

# District Accountability Committee Meeting Minutes

Date	October 14, 2009	Time	6:00 – 8:48
Facilitator	Teegan Sheanin	Scribe	Carie Anderson
Key Points Discussed			
No.	Topic	Representative	Highlights
1	Welcome & Introductions	Teegan Sheanin	Teegan welcomes everyone and asks for any new people to introduce themselves.
2	Approval of Minutes	Teegan Sheanin	Minutes approved for 9/1/09 meeting. Please use the following link to view previous meeting minutes: <a href="http://bvsvd.org/dac/dacmembers/Pages/Minutes">http://bvsvd.org/dac/dacmembers/Pages/Minutes</a>
3	Review of BOE/DAC Worksession	Teegan Sheanin	<p>A joint conversation about what DAC would like to work on and what the board would like to see. Created handout based on meeting and what work each committee will do. Link to handout: <a href="#">DAC/BOE Work Topics</a></p> <p>Each committee can decide as a group to go beyond what is described. Document describes minimum requirement.</p> <p><b>Budget</b> – Different in years past due to substantial budget cuts coming up. What would be most beneficial to the board is for DAC to provide recommendations about what could be cut at each school.</p> <p><b>Communications</b> – Continue working on making recommendations for how to improve the effectiveness of community engagement in the school improvement process. Specifically in the SITs. (SACs) Best Practices</p> <p><b>Accountable Programs</b> – Asked to look at the Open Enrollment program.</p> <p><b>SIPR</b> – (School Improvement Process Review) continue to evaluate process, including interview night process, survey at interview night for DAC members and principals to give input, use this as well as other factors and make recommendations.</p> <p><b>Bylaws</b> – Continuation of last year. We want to put in place some of the recommendations from last year but need to continue to work on that to make sure that we are ready and can vote on them to have them in place for next year.</p> <p>Pass around sign-up sheet for people to indicate which subcommittee they want to work with.</p> <p>Additional subcommittee – Charter Application Review on an as needed basis. We have received an application this year.</p>

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4	Charter School Application Review	Jonathan Dings	<p>One of the things that DAC must do by law is make a recommendation to the BOE prior to the board acting on any new charter school application. The board must act on the application in a timely manner therefore DAC must have a recommendation by the December 1<sup>st</sup> meeting. Whoever participates in the review will need to be able to meet outside of regular DAC meetings to make this feasible. As well as view the presentation of the application at the November 10<sup>th</sup> board meeting, and will likely have some knowledge or experience with charter schools. At least one parent of a charter school student must be on the committee. Jonathan has materials to assist in the review of the application from The Charter League and the State Charter Institute. Charter application is for a K-8 – Gifted and Motivated school.</p> <p>Participants in the Charter School Application Review can also work with another subcommittee as their work will primarily be done by the December meeting.</p>
5	SIP Review/Interview Night Prep	Teegan Shearin & Jonathan Dings	<p>Handout: <a href="#">Goals of the Review Process</a>  Legal expectation from handout. Review SIPs as well as review the district plan. Review of the SIPs will give DAC members a wealth of knowledge and context that will help them review the district plan.</p> <p>Handout: <a href="#">Using the Scoring Rubric</a> to evaluate plans. The plans vary quite a bit and there is not a wrong or right way. We are looking for a thoughtful plan that strives to move the school forward.</p> <p>Handout: <a href="#">Review of TIES Inquiry Steps for SIP Evaluation</a>  Continuous improvement comes from a cyclical process – the TIES cycle should be apparent in the plans.</p> <p>Question -How well principals understand what is expected in the Family Engagement Report? The other inquiries are very specific while the Family Engagement Report is very broad. Adam Fels comments that it is the hardest to know how much information to provide and that it is a good opportunity to ask questions at interview night.</p> <p>Handout: <a href="#">Developing Interview Questions</a> – suggestions for organizing yourself so that we are all on the same page and asking similar types of questions. This is just a framework.</p> <p>Ask the most important 4-5 questions with introductions and brief comments or commendations at the beginning and end, the sandwich approach.</p> <p>If significant concerns arise when reviewing SIPs email Teegan or Jonathan who can forward questions or concerns to principal prior to interview night. Questions need to be received by October 28<sup>th</sup>.</p> <p>School visits are encouraged to help with an understanding of the SIP, NOT however as a way to question the principal before interview night. Must contact school to arrange visit.</p> <p>Data is provided by Planning &amp; Assessment as a resource to aid understanding of SIP. If further data is needed email <a href="mailto:carie.anderson@bvsd.org">carie.anderson@bvsd.org</a>.</p>

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6	Work Out SIPs and Activity for Work Time	Teagan Sheanin & Carie Anderson (Louisville Middle School)	Jonathan poses questions for Adam (Activity) Model of what interview night should look like. Jonathan also poses questions to show what NOT to ask.
7	Hand Out SIPs and Activity for Work Time	Teagan Sheanin & Carie Anderson	Handout: <a href="#">First Steps for SIP Review</a> (Activity) Activity following interview – what questions should have been asked?
			<p>Questions –</p> <p>Should the information gleaned from the interview be used in the rating? YES – Confirmed by Jonathan and Teagan (as per consensus of DAC Exec.)</p> <p>Should the plan then be revised? Opportunity for DAC members to give feedback and recommendation to the school on how to improve the plan in the future.</p> <p>Does someone record the responses from principals at interview night? Each team does it differently – decide amongst your team.</p> <p>Question to Adam – What kind of feedback would you want? Let them know what you liked but also if you hear them same something that is not in the plan let them know, so that it can be included so that they know if it is effective.</p>
7	Hand Out SIPs and Activity for Work Time	Teagan Sheanin & Carie Anderson	Handout: <a href="#">First Steps for SIP Review</a> (Activity)
8	Regroup for Discussion & Final Interview Night Instructions	Teagan Sheanin	<p>Effectiveness of activity -</p> <p>Thumbs Up: For new people it was helpful to see it for the first time with someone who has done it before.</p> <p>Thumbs Down: Not enough time to be really effective.</p> <p>Suggestion: Research your schools – learn about their demographics – Ex. Free &amp; Reduced Lunch Population</p>
9	Board Report	Jim Reed	<p>Board had first work session with DAC Exec – very impressed with what DAC wants to tackle. Looking forward to reports and the information that is found. Pass on from meeting that DAC has an standing invitation to attend board meetings, can be put on the agenda at anytime.</p> <p>Board has also had the first meeting of the Community Engagement Advisory Team – How will the community be most receptive to the process? Starting outings of 2 board members into the community and 10 or 15 people will come with their topics to discuss them.</p>
10	Meeting Adjourned	Teagan Sheanin	

## Action Plan

No.	Action Item	Owner	Target Date
1	Email word version of rubric.	Carie Anderson	10/15/09
2	Email Team 9 questions from last year as reference.	Carie Anderson	10/15/09
3	Email Special Programs Demographics Summary	Carie Anderson	10/15/09
4	Find previous year's subcommittee reports to post on web.	Carie Anderson	?

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