to aid in the work and according to statute
- Need administrative support
- Requirement to attend Board meetings
- Absences from DAC resulting in removal from group

All Items were recorded and sent to bylaws committee for further review and action

Info

Work Calendar

- The draft work calendar was an attempt to organize statutory requirements to effectively complete required obligations and tasks within the scope of the academic year. Transitional cycle sees 2015-2016 DAC unable to accomplish a full year of work within the calendar year. Group to set priorities of what to be accomplished in second half of the year.

Action: Sub-Committee Work

- Call for consensus to allow for sub-committees to get work accomplishing major tasks that should be currently in progress.
- Question about how it will work? Does committee make decisions or does larger group?
- Decided that sub-committee would complete all background work and brings findings to larger group for decisions before making recommendations to Board, with the inclusion of a minority report if applicable.
- By majority show of hands, group approved use of sub-committees under this format
- Standing sub-committees: Budget and Finance, Charter School Application Review, Parent
- Additional: Principal and Teacher Evaluations- not a major group function- move to next year
- De-facto articulation area sub-committee- 21 person membership- is it a committee or subcommittee? To be determined and discussed further
- All DAC members must be on at least one subcommittee
- Suggestion for all to self-select membership
- Suggestion to make sure equal representation by assignment - staff and parents and board appointees
- Membership to committees by self-selection- Terry Elliott to send out membership listing

Action

January Agenda Planning-January's agenda will include: a report-out from each committee of work completed thus far, including discussion on bylaws, Budget and UIP, a preliminary report from area articulation representatives, guidelines on communication with SAC's and a request for a timeframe to be established for Board of Education and Staff members who wish to solicit feedback from the DAC membership, at minimum.

Thursday 11/20 meeting- 5:30pm new Board to be sworn in- reception at 4:30pm for outgoing Board members

Next Meeting of the DAC- January 26, 2016

Always remember your resource through the DAC website: <http://www.jeffcopublicschools.org/community/dac.html>
For additional information, please contact Helen Neal at 303-982-6801 or via email at hneal@jeffco.k12.co.us.