


District Accountability Committee - Agenda

March 26, 2024 - 5:30-8:30 pm

Jeffco Public Schools Ed. Center, Board Room (take elevators to the 5th floor)

1829 Denver West Drive, Bldg. 27, Golden, CO 80401

<p><i>Information/ Action</i></p>	<p>Welcome and Approval of Agenda and Minutes(5:30-5:35)</p> <p>Rednor will welcome members, guests, and determine quorum. Members will approve the agenda for the evening and minutes from the prior month.</p> <p>Materials: Agenda and February meeting minutes</p>	<p>5 min</p>	<p>Therese Rednor, DAC Chair</p>
<p><i>Information</i></p>	<p>Boundaries Study (5:35-6:35)</p> <p>Update on boundary study progress and findings to date</p> <p>Materials: Boundary Study Update Presentation</p>	<p>60 mins</p>	<p>Lisa Relou – Chief of Staff Ty Young – Assistant Director, Strategic Initiatives</p>
<p><i>Information</i></p>	<p>Bylaws (6:35-7:05)</p> <p>Continuing from the top of page 8</p> <p>Materials: Bylaws</p>	<p>30 mins</p>	<p>Therese Rednor</p>
<p>BREAK (7:05-7:15)</p>		<p>10 mins</p>	
<p><i>Information</i></p>	<p>FSCP Update (7:15-7:30)</p>	<p>15 mins</p>	<p>Evie Hudak, DAC At-large Member</p>
<p><i>Information/ Action</i></p>	<p>SAC Survey Presentation/Discussion (7:30-8:30)</p> <p>What was presented to BOE Discussion: Identify and create action steps</p> <p>Materials:</p>	<p>60 min</p>	<p>Tara Peña, Chief of Family & Community Partnerships, DAC District Liaison</p>
<p><i>Information/ Action</i></p>	<p>Closure discussion & Adjournment (8:30-8:32)</p> <p>Board member comments (if present) Submit your questions here (or scan this QR Code)</p>  <p>Remember you always have a resource through the DAC website. DAC and Subcommittee meeting schedules can be found on the DAC Website.</p>	<p>2 min</p>	<p>Therese Rednor</p>

JEFFCO PUBLIC SCHOOLS
DISTRICT ACCOUNTABILITY COMMITTEE
FEBRUARY 20, 2024 MEETING MINUTES

Attendees:

Strikethrough indicates committee member NOT in attendance

Emily Adams	Carsten Engebretsen	Austin Long
Greg Aigner	Caitlin Fitzpatrick	Emily Lubkert
Andrea Aikin	Dawn Fritz	Crystal Marine
David Alex	Amanda Gomez	Jennifer Miller
Denise Alleman	Jessica Gregg	Carrie Mumma
Rob Applegate	Michelle Grove	Therese Rednor
Elizabeth Armstrong	Corky Guy	Diego Rodriguez
Skylar Artes	Harry Tosha	Cheryl Secorski
Jeanine Baird	Evie Hudak	Jennifer Tapp
Jeff Baucum	Heather Hyland	Maegen Tracy
Kim Bierbrauer	Richard Kalasky	Jaelyn Uttely
Parker Brown	Elizabeth Kantner	Kaylie Weese
Leslie Dennis	Michelle Kuenzler	Sari Weichbrodt
Carsten Engebretsen	Valerie Leaf	Caroline Zimmerman
Annie Contractor	Orin Levy	
Leslie Dennis	Anita Lewis	
Staff Liaisons		
*Dave Weiss		
*Tara Peña		

Guests:

Greece Butte, Executive Assistant to Tara Peña, Chief of Family & Community Partnerships

Dr. Carol Eaton, Executive Director of Instructional Data Services

Jeremy Felker, Executive Director, Student Data Privacy and Reporting

Agenda:

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- Welcome and Introductions and Approval of Agenda and Minutes
 - DUIP mid-year data review with alignment to the district strategic plan
 - Enrollment Update
 - Returning DAC Member Questionnaire
 - Bylaws Review
 - DAC Open House
 - Closure Discussion
 - Adjournment

Actions:

Action	VOTE: DAC Bylaw Changes 1 changed voted and approved
Action	Adjournment DAC adjourned by unanimous consent at 8:26 p.m.

Notes:

Information	Welcome and Introductions Therese Rednor, DAC Chair welcomed members to the meeting.
Action	Approval of Agenda and Minutes A quorum was established at 5:35.
Information	DUIP Mid Year Data Review- Dr. Carol Eaton & David Weiss Reminder of DUIP goals, and overview of bright spots and challenges in the mid-year test data. 23/150 schools had growth at 50% or higher on MAP English tests. 18/150 schools had growth at 50% or higher on MAP math tests. MAP Accelerator and Lexia have had some good results in improving growth scores. The transition between 5 th & 6 th grade is being studied for improvements. DAC split into AAR groups to consider celebrations and challenges. Celebrations included: Large increases in DIBELS scores. Consistent grade level standards in classrooms, successes with MAP Accelerator and Lexia. A large percentage of 9 th graders are on track to graduate. A large percentage of 9 th graders are on track to graduate. Considerations included: lack of data on effectiveness of HMH Into Reading and Illustrative Math, uneven implementation of new resources in the classroom, is access to MAP Accelerator and Lexia equitable, and can students access at home? What about students who don't take their 1to1 devices home? How should charter schools most effectively engage with this work? Materials: DUIP Presentation_DAC Feb 2024.pdf
Information	Enrollment Update- Jeremy Felker Update on enrollment from October Count data. Background data on how the count is conducted and funding implications. Jeffco lost 1.6% of its enrollment year over year. While most students from closed schools stayed in the district, less than 50% students' families from eight closed schools chose the designated receiving school. The 4 year trend is towards students choosing out of Jeffco. Materials: 02_20_24 DAC October Count Presentation.pdf
Information	Returning DAC Member Questionnaire- Therese Rednor Members requested to complete questionnaire to indicate intent to return or reapply.

<p>Information & Action</p>	<p>Bylaws Review Section III.F. language clarified. Section IV.C.2. change voted and approved. Section VII.C.4. language clarified. Discussion regarding term limits, per Board recommendation tabled for later discussion. Additional review will take place at the next DAC meeting. Board requested DAC recommendations be made to Superintendent, rather than the Board of Education directly. Materials: DAC Bylaws – revision_merged edits 2024.02.02.doc</p>
	<p>DAC Open House- Evie Hudak Next 2 DAC Open Houses for SAC Chairs 3/14: Budget Subcommittee 4/11: DUIP Subcommittee</p>
<p>Information & Action</p>	<p>Adjournment DAC adjourned by unanimous consent at 8:26 p.m.</p>



Boundary Study Update
DAC
March 2024

Our why

The Board of Education directed the district to move forward with a boundary study in its May 5, 2023 ROFTS Phase II resolution. The boundary study should help the district understand the following for future decision-making purposes:

- **Why** Jeffco families make school choices
- Recommended **articulation-area** and **school boundary** adjustments aligned with current and projected enrollment, choice patterns and trends, and transportation efficiency and reliability
- Whether the district's **current school buildings** (as is or expanded) can adequately and practically serve its anticipated student population

Goal: Recommendations for boundary adjustments and choice management that will result in a **more sustainable footprint** across Jeffco.

Assumptions and values

We know...

Boundary changes will impact our students and families

Due to choice behavior, boundaries are only part of the picture

Building new school facilities after ROFTS will pose challenges

If we need changes, we might need them at different times

...so we need to explore:

Critical decisions that impact the **fewest number of current students** for the greatest gain

Explore methods to **cap choice enrollment**;
Align changes with **current choice patterns**

Boundary adjustments that make the best use of **existing buildings** and potential additions

Identify what changes we should consider:

- Next year
- in 2-3 years
- In more than 3-5 years

Our Partners

FLO Analytics is conducting a comprehensive study to increase Jeffco's understanding of its current school boundaries, articulation patterns, and enrollment patterns.

GBSM is engaging the community to understand what matters most to families when choosing a school.

Our progress

March 2023:
Data collection
and analysis
begins

Feb 2024:
Three more
reports and
Presentation to
the Board

Sep 2023:
First Report and
Presentation to
the Board

April 2024:
One more report
and discussion
with the Board

June 5, 2024:
Final report with
recommendations
Presentation to the
Board

Results so far

DELIVERABLE	TIMEFRAME
Presentation: Enrollment Trends and Boundary alignment and Enrollment Reporting	<u>September 14, 2023</u>
Report: School Choice Analysis (quantitative)	<u>February 15, 2024</u>
Report: Analysis of Membership Projections	<u>February 15, 2024</u>
Report: School Choice Survey Analysis (Qualitative)	<u>February 15, 2024</u>
Presentation: Review of Initial Boundary Analysis	<u>February 15, 2024</u>
Report: School Program Analysis	April 2024
Presentation: Final Report and Recommendations	June 2024

What we have learned so far

High Capture Rate: 91% of families who live in Jefferson County choose Jeffco schools, but enrollment is continuing to decline

Limitations of Boundary Changes: 4 out of 10 Jeffco families exercise school choice. Boundary changes are most likely to be impactful in areas where there are high levels of growth

No single driver of choice enrollment: Families make choices about which schools to attend for a wide variety of reasons

Families shared insights on four key elements that often influence school enrollment choices:



School Design & Programming



School Climate

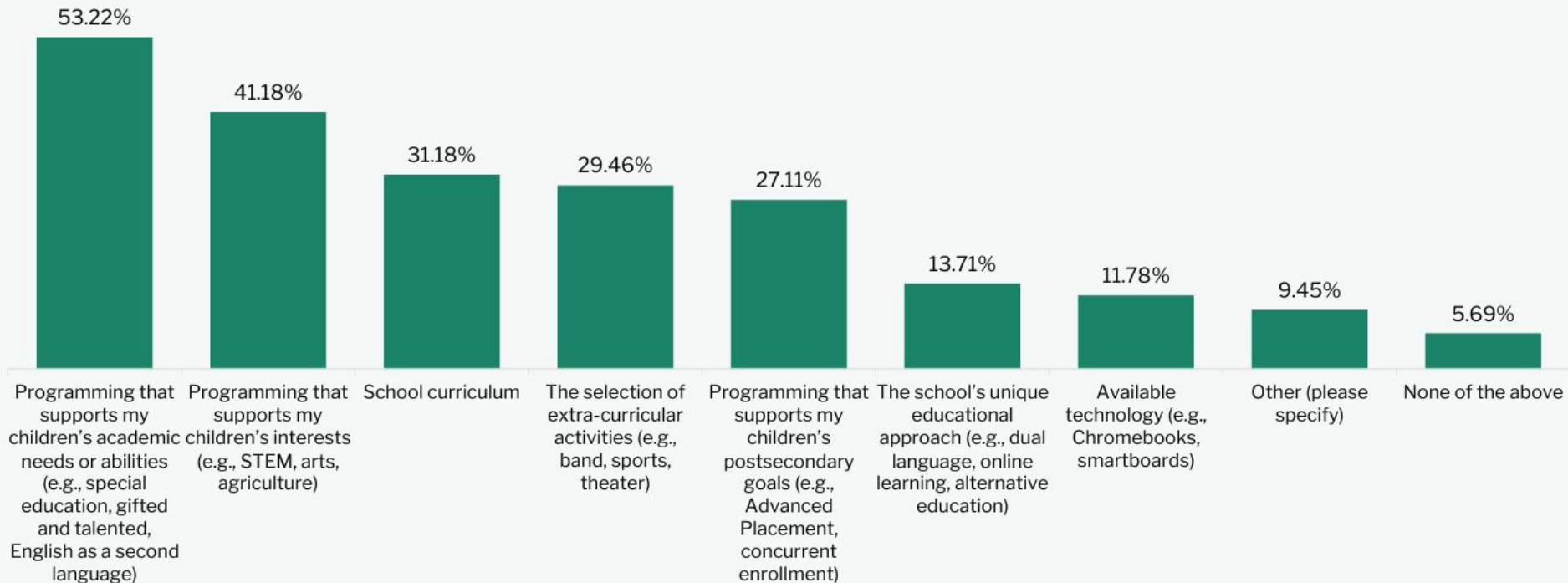


School Reputation

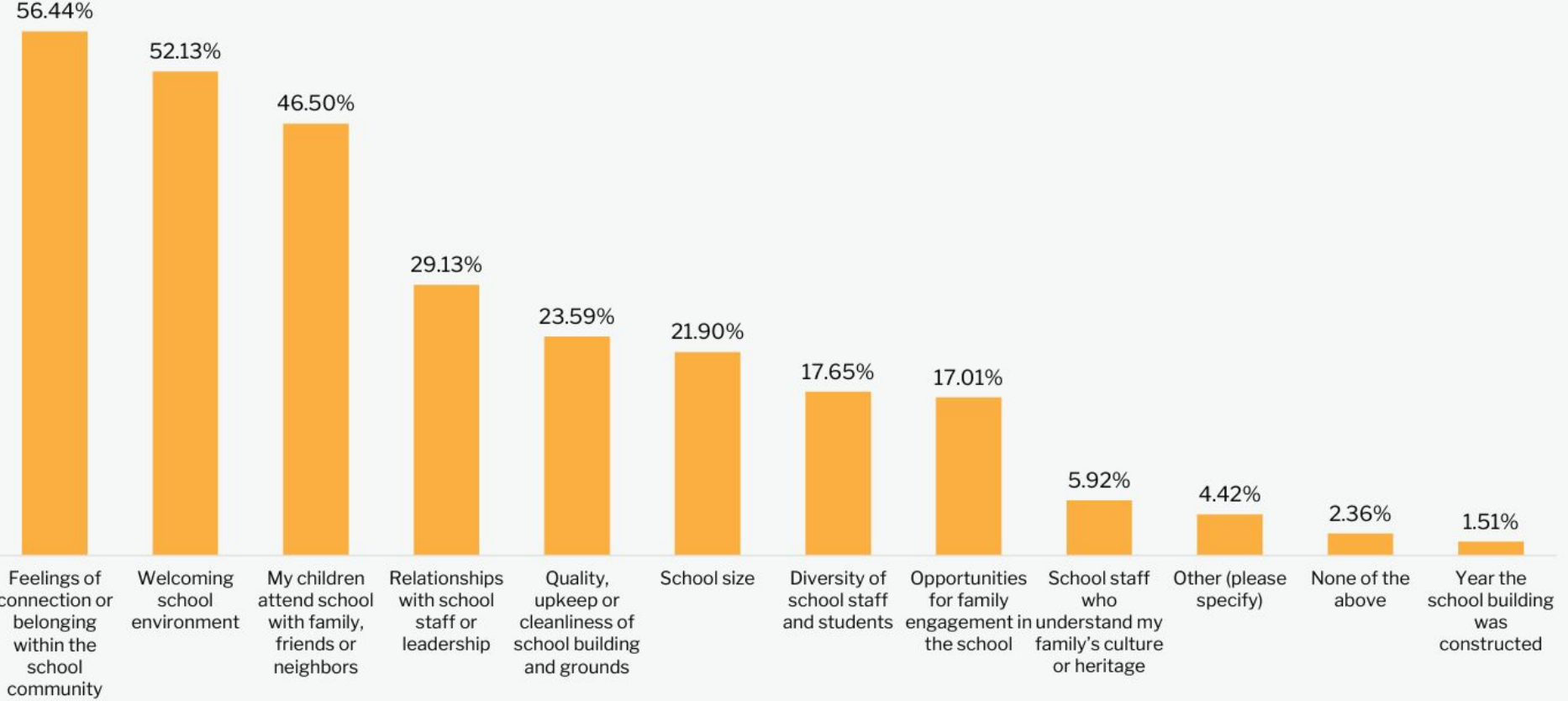


Logistics

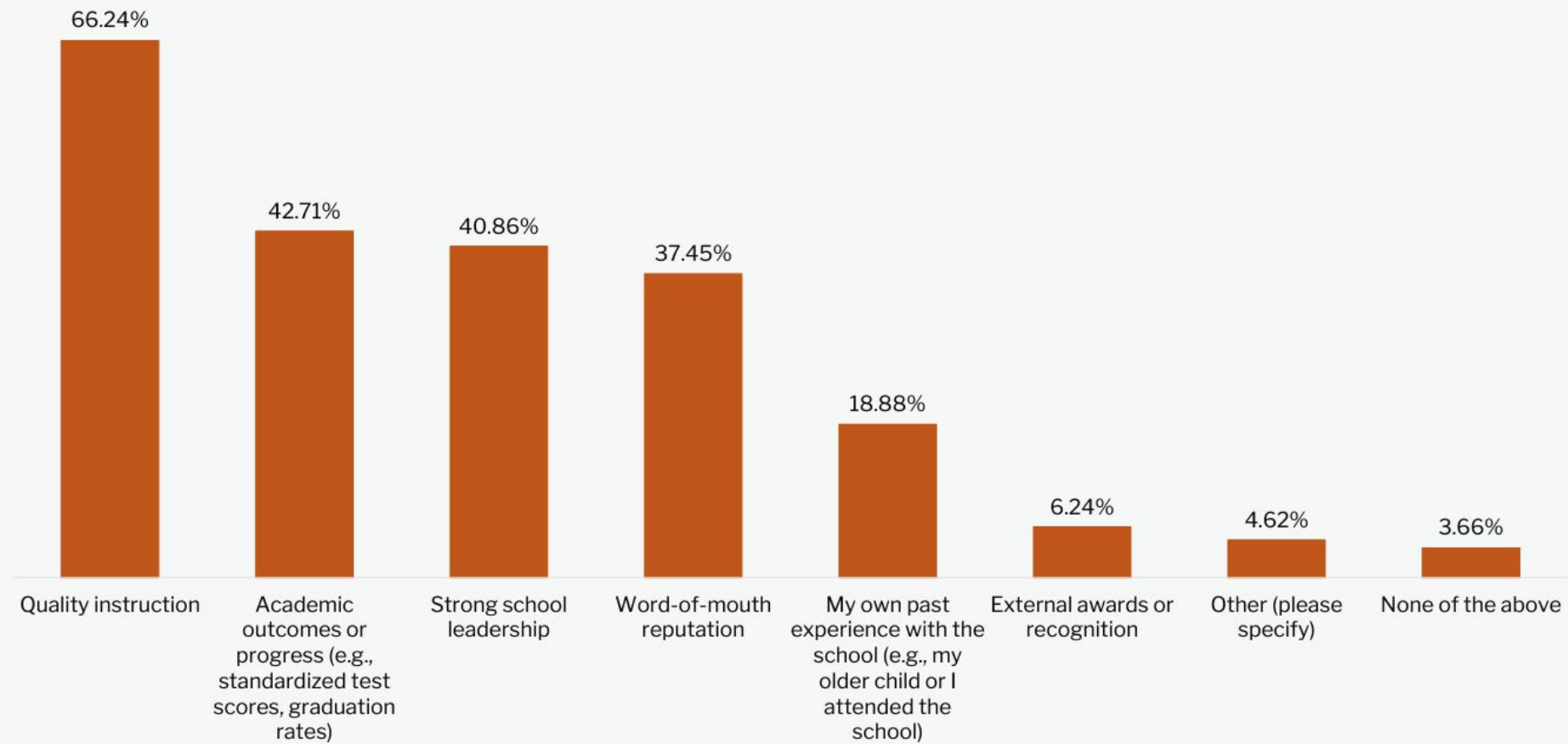
When thinking about School Design and Programming, which factors were most important when deciding what schools your children would attend?



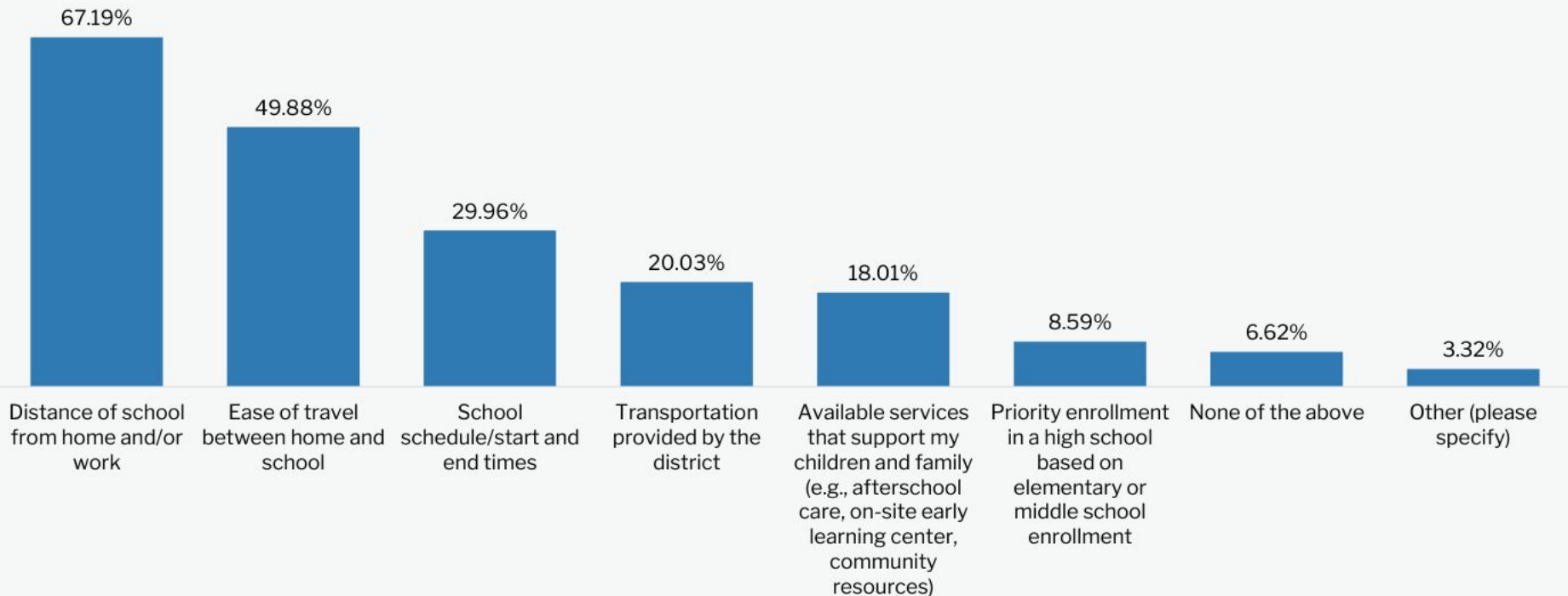
When thinking about School Climate, which factors were the most important when deciding what schools your children would attend?



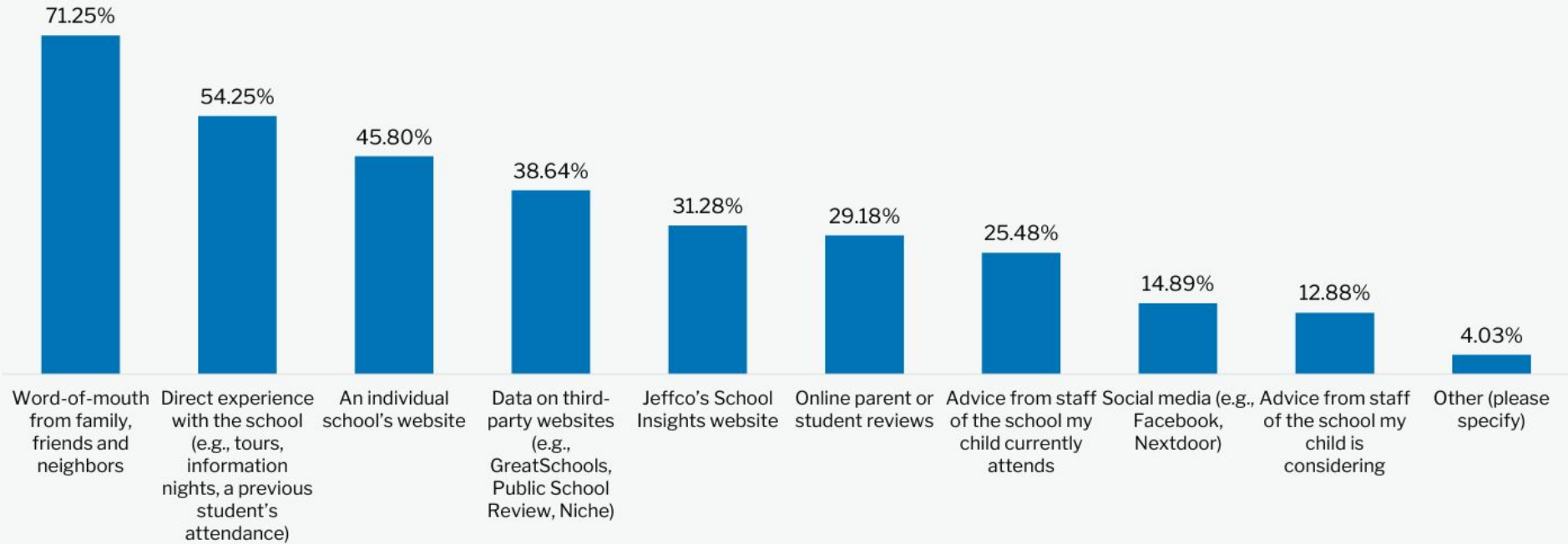
When thinking about School Reputation, which factors were the most important when deciding what schools your children would attend?



When thinking about Logistics, which factors were the most important when deciding what schools your children would attend?



Where do you get information to help you make decisions about school enrollment?



What We Are Exploring Next

- How do families define a quality school and how do they quantify that in their decision-making process?
- What factors into a family's school enrollment decisions at transition points (kindergarten, 6th grade, 9th grade)?
- What draws families to attend their neighborhood schools; what draws families away from their neighborhood school?
- What is it about specific programs that parents value the most?
- For Jeffco families with at least one homeschooled / at least one charter school student in their family, what caused them to make that decision? (note: we will look at this compared to new national research)
- Are there places where boundary adjustments and choice management at oversubscribed schools can help us accomplish our goals?

Next steps

- Spring focus groups to delve into these questions
- Review of the data by individuals with expertise in school choice
- Publish a comprehensive report about district programming and related enrollment trends and survey responses
- Triangulation of the survey data with FLOs data analysis
- Bring additional conclusions to the June presentation

Questions



Jefferson County School District R-1 District Accountability Committee (DAC) Bylaws

I. Name

The official name of the organization shall be the Jefferson County School District R-1 District Accountability Committee (DAC).

II. Definitions

- A. Articulation Area Representative means a Parent Member appointed to represent one of the articulation areas, charter schools, or option schools.¹
- B. At-Large Member means a Member who is appointed by the Board of Education and is not assigned to represent an articulation area, charter schools, or options schools.
- C. Executive Committee means the DAC Chair, the DAC Vice Chair, DAC Secretary, the AAR Coordinator, the district administrative designee(s), and the chairs of the standing subcommittees in section VII.AB.
- D. Member means any person defined in section IV(A).
 - 1. Parent Member means any Member who is a child's biological parent, adoptive parent, or legal guardian or another adult person recognized by the child's school as the child's primary caregiver of a student attending Jefferson County Public Schools at the time of appointment.
 - 2. An employee of the district may not serve as a Parent Member.
- ~~E.~~ Unexcused absence means an absence from a DAC meeting for which the absent Member has not notified the Chair and/or the district administrative support staff to the DAC.
- ~~E.~~

III. Purpose and Role

The purpose of the DAC is to serve in an *advisory role* to the Jefferson County Board of Education (BOE). The DAC advises the BOE on matters related to budget, improvement priorities, student achievement, and parent and community engagement. Specifically, the DAC shall fulfill the duties of a school district accountability committee as defined in Colorado Revised Statutes, Section 22-11-301, et seq. Per statute, the DAC has the following powers and duties:

- A. Recommend to the BOE priorities for spending school district money.
- B. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding spending priorities.
- C. Advise the BOE concerning preparation of the district's annually submitted

¹ Parents are not eligible if related to a person employed by the district where 'related' or 'relative' means a person's spouse, son, daughter, sister, brother, mother or father. See C.R.S. 22-11-301(2)(c).

performance, improvement, priority improvement or turnaround plan (whichever is applicable).

- D. Make reasonable efforts to consult in a substantive manner with School Accountability Committees (SACs) in the district regarding school performance, improvement, priority improvement and turnaround plans.
- E. Discuss at least quarterly whether district leadership, personnel, and infrastructure are advancing or impeding implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable).
- F. Review initial~~any~~ charter school application(s) received by the BOE and renewals as requested by the BOE, and submit recommendations to the BOE on said applications(s).
- G. Provide input to the BOE concerning the creation and enforcement of its school conduct and discipline code.
- H. Consider input and recommendations from the district's SACs to facilitate the evaluation of the performance of district principals.
- I. Provide input and recommendations to principals, on an advisory basis, concerning the development and use of assessment tools to measure and evaluate student academic growth as it relates to teacher evaluations.
- J. Assist district staff or school personnel to increase parent engagement, including but not limited to:
 - 1. Implementing the district's parent engagement policy.
 - 2. Increasing parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAP) and plans to address habitual truancy.
 - 3. Helping increase community awareness of the district strategic plan and the school/district improvement processes.
- K. Determine at least annually and cooperatively with the BOE, additional areas and issues of study and recommendation to the Board that the DAC shall focus on for the year.
- L. Report to the BOE, at least two times per year, or more frequently as may be requested by the BOE, on the work of the DAC.
- M. Each year, deliver to the BOE a report on the following:
 - 1. The percentage of students who are college and career-ready.
 - 2. How Jefferson County compares with other districts in the area.
 - 3. Critical obstacles hindering more rapid improvement of student achievement results.
 - 4. Recommendations for what should be done to overcome those obstacles.

IV. Membership

- A. The DAC comprises the following Members approved by the Board of Education:
 - 1. The Articulation Area Representatives nominated by the Superintendent:
 - a. Up to ~~Thirty~~thirty-~~Three~~four (34) parent/guardian representatives, to the extent practicable two (2) parent/guardian representatives will have students in ~~from and representing~~ each of the district's seventeen (17)

articulation areas.

- b. Three (3) charter school ~~parent representatives~~parents.
 - c. ~~Two~~One (2) option school ~~parent representatives~~parent.
2. At least one (1) and up to three (3) teachers, with effort made to represent each grade band: K-5, 6-8, 9-12; ~~as recommended by Jefferson County Education Association (JCEA) may recommend teachers, however, -~~ ~~Both~~Both members and non-members of ~~Jefferson County Education Association (JCEA)~~ are eligible.
 3. At least one (1) and up to ~~four~~three ~~three~~ (~~4~~three (~~3~~) building-level administrators employed by Jeffco Schools, with effort made to represent each grade band, and at least one of which is with a charter school.
 4. One (1) Jeffco charter school administrator.
 - ~~3.~~5. Up to ten (10) at-large representatives, with effort made to represent diversity of stakeholders.
 - ~~4.~~6. At least one ~~business~~ business community representative.
 - ~~5.~~7. One (1) Jeffco PTA member, as recommended by Jeffco PTA.
 - ~~6.~~8. One (1) classified staff member employed by Jeffco Schools; Jeffco Education Support Professionals Association (JESPA) may as recommended by JESPA classified staff, however, - ~~Both~~Both members and non-members of ~~Jeffco Education Support Professionals Association (JESPA)~~ are eligible.
 - ~~7.~~9. The Superintendent and/or the Superintendent's designee(s) (non-voting).
- B. By statute, Members approved by the BOE shall, to the extent practicable, reflect the student populations that are significantly represented within the district. This may include:
1. Students who are non-Caucasian
 2. Students eligible for free and/or reduced-cost lunch
 3. Students who are English language learners
 4. Students who are migrant children
 5. Students identified as students with disabilities
 6. Students who are identified as gifted children

~~C. Only one (1) Member of the DAC may be a concurrent member of the Jefferson County School District's Strategic Planning Advisory Council (SPAC).~~

~~D.C.~~ Duties of Members

1. Attendance at all scheduled DAC meetings, ~~and all assigned subcommittee meetings.~~ In the event a Member cannot attend a meeting, he/she should communicate such absence in advance to either the Chair and/or the district administrative support staff to the DAC ~~or to the subcommittee chair.~~
2. ~~Participation on at least one subcommittee and/or service as an elected DAC officer or as DAC liaison to another organization.~~ All DAC members may serve on subcommittees.
3. Service as a liaison to the stakeholder group that Members were appointed to represent, if applicable.

4. Compliance with these bylaws.
5. Compliance with the Code of Conduct.

E.D. Terms of Members

1. The term of a Member appointment shall be two (2) years. Midyear appointees shall serve the remainder of the 2 year term. Members' terms shall begin upon the appointment of the Board of Education at the close of the final meeting of the Committee of the Whole of the academic year in which they are appointed, unless the BOE directs otherwise.
2. Members shall not be precluded from being reappointed and serving consecutive terms as long as they continue to meet the requirements of membership as defined above.

2.

F.E. Resignation If a Member is unable to fulfill the duties of membership, or no longer meets the eligibility requirements of their role, he/she must resign but may apply for another role for which he/she is eligible. He/she should provide a letter of resignation to the Chair, who shall notify the BOE.

F. Removal

1. Two~~The Executive Committee may recommend to the BOE that members with two~~ (2) unexcused absences from DAC meetings per year by a Member be removed shall be considered a resignation.

G.2. The Committee-as-a-Whole may, also recommend to the BOE, with a two-thirds majority achieved by secret~~blind~~ ballot, removal of a Member, deemed after two a warnings from the committee as a whole~~Executive Committee, to not be in for non-~~compliance with the Code of Conduct.

H.G. Replacement If a Member resigns or is removed, the Executive Committee shall advise the BOE and a replacement shall be nominated and appointed through the process specified in the membership section (IV.D.1.IV). The replacement shall serve a the remainder of the two year term as per IV.D.E.1.

V. Committee Officers

A. Officer Positions

1. The DAC has two officers: The Chair and the Vice Chair. The officers shall be Parent Members elected by the membership of DAC annually, in the final meeting of the academic year. The officers shall be selected from the Parent Members of the DAC.
2. **Term** The officers shall each serve a one-year term in their respective roles. No one shall be prohibited from running for consecutive terms.
3. **Duties of the Chair** The DAC Chair:
 - a. Ensures that committee efforts and membership meet statutory requirements.
 - b. Ensures planning of s annual meeting calendars and monthly meetings.
 - c. Receives and relays requested agenda items from Members and

- subcommittees.
- d. Ensures that calls are issued for meetings of the DAC.
- e. ~~C~~Develops and communicates norms for use in DAC meetings.
- f. Presides over DAC meetings.
- g. Ensures that minutes of all DAC meetings are recorded, including attendance and records of votes, and are made available to Members.
- h. Ensures that a membership list, including statutory roles of individual Members and contact information, is kept and made publicly available; and ensures that processes exist for other committee correspondence, as necessary.
- i. Ensures that subcommittees are representative of the ~~C~~committee-as-a-~~W~~whole and have sufficient Members to conduct their work.
- j. Ensures that SAC Chair training ~~sessions are~~is conducted.
- k. Coordinates committee and subcommittee reports to the BOE.
- l. Coordinates the DAC's activities with administrative support from the Jefferson County School District.
- m. ~~Coordinates~~Annually annual review ~~ofs~~ bylaws ~~with the Executive Committee~~ and present~~ations same~~ to membership.
- n. Ensures that the public DAC web page is maintained.
- o. Appoints a Member to determine eligible votes and distribute ballots for an officer election for which the Vice-~~Chair~~ is unable to do so.
- p. ~~Appoints a~~Administers a vote for a member to serve as the Secretary, who will take minutes of the meetings of the Executive Committee and the Committee-of-the-Whole.

4. Duties of the Vice Chair

- a. Shall be responsible for the duties of the Chair in his/her absence.
- b. In the event the Chair resigns, shall assume the duties of Chair.
- c. Ensures that a quorum is present at meetings and for votes.
- ~~d. Ensures, where necessary, that records of subcommittee meetings are kept and made available to Members.~~
- ~~e. Ensures that public comment is received, recorded, and made available to DAC Members.~~
- ~~f.d.~~ Ensures that bylaws are maintained and that Members' suggestions for bylaws changes are recorded for later discussion, and leads discussion of bylaws annually.
- ~~g.e.~~ Ensures that electronic files and records of DAC are maintained in an accessible archive.
- ~~h.f.~~ Determines eligible votes and distributes ballots for officer elections, unless the Vice Chair is running for the office for which the election is being held.

- B. **Election** During the final DAC meeting of each school year, a new Chair and Vice Chair shall be elected by a vote of the DAC Members. Nomination forms for each position shall be accepted following the April DAC meeting. Forms shall be made available on the DAC web page.
1. Current DAC Parent Members may submit applications for each position.
 2. The Chair shall be elected by a vote of the Members, as credentialed by the Vice Chair. Proxy and absentee ballots are not permitted.
 3. Members appointed by the Chair shall count the ballots. Whomever is determining the number of eligible ballots shall not count them. No one running for election shall count ballots.
 4. The Member receiving a majority of the ballots cast shall be elected.
 5. If no candidate receives a majority of the ballots cast, the candidate receiving the smallest number of votes shall be eliminated, and another ballot shall be held between the remaining candidates. If two or more candidates are tied for the smallest number of votes, a rebalot of the Ceommittee-as-a-Wwhole shall decide which single candidate shall advance to the next ballot. If two or more candidates are tied after two voting rounds, afterand all other candidates are eliminated, the winner shall be determined by a coin flip.

5.—

VI. Executive Committee

- A. The members of the Executive Committee shall be as defined in II. C.
1. The Secretary and AAR Coordinator shall be elected using the same procedures in V.B.
- B. The Executive Committee shall coordinate with the district administrative designee(s) and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas.
- C. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.

VII. Standing Subcommittees:

~~VI.A.~~ Standing subcommittees of DAC shall be the Executive Committee, Budget Subcommittee, District Unified Improvement Plan Subcommittee, Family /School Community Partnership Subcommittee, and Charter School Review Subcommittee. Additional subcommittees may be formed from the membership as the Ceommittee-as-a-Wwhole deems necessary. Subcommittees shall take up new business matters committed by the Ceommittee-as-a-Wwhole and must report matters back to the Ceommittee-as-a-Wwhole.

~~A. Executive Committee The Executive Committee shall coordinate with the Superintendent or Superintendent designee and any other District staff necessary to determine the annual calendar and to assemble and propose meeting agendas. The Executive Committee shall conduct any necessary DAC business arising between meetings of the DAC.~~

B. Other Subcommittees Each subcommittee noted below shall report to the full

DAC at least annually and prior to any communication with the BOE regarding recommendations or advice on behalf of the DAC. ~~Subcommittee meetings shall be posted on the DAC web page.~~ Each subcommittee's reports to the full DAC shall be posted on the Jeffco Public Schools DAC web page.

~~B.C.~~ Each subcommittee chairperson shall be elected identify by procedures in V.B. aA chairperson shall be the key individual accountable for managing and reporting on the subcommittee's work and for maintaining communication with the DAC Chair. Each subcommittee shall appoint a vice chair at the beginning of the academic year.

1. Budget/Finance. This subcommittee shall work to comply with the DAC requirement of recommending to the BOE priorities for spending school district money.
2. District Unified Improvement Planning (DUIP). This subcommittee shall support the DAC's responsibility to comply with submitting recommendations to the BOE concerning preparation and implementation of the district's performance, improvement, priority improvement, or turnaround plan (whichever is applicable). The subcommittee shall provide regular updates to the full DAC per the DAC work calendar and lead full committee reviews of the DUIP.
3. Family/School/Community Partnership (FSCP). This subcommittee shall work to increase parent engagement in the district by providing input and recommendations to district staff or school personnel regarding:
 - (a) The district's parent engagement policy.
 - (b) Efforts to increase parents' engagement with educators, including parents' engagement in creating students' READ plans, Individual Career and Academic Plans (ICAPs), and plans to address habitual truancy.
 - (c) Increasing community awareness of the district strategic plan and the school/district improvement processes.
 - ~~(e)~~(d) Efforts to increase parent engagement on school accountability committees and on the district's Family-School Relationships Survey.
4. Charter School Review.
 - (a) This subcommittee shall have responsibility for reviewing charter school initial applications and report findings to the full DAC.
 - (b) The subcommittee shall have responsibility for reviewing and renewals applications as requested by the BOE as needed and reporting findings to the full DAC.
- ~~4.5.~~ Per statute, the full DAC shall determine recommendations to the BOE on charter applications ~~and renewals~~. At least one subcommittee Member shall serve on the District Charter Review Committee. The membership of this subcommittee shall include an AAR representing charter schools and the charter school administrator.
- ~~5. Articulation Area Representatives. They shall meet as necessary to~~

~~conduct business as specified in the District Accountability Committee orientation.~~

6. Additional Subcommittees. Additional subcommittees may be identified by the Executive Committee, as needed, to fulfill the responsibilities of the DAC.

VII.VIII. Meetings

A. Meetings of the Committee-as-a-Whole

1. A minimum of six (6) meetings of the ~~e~~C~~ommittee-as-a-~~Whole shall be held monthly from September through May, except during the month of December, at the Jefferson County School District office, unless otherwise specified. The Chair, the Executive Committee, or a majority of the Members may call additional meetings.
2. Dates of meetings shall be provided in public announcements and made available to the public. All meetings shall be open to the public.
3. The Chair may use unanimous consent to guide decisions during meetings. Voting may be used when an issue has received a motion and a second. Absentee ballots and proxies are not permitted. Only DAC Members may vote.

- B. **Training Meeting** The DAC shall sponsor a meeting every year in the fall with all SAC Chairs and school principals. This meeting shall focus on providing supports for SACs and training, expectations, and opportunities to participate in DAC, including meeting dates.

C. Subcommittee Meetings

1. The subcommittee chairperson shall call subcommittee meetings.
 2. Subcommittees shall meet within the first two months of the school year to establish meeting cadence and scope of work, and subsequently as needed.
 3. The subcommittee chairs shall provide notice for subcommittee meetings.
 4. The subcommittee chairs shall ensure, where necessary, that applicable records of subcommittee meetings are kept and made available to Members.
- ~~6.~~

- D. **Notice of Meetings** The schedule for regular meetings of the Committee-as-a-~~w~~Whole shall be established at the beginning of the school year. A notice of each DAC meeting shall be provided to each Member of DAC not less than four (4) days prior to the meeting, and simultaneously shall be posted on the DAC web page. ~~The Vice Chair shall ensure the meeting agendas for meetings of the DAC, including previous notice of motions to adopt committee reports to the BOE, are posted on the DAC website, and shall ensure that the meeting agenda is sent via email notification to all DAC Members, all BOE members, and appropriate administration officials four (4) days prior to the meeting. The subcommittee chairs shall provide notice for subcommittee meetings in accordance with any officially adopted rules of the individual subcommittees.~~

- E. **Quorum** Proper notice having been given, the Members present shall constitute a

quorum in order for information to be shared and for discussions to take place during a DAC meeting. A quorum of at least half of the current membership and at least one DAC officer must be present in order to conduct DAC business that requires a vote.

F. Minutes

Meeting minutes shall be recorded by the Secretary and posted to the DAC web page.

G. Representation of DAC Advice

1. As an advisory committee to the BOE, the DAC shall follow ~~district policy BDF, "Advisory Committees to the Board", and Board Policy Policies GP-426, "Board Committee Principles," GP-7, "Committee Structure,"~~ and district policy [KB Family School Community Partnerships](#).
2. The DAC is committed to fully representing the perspectives of the DAC Members. On matters for which a committee report is generated by the DAC for the BOE, it shall be reviewed and approved by vote at a DAC meeting before it is provided to the BOE. DAC Members shall not represent their own opinions as those of the ~~C~~committee-as-a-~~W~~whole.
3. Any two (2) or more DAC Members may together author and submit a Dissenting Opinion, provided that they voice that Dissenting Opinion at the DAC meeting either verbally or in writing, if they cannot be present at the meeting, so that the entire DAC Membership has an opportunity to consider the Dissenting Opinions at the time the DAC is discussing the issue at hand and prior to voting. Dissenting opinions may pertain to the entire Committee Report/Motion and/or only portions of the Committee Report/Motion. Any Dissenting Opinion shall set forth the rationale for the Dissenting Opinion and shall be submitted via email to the DAC committee-as-a-whole and the DAC Chair for inclusion in the DAC Report to the BOE within one (1) week of the adoption of the Committee Report/Motion by the DAC; however, if the BOE meeting in which the Committee Report/Motion is being presented by DAC occurs within one (1) week of the DAC adoption of the Committee Report/Motion, then the deadline for submitting the Dissenting Opinion shall be shortened to no later than twenty-four (24) hours after the conclusion of the DAC meeting where the DAC membership voted to approve the Committee Report/Motion.
4. Subcommittee reports shall be reviewed and discussed at a DAC meeting before they are provided to the BOE. Subcommittee Members may not present findings directly to the BOE without approval by the ~~C~~committee-as-a-~~W~~whole.
5. Only the Chair or the Chair's designees shall present reports and/or recommendations to the BOE on behalf of the DAC. The Chair shall submit any majority and minority reports, together and without

modification, to the BOE at the same time. ~~Time at the end of DAC meeting shall be provided for BOE member comments.~~

H. Meeting Agenda

1. The agenda generally shall be as follows:
 - a. Call meeting to order
 - b. Approval of agenda
 - c. Approval of minutes
 - d. Unfinished and new business
 - e. Optional BOE comment(s)
 - f. Adjournment

Except where these bylaws conflict, the meetings of the DAC shall be conducted in alignment with Robert's Rules of Order, Newly Revised Edition. Members may, by a two-thirds vote of those present, move to adopt different meeting rules for specific meetings.

Amendment of Bylaws

Bylaws shall be reviewed by the Committee-as-a-Whole at least annually, at which time Members may make motions to revise the bylaws. Bylaws revisions must be approved by a two-thirds majority of the Members present at the meeting.

All changes or amendments to these bylaws shall be presented to and approved by DAC Members, ~~before they can take effect, must be presented to the BOE for its approval.~~

Date Adopted: ~~September 20, 2016~~TBD

Date Revised: ~~November 15, 2016~~January 11, 2024