

District Accountability Committee - Agenda


Tuesday, September 19, 2023

5:30-8:30

Jeffco Public Schools Ed. Center, Board Room

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

(Take elevators to the 5th floor. The Board Room will be to your right when you exit the elevators)

Information/ Action	<p>Welcome and Approval of Agenda and Minutes (5:30-5:40) Rednor will welcome members and guests and determine quorum. **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.** Members will approve the agenda for the evening and the August meeting minutes. Materials: Agenda and August minutes</p>	10 min	Therese Rednor, DAC Chair
Information	<p>Budget discussion (5:40-6:20) This discussion will include how the school consolidations as presented to the BoE on Aug. 25, 2022, may impact the budget. 20 min for presentation and 20 min for feedback/questions. Materials: Presentation</p>	40 min	Dave Weiss, Chief of Schools, Orin Levy, Budget Subcommittee Chair
Information	<p>ROFTS Update (6:20-6:40) Materials: Presentation</p>	20 min	Michael Zweifel, Strategic Initiatives Partner
BREAK (10 MIN)			
Information	<p>FRST Team Introduction (6:50-7:10) Materials: Presentation</p>	20 min	Tara Peña, Chief of FCP, Nathan Cabrera, Assistant Director, FCP
Information	<p>Aug. 30 SAC KICKOFF Debrief (7:10-8:25) DAC will receive a debrief on the SAC Kickoff on Aug. 30 and take feedback about the event. Materials: SAC Manual</p>	75 min	Evie Hudak, Chair/FSCP
Information	<p>Closure discussion (8:25-8:30) Submit your questions here (or scan this QR Code)</p> 	5 min	Rednor, chair
Action	<p>Adjournment (8:30)</p>		Rednor, chair
	<p>Remember you always have a resource through the DAC website.</p>		

JEFFCO PUBLIC SCHOOLS
DISTRICT ACCOUNTABILITY COMMITTEE
AUGUST 22, 2023 MEETING MINUTES

Attendees:

Strikethrough indicates committee member NOT in attendance

Emily Adams	Quentin Griffin	Jennifer Miller
Greg Aigner	Michelle Grove	Geneva Moore
Andrea Aikin	Corky Guy	Carrie Mumma
David Alex	Tosha Harry	Keri Murphy
Rob Applegate	Evie Hudak	Victoria Myles King
Elizabeth Armstrong	Heather Hyland	Therese Rednor
Skyler Artes	Richard Kalasky	Diego Rodriguez
Jeanine Baird	Elizabeth Kantner	Shalese Sanchez
Jeff Baucum	Erin Kenworthy	Cheryl Secorski
Kim Bierbrauer	Michelle Kuenzler	Michelle Squier
Parker Brown	Valerie Leal	Karen Sweeney
Leslie Dennis	Orin Levy	Maegen Tracy
Carsten Engebretsen	Anita Lewis	Kaylie Weese
Caitlin Fitzpatrick	Austin Long	Sari Weichbrodt
Dawn Fritz	Emily Lubkert	Caroline Zimmerman
Jessica Gregg	Crystal Marine	
Staff Liaisons		
*Dave Weiss		
*Tara Pena		

Guests:

Tracy Dorland, Superintendent

Dr. Carol Eaton, Executive Director, Instructional Data Services

David Weiss, Chief of Schools

Tara Pena, Chief of Family and Community Partnerships

Brian Sammons, Director of Budget and Treasury

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

Agenda:

-
- Welcome and Approval of Agenda and Minutes
 - Review of DUIP
 - School Finance 101
 - District Reorganization
 - SAC Kickoff Information
 - Adjournment

Actions:

Action	Approval of Agenda and Minutes Tonight's agenda was approved by unanimous consent. Minutes from the May 16, 2023 meeting were approved by unanimous consent.
Action	Adjournment DAC adjourned by unanimous consent at 8:3 p.m.

Notes:

Information	Welcome and Introductions Therese Rednor, DAC Chair welcomed members to the meeting and introduced guests. A quorum was established. Tracy Dorland, Superintendent thanked members, leadership, and staff members for their participation and spoke on the importance of family partnership, and building parent and community based leaders.
Action	Approval of Agenda and Minutes Tonight's agenda was approved by unanimous consent. Minutes from the September 20th meeting were approved by unanimous consent.
Information	Review of DUIP: Presented by Dr Carol Eaton Overview of United Improvement Plan and District Unified Improvement Plan requirements and process. Overview of 2023 revision to the DUIP including focus areas and major improvement strategies. DAC members reflected that the mindset of being offered assistance rather than correction is important in schools requiring additional supports. Required weekly school data reviews to occur during existing meetings. Review of 2023 data analysis and root causes determination. Request for additional data on most underperforming segments. DUIP is a living document continuously updated with new results and response strategies.
Information	School Finance 101 by Brian Sammons Overview of how school finance works, including state and local proportions of funding, and federally-funded programs. There were several questions related to causes of enrollment decline and prediction for growth areas. The primary causes of recent enrollment were described as low birthrate, aging in place, and pandemic associated loss. A boundary study, the first in decades, will take into account growth areas like NW Arvada. The presentation will be made available digitally after the meeting.
information	District Reorganization by David Weiss and Tara Pena: Presented new organizational chart. A district reorganization was implemented to support major initiatives of student outcomes, and central services in support of student outcomes. Central services support teams and HR teams assigned to articulation areas. School leadership is tracking time spent on instructional leadership to gauge effect. Family Response Service Team implemented to assist families with a single source solution for navigating challenges. Ms. Pena reports 90 of the first 100 cases

	<p>were solved in house, offloading school-based resources. The growth in FRST & HR partners employee numbers were offset by cuts in teaching and learning and school leadership departments and others.</p>
<p>Information</p>	<p>SAC Kickoff Information: Therese Rednor SAC Kick-off scheduled for August 29, 2023 at Alameda International 5:30 – 7:30. Agenda:</p> <ol style="list-style-type: none"> 1. Welcome and Introductions 2. Panel comprised of principals and SAC Chairs 3. Articulation Area break out meet & greets 4. Survey distributed for each AA to collect SAC Chair names, meeting dates, and needs
<p>Information & Action</p>	<p>Vote on DAC Secretary position. Elizabeth Armstrong voted Secretary by a show of hands. Open Discussion & Adjournment. This DAC meeting was adjourned at 8:30PM.</p>



ROFTS Consolidation Budget Impacts September 19, 2023

Dave Weiss, Chief of Schools

Orin Levy, Budget Subcommittee Chair

School Consolidation Budgetary Savings – Salaried

For 2023-24, elementary schools reduced a net of 141 full-time equivalents across all salaried positions (i.e., Principal, Secretary, Teacher, etc.) School consolidations enabled the largest portion of these reductions.

SBB Staff FTEs	Budget	Budget	Change	
	2022-23	2023-24	FTE	%
Closing Schools	244	-	(244)	-100.0%
Welcoming Schools	347	451	104	29.8%
<u>All Other Elementary Schools</u>	<u>1,514</u>	<u>1,515</u>	<u>0</u>	<u>0.0%</u>
Sub-Total - Elementary	2,106	1,966	(141)	-6.7%
Middle	749	730	(19)	-2.6%
High	1,397	1,388	(9)	-0.7%
Option **	305	294	(12)	-3.8%
Total School FTE	4,558	4,377	(181)	-4.0%

** JRLP is included in Option category

School Consolidation Budgetary Savings - Hourly

For 2023-24, elementary schools reduced \$300K across all hourly positions (i.e., clinic aides, para-professionals, etc). School consolidations enabled the largest portion of these reductions.

Hourly Employee Budget \$ in 1,000s	Budget	Budget	Change	
	2022-23	2023-24	\$	%
Closing Schools	\$ 2,114	\$ -	\$ (2,114)	-100.0%
Welcoming Schools	\$ 3,046	\$ 4,055	\$ 1,009	33.1%
<u>All Other Elementary Schools</u>	<u>\$ 12,311</u>	<u>\$ 13,113</u>	<u>\$ 802</u>	<u>6.5%</u>
Sub-Total - Elementary	\$ 17,472	\$ 17,168	\$ (304)	-1.7%
Middle	\$ 2,573	\$ 2,403	\$ (170)	-6.6%
High	\$ 4,550	\$ 4,348	\$ (202)	-4.4%
Option **	\$ 1,293	\$ 1,197	\$ (96)	-7.4%
Total School Hourly Budgeted Dollars	\$ 25,888	\$ 25,116	\$ (771)	-3.0%

** JRLP is included in Option category

School Consolidation Budgetary Savings - Summary

Budgetary reductions across **elementary schools** were **approximately \$15M***

- While school consolidations enabled the largest portion of budgetary reductions, overall enrollment declines across all schools also contributed.
- Salaried and hourly positions account for the bulk of all spending and thus the bulk of all savings.
- All displaced non-probationary teachers from consolidated schools that wanted to return to the district were placed in new positions.

*this excludes departmental budgetary savings and only reflects school level budgetary savings at the elementary level



**Regional Opportunities for Thriving
Schools – Update for DAC
September 19, 2023**

Regional Opportunities for Thriving Schools

Regional Opportunities for Thriving Schools (ROFTS) is an initiative that was devised in the Spring of 2022 to respond to the Board's request for a comprehensive plan to ensure thriving schools with enrollment to support extraordinary student experiences across our district.

Phase I of Regional Opportunities for Thriving Schools resulted in a unanimous Board decision to [close 16 elementary schools](#) on November 10, 2022

On May 11, 2023, the Board of Education unanimously approved a [resolution on ROFTS Phase II](#)

On June 22, 2023, the Board of Education unanimously approved the [closure of Moore Middle School](#) as part of ROFTS Phase II

Purpose today

Provide members of the District Accountability Committee (DAC) with an update on Phase 1 and an overview of Phase 2

Phase I



Big picture: On-track

- **Enrollment Status as of September 8th:** 63% (10 schools) within predicted enrollment ranges; 3 schools below projections; 3 schools above projections. Continuous monitoring with expected shifts.
- **Community Integration:** School leaders crafted plans for merging communities – welcoming new staff, students, and families.
- **Support from the Strategic Partners Team:** Provided added resources – funding, technology, and technical assistance for a seamless school year start.
- **Operational Achievements:** Transitioned FF&E, tech, and materials from 15 closed to 19 receiving schools; collaboration across 35 departments; Facilities, Planning, and Property Management teams showcased outstanding precision.
- **Ongoing Focus:** Monitoring risks related to enrollment, class sizes, program transitions, and construction.

Phase I Celebrations & Challenges

CELEBRATIONS

- Kids are learning their new school routines/structures
- Kids are making new friends
- Staff kick off created a sense of belonging for staff
- Staff have teammates to plan with in PLCs
- Able to staff positions that haven't been able to in the past

CHALLENGES

- Increase in traffic for pick up and drop off
- Construction Delays
- Operations
- Learning a new school
- District-wide challenges: Staffing, transportation

Phase II



Phase II of Regional Opportunities for Thriving Schools

Continued enrollment declines:

- [FLO Analytics finds](#) that Jeffco enrollment declined by 10.4 percent since 2013–14
- Decline was attributable to population loss, not to enrollment in private schools or net transfers

Consolidation recommendations for K-8 and middle schools on the basis of **urgently unsustainable enrollment**, initiation by a school community or driven by the State accountability clock

Timeline for Phase II of Regional Opportunities for Thriving Schools

- **August 24:** Board of Education study session and staff recommendation for ROFTS Phase II
- **August 29 & 30:** School-based staff meetings
- **September 5:** FCB Committee work begins
- **September 7 & 12:** Round 1 community meetings
- **September 19 & 21:** Round 2 community meetings
- **September 22:** FCB Committee questionnaires/reports due
- **October 2 & 3:** Public hearings
- ▶ ● **October 12:** Board of Education vote

Recommendation:

Coal Creek Canyon K-8 (CCCK8)

Staff Recommendation: Close CCCK8, potentially phased over the 2023-24 and 2024-25 school years, on the basis of unsustainable enrollment

- **Starting in the 2024-25 school year:** Three Creeks K-8 will be the designated neighborhood school for grades 6-8 for students residing in the Jeffco portion of Coal Creek Canyon
- **Starting in the 2024-25 OR 2025-26 school year:** Three Creeks K-8 will become the designated neighborhood school for grades K-5 for students residing in the Jeffco portion of Coal Creek Canyon
- The district will support choice-enrolled students at CCCK8 to connect with their home districts or apply to enroll in a Jeffco school of their choice

The district is running a parallel process to understand whether there is viable interest from charter schools, which will determine the recommended timeline for K-5 closure

Recommendation:

Arvada K-8

Staff Recommendation: Close Arvada K-8 at the end of the 2023-24 school year on the basis of unsustainable enrollment

- **Starting in the 2024-25 School Year:** Lawrence Elementary will be the K-5 designated neighborhood school for students residing in the current Arvada K-8 boundary area
- **Starting in the 2024-25 School Year:** North Arvada Middle School will be the 6-8 designated neighborhood school for students residing in the current Arvada K-8 boundary area, and the feeder school for Lawrence, Secrest, and Swanson Elementary Schools
- The district will support choice-enrolled students at Arvada K-8 to enroll in their designated neighborhood school or apply to enroll in a Jeffco school of their choice
- The Significant Support Needs (SSN) Center program, which serves students in grades 6-8, will move to Pomona

Staff and family support

- Staff were informed in advance and have received dedicated support from HR partners
- Families, staff, and community members are invited to two community discussions
- There will be a dedicated public hearing with the Board of Education for each school community

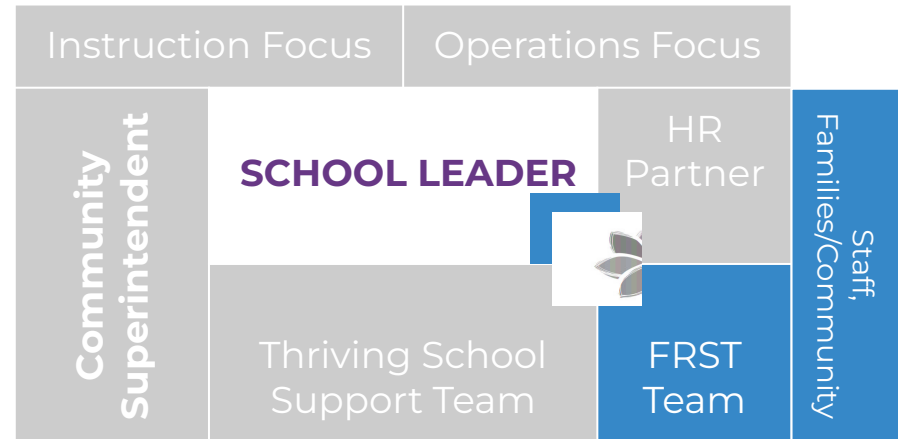
If the Board votes to accept the district staff recommendation on Oct 12

- All impacted students will receive a priority in the choice enrollment process
- Families will receive 1:1 support from an Enrollment Specialist
- Human Resources will provide staffing and hiring supports for impacted staff in alignment with JCEA and JESPA agreements

Family Response Service Team in Support of Student Outcomes

Work with families to resolve concerns and navigate Jeffco.

Jeffco FRST will be a main point of contact for families who need assistance accessing school and district resources, addressing concerns, and building skills to be strong partners in their child's education aligned with **Our Communities: Our Legacy**



BOE Family Partnership Resolution

Jeffco Public Schools supports accessible and meaningful opportunities for parents, guardians, and families to:

- a. be welcomed as active participants in their children's educational experiences;
- b. engage with and support students' academic and extracurricular growth and achievement;
and
- c. support their child's health, safety, and stability.

Jeffco Public Schools acts in ways that are consistent with its responsibility to proactively seek viewpoints and perspectives from diverse families, guardians, and school communities and provide options for those partners to participate in collaborative decision-making.



Our Jeffco FRST Crew

Assistant Directors:

- Nate Cabrera
- Janace Fischer

Case Managers :

- Bernadette Marquez
- Damien Lopez
- Maria Maloch



Contact FRST:



Email
FRST@jeffco.k12.co.us



Submit a
JeffcoHelp Ticket



Call
303-982-FRST (3778)

3

Ways to
Access





FAMILY RESPONSE SERVICE TEAM (FRST)

The Family Response Service Team (FRST) supports Jeffco families by connecting them to school and district resources.



1

Family Contacts School

Family contacts their student's school to address their need or concern.



2

Family Contacts FRST Case Manager

If the need or concern is unresolved, the family contacts FRST at 303-982-FRST(3778) or FRST@jeffco.k12.co.us.



3

Assistant Director Works with Family

If the family need is unresolved, the matter will be referred to an Assistant Director of Family, School & Community Partnerships to reach a resolution.



4

Formal Complaint Process

If the need or concern is still unable to be resolved, FRST will help the family start the formal grievance process, as outlined by Policy KE.

Communication Connected to Department or School

If a family calls into the FRST call center and it's an issue related to a specific department or school we will...

1. Start a ticket and document concern for the family
 - a. Answer question if basic and informational based (Ex: Who is the specialist connected to my school?)

2. If it is a concern about how services are being provided, FRST will contact the school and department.
 - a. It is essential that if contacted by FRST, a district/staff response occurs within 48 hours so that families are getting timely responses.

3. Department or school will follow up with communication to FRST to let them know the family has been communicated with and working towards a resolution and the ticket can be closed.



FRST Agreements & Deliverables

Expectations

- We will be **timely** in response to open cases
- We will be **respectful, communicative, and collaborative** with school staff and families
- We will align resources and personnel to **efficiently support resolutions** for families in your school

What We Are Tracking

- Number of calls
- Location of concern
- Type of concern
- Response time
- Resolution time
- Satisfaction survey results
- Number of concerns in each Tier

Goals

- Decrease the number of tier 3 concerns
- Maintain an overall rating of 4 or higher on satisfaction survey



FRST

FAMILY RESPONSE
SERVICE TEAM



JEFFCO
PUBLIC SCHOOLS



QUESTIONS?

INQUIRE, INSPIRE, ACT



School Accountability Committee Kickoff

2023-24

Hosted by Jeffco Public Schools' District Accountability Committee

August 29, 2023

Alameda International



INQUIRE, INSPIRE, ACT



Agenda

- | | |
|-----------|--------------------------------|
| 5:30-5:50 | Networking |
| 5:50-6:00 | Welcome and introductions |
| 6:00-6:45 | Principal and SAC Chair panel |
| 7:00-7:30 | Breakouts by Articulation Area |

INQUIRE, INSPIRE, ACT



Turnout

- 83 schools represented
- “Traditional” schools – 69/104
- Charter schools – 5/16
- Option schools – 8/14

INQUIRE, INSPIRE, ACT

SAC Information

- SAC Chairs – *all but 9 listed a name*
- AA meeting dates – *about 75% listed at least the first one*
- Subjects for training/resources -
 - School budget – 32
 - Creating FSCP – 75
 - School UIP – 32
 - *Other responses* – staffing models, special education, support for charter schools, smaller communities/classrooms, building relationships

INQUIRE, INSPIRE, ACT

SAC Information, cont.

- SAC goals and areas for attention this year –
 - Improve attendance/participation/diversity on SAC
 - Increase collaboration with PTA, parents, community
 - Continue to build a culture of belonging
 - Improve learning environment and ELA and/or math performance
 - Connect better with students
 - Deal with consolidation issues

INQUIRE, INSPIRE, ACT



FSCP Subcommittee feedback

Overall event:

- Give more prior notice – do the event on a regular date every year (e.g., the 4th Tuesday of August) so everyone can plan school events around it.
- Provide food/refreshments.
- Help schools select a SAC chair in time to attend the event.
- Consider having a “SAC 101” before a general session or breakouts.

Panel:

- Would benefit from more diversity (school sizes, school types).
- Need to hear more from SAC chairs.

ARTICULATION AREA BREAKOUTS

ALAMEDA –

Alameda International - **Y**

Deane Elementary - **Y**

Lasley Elementary - **Y**

Patterson Elementary - **Y**

Rose Stein International Elementary

ARVADA –

Arvada High School

Arvada K-8

Foster Elementary

Hackberry Hill Elementary - **Y**

Lawrence Elementary

North Arvada Middle School - **Y**

Secrest Elementary - **Y**

Swanson Elementary - **Y**



ARTICULATION AREA BREAKOUTS

ARVADA WEST –

Arvada West High School - **Y**

Drake Junior High - **Y**

Fairmount Elementary

Freemont Elementary

Stott Elementary

Vanderhoof Elementary

BEAR CREEK –

Bear Creek High School

Bear Creek K-8 - **Y**

Carmody Middle -**Y**

Green Gables Elementary - **Y**

Kendrick Lakes Elementary - **Y**

Red Rocks Elementary - **Y**

Westgate Elementary - **Y**



ARTICULATION AREA BREAKOUTS

CHATFIELD –

Bradford K8 - **Y**

Chatfield High School - **Y**

Coronado Elementary - **Y**

Deer Creek Middle - **Y**

Falcon Bluffs Middle - **Y**

Mortensen Elementary - **Y**

Shaffer Elementary - **Y**

Stony Creek Elementary

Ute Meadows Elementary



COLUMBINE –

Columbine High School - **Y**

Columbine Hills Elementary - **Y**

Dutch Creek Elementary

Governor's Ranch Elementary

Ken Caryl Middle - **Y**

Leawood Elementary - **Y**

Normandy Elementary - **Y**

ARTICULATION AREA BREAKOUTS

CONIFER & EVERGREEN –

Conifer High School - **Y**

Elk Creek Elementary - **Y**

Marshdale Elementary - **Y**

West Jefferson Elementary - **Y**

West Jefferson Middle - **Y**

Bergen Valley Intermediate - **Y**

Evergreen High School

Evergreen Middle

Parmalee Elementary - **Y**

Wilmot Elementary - **Y**

DAKOTA RIDGE –

Blue Heron Elementary - **Y**

Dakota Ridge High School - **Y**

Mount Carbon Elementary

Powderhorn Elementary - **Y**

Summit Ridge Middle - **Y**

Westridge Elementary



ARTICULATION AREA BREAKOUTS

GOLDEN –

Bell Middle

Golden High School - **Y**

Kyffin Elementary - **Y**

Mitchell Elementary - **Y**

Ralston Elementary - **Y**

Shelton Elementary - **Y**

Welchester Elementary - **Y**

GREEN MOUNTAIN –

Devinny Elementary

Dunstan Middle

Foothills Elementary

Green Mountain High School - **Y**

Hutchinson Elementary - **Y**

Rooney Ranch Elementary



ARTICULATION AREA BREAKOUTS

JEFFERSON & WHEAT RIDGE –

Edgewater Elementary

Jefferson Junior/Senior High - **Y**

Lumberg Elementary - **Y**

Everitt Middle

Maple Grove Elementary - **Y**

Peak Expeditionary – Pennington

Prospect Valley Elementary

Stevens Elementary

Stober Elementary

Wheat Ridge High School - **Y**

LAKWOOD –

Belmar Elementary - **Y**

Creighton Middle - **Y**

Eiber Elementary - **Y**

Lakewood High School - **Y**

Slater Elementary - **Y**

South Lakewood Elementary - **Y**



ARTICULATION AREA BREAKOUTS

POMONA & STANDLEY LAKE –

Little Elementary - **Y**

Moore Middle - **Y**

Pomona High School

Warder Elementary - **Y**

Weber Elementary

Adams Elementary

Lukas Elementary

Mandalay Middle - **Y**

Ryan Elementary - **Y**

Semper Elementary - **Y**

Standley Lake High School - **Y**

Wayne Carle Middle

RALSTON VALLEY –

Coal Creek Canyon K-8 - **Y**

Meiklejohn Elementary - **Y**

Oberon Junior High - **Y**

Ralston Valley Senior High School

Sierra Elementary - **Y**

Three Creeks K-8

Van Arsdale Elementary

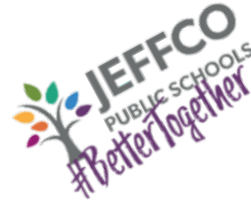
West Woods Elementary - **Y**



ARTICULATION AREA BREAKOUTS

CHARTERS –

Addenbrooke Classical
Collegiate Academy
Compass Montessori – Wheat Ridge - **Y**
Doral Academy - **Y**
Excel Academy
Great Works Montessori
Jefferson Academy – Elem. & High – **Y Y**
Lincoln Academy
Montessori Peaks Academy
Mountain Phoenix Community School - **Y**
New America School
Rocky Mountain Academy of Evergreen
Rocky Mountain Deaf School
Two Roads Charter
Woodrow Wilson Academy



OPTIONS –

Brady Exploration
Connections Academy - **Y**
D'Evelyn Junior/Senior High
Dennison Elementary
Free Horizon Montessori
Jeffco Remote Learning Program - **Y**
Jeffco Virtual Academy
Jefferson County Open School - **Y**
Long View High School - **Y**
Manning Options - **Y**
McLain Community High School
Miller Special Education
Sobesky Academy
Warren Tech – Central & North

Jeffco Public Schools SAC Manual

(Resource Guide)

School Accountability Committee (SAC)
Roles and Responsibilities Explained



Welcome to Jeffco

School Accountability Committee (SAC)

- Jeffco Public Schools believes in the value of community involvement in our schools. Active family engagement helps to ensure that the unique needs of the school's community are served through a positive collaboration between the school's leaders, staff, and members of the community.
- This presentation is a resource to support the development and maintenance of strong partnerships between Jeffco Public Schools and the communities they serve, as well as to ensure schools meet the state expectations for a School Accountability Committee (SAC) as defined by Colorado statutes, CDE guidelines, and Jeffco district policy.



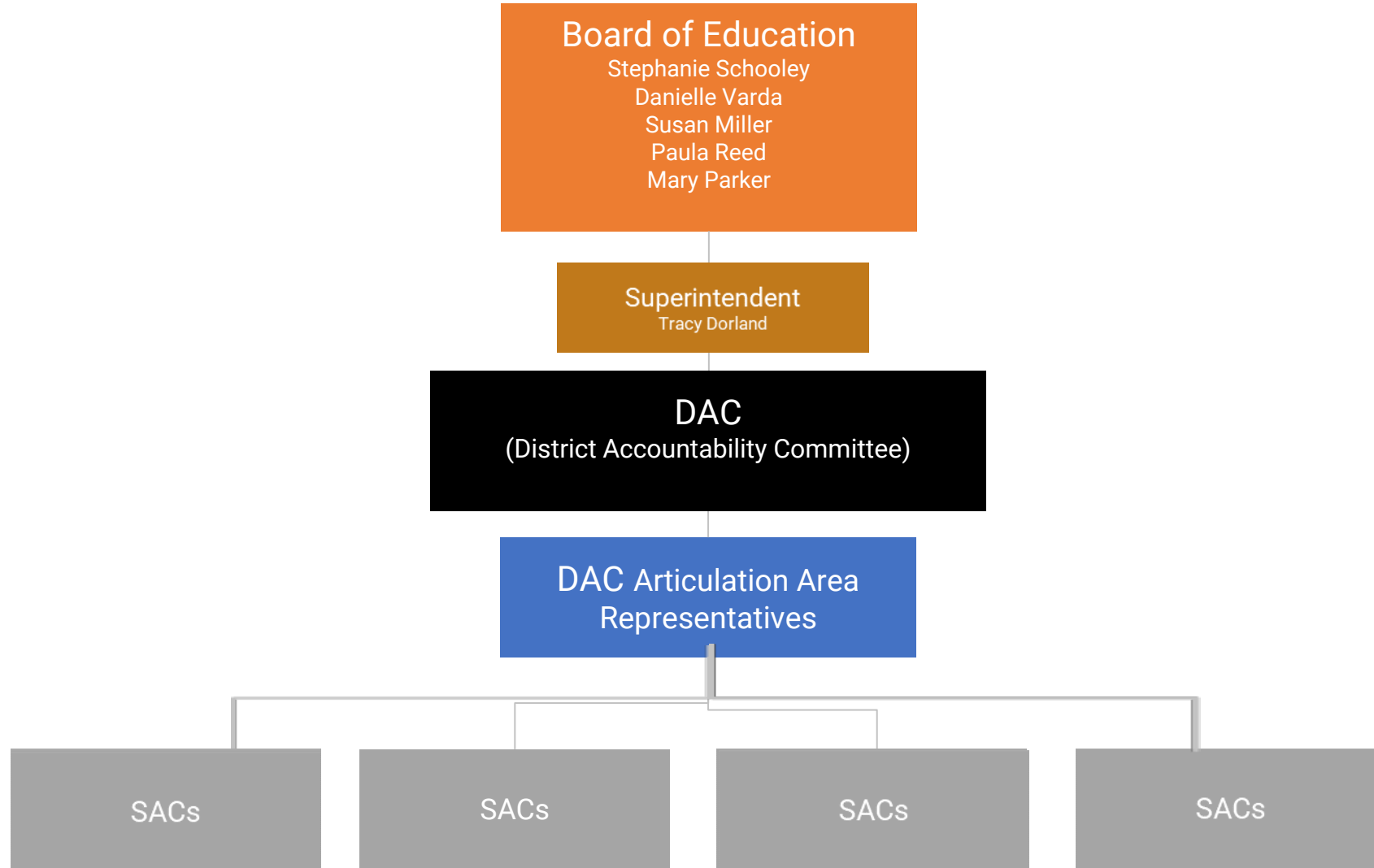
A Quick Education Acronym Primer

- **DAC** - District Accountability Committee
- **SAC** - School Accountability Committee
- **AA** – Articulation Area
- **AAR** - Articulation Area Representative
- **UIP** - Unified Improvement Plan
- **SPF** – School Performance Framework
- **SBB** – Student-Based Budgeting
- **SPED** - Special education
- **IEP** - Individual Education Plan
- **SEL** - Social/emotional learning
- **FEL** – Family Engagement Liaison
- **GT** - Gifted and talented
- **AP** - Advanced Placement
- **ALP** - Advanced Learning Plan
- **IB** - International Baccalaureate
- **FRL** - Free/reduced lunch
- **ELL** - English language learner
- **ESL** - English as Second Language

The Role of the SAC

- State law requires every school (including charters) to have a SAC. Schools have many different names for their SAC; e.g., Partners in Education (PIE).
- SAC membership empowers the school community by giving members a voice in critical areas of school administration, including budget decisions and school performance improvement plans.
- The SAC serves in an **advisory** role to the school Principal.
- The school's Principal remains responsible for ensuring compliance with all federal, state, and district requirements and meeting the academic performance expectations defined by Jeffco Public Schools.

SAC Relationship to DAC & the District



The Role of the SAC

The SAC's activities are centered around the following key areas:

- Budget
- School Unified Improvement Plan (UIP)
- Parent/family and community engagement
- Priority Improvement/Turnaround plan (when applicable)

SAC Membership

SAC membership should include the following, to the extent possible:

- Principal or his/her designee.
- Chair, who by state law must be a parent.
- At least one teacher who provides instruction in the school.
- At least three parents of students enrolled in the school.
- At least one adult member of an organization of parents, teachers, and students recognized by the school (e.g., PTA).
- At least one member of the community.

SAC Membership

The Principal, with the support of the SAC, needs to ensure that:

- The number of parents exceeds the number of representatives from the group with the next highest representation (e.g., faculty members).
- Parent representation is consistent with the student populations that are significantly represented within the school, to the extent possible. (“Significantly represented” means at least 10% of the student population.)
- Nobody has more than one role on the SAC (e.g., not both a teacher and a parent).

The Role of the SAC: Budget

The SAC's budget work includes:

- Reviewing the school budget prior to its adoption, making recommendations which ensure that funds and spending priorities align with the school's improvement plan (UIP) and the core values of the school, to the benefit of all students.
- Making recommendations on the allocation of SBB (student-based budgeting) funds.
- Reviewing school fees annually.

The Role of the SAC: School UIP

A key role for the SAC is to provide input on the school's Unified Improvement Plan (UIP). **The SAC's UIP activities involve:**

- Meeting at least quarterly to review and discuss the implementation of the school improvement plan and student performance related to the school's improvement activities.
- Providing input regarding the components of the UIP.

The Role of the SAC: Parent/Family Engagement

The SAC plays a key role in parent/family engagement, including:

- Assisting the district in implementing the district's parent/family engagement policy at the school level (see resource links, Slide 25) .
- Assisting school personnel in increasing the level of parent/family engagement in the school, especially the engagement from diverse populations.

The Role of the SAC:

Priority Improvement/Turnaround

For schools with Priority Improvement or Turnaround plan types, the SAC should:

- Hold a SAC meeting inviting families to provide input for the Priority Improvement or Turnaround plan. This input is to be used by the Principal to make recommendations to the school board concerning preparation of the school Priority Improvement or Turnaround plan.
- Invite stakeholders to the Board of Education's review of the school's Priority Improvement or Turnaround plan. Provide a written version to attendees.

The Role of the SAC Chair

- The SAC Chair presides over and facilitates all meetings, sets meeting agendas in collaboration with the Principal, and guides the team in making budgetary recommendations and in reviewing targets, improvement strategies, and other elements of the school improvement plan (UIP).
- The Chair also develops and implements plans to increase membership, serves as a communication link between the SAC and the DAC's Articulation Area Representative, and supports the efforts of the Principal to recruit parent and community members for SAC.
- The SAC Chair serves as the voice for the parent community and brings parent concerns to SAC meetings.

The Role of the Principal

- The Principal collaboratively constructs the meeting agenda with the SAC Chair and is responsible for providing the school performance data, school UIP plan, and budgetary information to the SAC for review and input.
- The Principal also secures input from the SAC about school fees for the following school year, oversees elections for SAC membership (if needed), recruits likely candidates for SAC, and champions the committee's plan to increase parent/family involvement.
- Additionally, the Principal provides various reports, raw data, and specific information requested by SAC members; provides timely progress monitoring data to assist the team in reviewing implementation of the school improvement plan; and acts as a liaison between the SAC, the school community, and the district.

SAC Operating Procedures

- The SAC should set norms for meetings, which may be revised each year (see Sample Norms on Slide 23).
- If possible, the SAC should have an agreement (or bylaws or operating procedures) that clarifies the processes for decision-making, member selection, and communications, including who will be responsible for recording and distributing meeting minutes and agendas (see link to information from the Colorado Department of Education on Slide 25).

SAC Meeting Agenda

- Agendas are essential and should be sent to committee members a week ahead of time, if possible (see Sample Agenda on Slide 24).
- Much of the agenda content will be determined by the cycle of school improvement planning and the budget process.
- The Chair should meet with the Principal to plan the agenda in advance, keeping in mind what background information the committee needs in order to get the work done.
- Time should be established on each agenda for members to make suggestions for the next meeting or to share concerns.

SAC Meeting Minutes

- Minutes or summaries of each meeting should be published in a timely manner and regularly distributed through school's standard communication practices and available to the public at large.
- By making minutes available, the SAC serves an important function by providing the opportunity for parents and community members to be aware of school priorities, spending, and academic improvement processes.

SAC Meeting Schedule

- To fulfill the SAC responsibilities described in state statutes and Jeffco Public Schools district policy, SACs must develop a regular meeting schedule and should at a minimum meet **quarterly** during the school year.
- Meeting calendars should be determined by the committee within the first two months of the school year and be published in **multiple formats** (school newsletter, website, marquee, etc.).
- Meeting dates and times should occur when they best accommodate the greatest number of interested members.

SAC Meeting Schedule – Fall Action Items (August - October)

1. Elect new SAC chair (and officers, if applicable), if not done the previous spring.
2. Review this SAC resource “manual” and ensure that the established SAC schedule will accommodate completion of each quarter’s action items.
3. Determine and publish meeting schedules.
4. Recruit additional members if the SAC does not have all the required members.
5. Discuss any school safety issues raised by staff, students, families, or the community.
6. Review the School Performance Framework (SPF), prior year UIP, and results of state assessments and other school achievement data. Solicit input from SAC members on urgent challenges and suggest major improvement strategies for the UIP.
7. Determine other items to work on during the year.
8. Complete the SAC budget survey from DAC.
9. For Priority Improvement and Turnaround Plan schools: Publicize the SAC’s public meeting to discuss strategies for the UIP.

SAC Meeting Schedule – Winter Action Items (November - January)

1. Make recommendations regarding priorities for school budget and grant funds. Provide input on the prioritization of expenditures of district moneys (SBB) as requested by the DAC and/or district staff.
2. Review and advise on school fees.
3. Complete the Family-School Partnerships survey from the district.
4. Review current data from interim measures and implementation benchmarks and discuss UIP progress; suggest any adjustments that need to be made to the plan based on student achievement data and finalize SAC recommendations for the school's UIP.
5. If applicable, publicize a public hearing with the school board to review the school's Priority Improvement or Turnaround Plan.
6. Follow up on any school safety issues raised by staff, students, families, or community in the prior quarter, and discuss any new concerns and associated action plans.

SAC Meeting Schedule – Spring Action Items (February - April)

1. Discuss progress on the school improvement plan (UIP) and discuss any adjustments made to the plan during the school year, based on progress monitoring of student achievement data.
2. Review the current year budget to date and discuss any implications to the upcoming school year budget.
3. Review results from the Family-School Partnerships and the Make Your Voice Heard surveys, as well as the Teaching and Learning Conditions in Colorado (TLCC) and Healthy Kids Colorado surveys.
4. Review and provide guidance on the school calendar for upcoming school year.
5. Follow up on any school safety issues raised by staff, students, parents, or community in the prior quarter and discuss any new concerns and associated action plans.

SAC Meeting Schedule – End-of-Year Action Items (May - June)

1. Elect a new Chair (and other officers, if applicable) for the following year.
2. Review progress on action steps from the UIP and provide suggestions on adjustments to the school's UIP based on lessons learned during the school year.
3. Review operating procedures and determine if any adjustments are required for the following school year.
4. Review the school budget for the following year.
5. Follow up on any school safety issues raised by staff, students, parents, and community in the prior quarter and discuss any new concerns and associated action plans.

Sample Norms:

- Members will make every effort to attend each meeting. If you are unable to attend a meeting or will be late, please email _____.
- Meetings will begin and end on time.
- There will be an electronic agenda for each meeting – sent prior to meetings to Accountability members and published for the public on the school website.
- The Accountability Committee will have a Chair who is responsible for keeping members on task, focusing the discussion, and limiting discussion appropriately.
- The Chair will determine the amount of time allowed for each agenda discussion topic and will keep discussion within the determined time limit.
- Members will respect the opinions of others and be considerate of differing points of view.
- Only one person will speak at a time; no side conversations.
- Members will take care of personal needs at their own discretion.
- Discussion and decisions will be limited to topics that are within the scope of the Accountability Committee responsibilities and on the agenda.
- Each committee member will be equal; only Accountability Committee members may be involved in the decision-making process.

Sample SAC Agenda

- Review and approve minutes of last meeting.
- Principal Report
 - Update on current enrollment
 - Concerns or issues raised
 - Project updates
 - Safety issues/concerns
 - Any major changes implemented to date
- Review and approve the initial school budget for the current school year
 - Are dollars allocated appropriately for student count and SBB priorities?
 - Are dollars from the district for SPED and GT spent on these items?
 - Does the general budget support the goals of the school?
 - How are PTA/PTO dollars being appropriated, if any, to assist with the UIP?
 - What concerns does the SAC see with the current budget?
 - What recommendations does the SAC have for budget items? *(Be sure to document this in the minutes.)*
- Begin UIP work for school year
 - Review the state assessment data, relevant school assessment data, and the School Performance Framework.
 - Determine if additional data is needed for the committee.
 - Decide who will be responsible for securing and distributing the data.
 - Identify trends in data and any areas of celebration.
 - Identify any concerns.
 - Determine whether the prior year plan achieved the targets.
- Follow-up for next meeting

Additional Resources

[https://www.jeffcopublicschools.org/about/board/district advisory committees/dac](https://www.jeffcopublicschools.org/about/board/district_advisory_committees/dac)

[KB Family-School-Community Partnership Policy](#)

[http://cde.state.co.us/accountability/district accountability handbook 2018 19](http://cde.state.co.us/accountability/district_accountability_handbook_2018_19)

<http://cde.state.co.us/accountability/sacanddacleadertraining>

<http://cde.state.co.us/uip/sac-responsibilities-inventory-sep2020>

Thank you for serving on your
School Accountability Committee!

