

**COLORADO ACCOUNTABILITY, ACCREDITATION, STUDENT PERFORMANCE  
AND RESOURCE INEQUITY TASK FORCE**  
(created by H.B. 23-1241)

Meeting Summary | October 18, 2024

**Published Agenda**

9:00-9:15 AM	Welcome and Overview
9:15-9:25 AM	Introduction to Items for Discussion
9:25-11:00 AM	Top (gold-level) Recommendations
11:00-11:20 AM	Work Block: Writing Dot Points and Brief Break
11:20-12:20 PM	Intent of Recommendation
12:20-12:50 PM	Lunch
12:50-2:40 PM	Work Block: Writing Dot Points and Resolving Final Feedback
2:40-2:55 PM	Recap of Changes
2:55-3:00 PM	Closing

*Note: Throughout the meeting, the chair and vice chair made real-time adjustments in conversation and facilitation, resulting in variations from the original agenda for some topics and time ranges.*

**In Attendance**

*Note: This meeting took place in a virtual-only format via Zoom.*

**Task Force Members:**

NAME	REPRESENTING	ATTENDANCE
Dr. Wendy Birhanzel (chair)	Superintendent	Present
Hon. Rebecca McClellan (vice chair)	State Board of Education	Present
Tomi Amos	Charter Network Leader	Absent
Dr. Rob Anderson	Superintendent (Urban)	Present
Amie Baca-Oehlert	Statewide Teachers Organization	Present
Pamela Bisceglia	Statewide Organization Specializing in Equity and Inclusion	Present
Dr. Brenda Dickhoner	Charter School Institute (Governing Board Member)	Present
Kathleen Durán	Expert in English Language Acquisition and Bilingual Ed	Present
Lindsey Gish	Teacher (Middle School)	Present
Alison Griffin	Workforce Development and Education Organization	Absent
Don Haddad, Ed.D.	Superintendent	Present

<b>Dr. Rhonda Haniford</b>	<i>Colorado Department of Education</i>	Present
<b>Tammi Hiler</b>	<i>Governor's Office Representative</i>	Present
<b>Ted Johnson</b>	<i>District Administrator (Rural Accountability)</i>	Present
<b>Erin Kane</b>	<i>Superintendent</i>	Absent
<b>Dr. Anne Keke</b>	<i>Local School Board Member</i>	Present
<b>Ryan Marks</b>	<i>District Administrator (Accountability)</i>	Present
<b>Nicholas Hernandez</b>	<i>Statewide Parents/Families Organization</i>	Present
<b>Tony May</b>	<i>Local School Board Member (Rural)</i>	Present
<b>Dr. Robert Mitchell</b>	<i>Teacher (Rural)</i>	Present
<b>James Parr</b>	<i>District Administrator (Rural Accountability)</i>	Present
<b>Catie Santos de la Rosa</b>	<i>Teacher (Elementary)</i>	Absent
<b>Mark Sass</b>	<i>Statewide Teachers Organization</i>	Present
<b>Dan Schaller</b>	<i>Charter School Organization</i>	Present
<b>Jen Walmer</b>	<i>Statewide Education Policy Organization</i>	Present
<b>Lisa Yates</b>	<i>Superintendent (Rural Participant in Local Accountability System Grant)</i>	Present

**CDE Staff:** Lisa Medler and Megan Richardson

**Facilitators:** Sheila Briggs, Adam Brumer, and Kelly Jasiura

## Summary

### **Welcome and Overview**

The chair and vice chair welcomed the Task Force and previewed that the goal for the day's meeting was to make adjustments to the report language based on feedback received from the Task Force, in order to reach full consensus on the report's contents.

The chairs then reviewed the meeting objectives, which included:

- Reach consensus on the report, and make revisions as necessary
- Understand next steps to finalize the report

Next, the facilitators introduced an opportunity for Task Force members to present the group's findings and recommendations at the State Board of Education meeting on November 13 from 2:15-3:45pm MT. They noted that the report would be submitted to the Legislature ahead of this presentation. Task Force members were invited to indicate their interest in presenting through a survey. The Chairs hoped to have presenters that represented a diverse range of backgrounds and perspectives on the Task Force.

The facilitators then introduced the virtual facilitation tools that would be used during the day's Zoom meeting. These tools would be used to indicate Task Force preference on proposed changes to the report language.

## Introduction to Items for Discussion

Next, the facilitators introduced the items that would be discussed during the day's meeting. They thanked everyone for their feedback on the report, and most recently, for adding items to the discussion tracker to help focus the meeting's conversation on what changes still needed to be made to the report. The facilitators acknowledged that while there are many different points in the report that are important to everyone, it was most critical that the Task Force share this report in a unanimous voice. Therefore, the majority of the meeting time would be focused on incorporating feedback on the recommendations themselves.

To this end, the facilitators shared the order in which comments in the report would be prioritized during the meeting:

- **Recommendation headlines:** the recommendation headlines are included in yellow boxes throughout the report. To create the strongest report possible, it is critical to get unanimous consent on these. The Task Force would focus its attention on the recommendations headlines until there is consensus. If the group could not reach a consensus, the recommendation would either be made more general or it would be eliminated from the report.
- **Intent of recommendation:** The intent includes the implementation instructions, supporting details, and cautionary notes included under the recommendations. Consensus is not as crucial here, but the greater the consensus, the greater the weight the recommendations will carry. If there is something someone cannot live with in these sections, the language would either be modified or eliminated. Modifications could include broadening the language, adding clarifying rationale, or introducing a broader range of perspectives.
- **Other improvements as necessary:** Other improvements could include wordsmithing, formatting, or other changes that are not needed to reach consensus. These would only be addressed if there is time.

Each item the Task Force would discuss was assigned a time limit. If by the end of the time limit the Task Force had not reached consensus, the item would be set aside, and the group would come back to it toward the end of the meeting. This would ensure the Task Force made it through all report feedback. If changes were needed to gain consensus, volunteers would be invited to write a few dot points on what would need to change. There was time set aside during the meeting for the Task Force to draft these dot points.

Next the facilitators shared a chart on the current consensus of recommendation headers, based upon feedback that had been given in the last round of review. This chart indicated 24 recommendation headlines had reached consensus, and there were 7 the Task Force still needed to discuss.

The facilitators then introduced how they would keep track of progress made discussing and incorporating feedback. In the Task Force members' live agenda, each of the items the Task Force would discuss were listed. They were all currently marked "red." As the Task Force worked through each item and came to consensus, the item would be turned to "green" and the facilitators would note what the

resolution was. If a Task Force member was assigned to write dot points to reflect the Task Force's consensus, the item would be turned yellow until those dot points were completed and approved by the Task Force.

Lastly, the Task Force members reviewed the timeline for completing the report ahead of the November 15 deadline. The Task Force would aim to gain full consensus on the report today but would use the 2-hour meeting on October 22 to make any final changes, as needed. After the October 22 meeting, any changes that were not finalized by the Task Force would be made by the chairs, with the support of the facilitators. Beginning the week of October 28, the facilitators will fully copyedit and format the report before sending it to CDE and the Task Force for a last look to flag any factual inaccuracies or typos. CDE would then prepare the report for transmittal to the Legislature and other entities ahead of the November 15 deadline.

### **Top (gold-level) Recommendations**

Using the process described above, the facilitators walked the Task Force through the feedback left by members on the recommendation headlines. The facilitators used a process to make changes that everyone could agree upon, and where necessary, assigned Task Force members to draft dot points to reflect the group's consensus. The Task Force was able to reach 100% consensus on all recommendation headlines in the report.

The Task Force was then given a break, and Task Force members assigned to write dot points were moved into break out rooms to draft those collaboratively.

### **Intent of Recommendation**

Following the break, the group worked through the same iterative process to resolve the feedback on the intent of the recommendations. They took a break for lunch, and then finished resolving all feedback, again reaching 100% consensus on all the recommendations' intent, which included implementation instructions, supporting details, and cautionary notes included under the recommendations.

The Task Force then headed into a final break and Task Force members assigned to write dot points were again moved into break out rooms to draft them collaboratively.

### **Recap of Changes**

At the end of the meeting, the facilitators reviewed the progress made with the Task Force, indicating that they had reached 100% full consensus on all recommendations and the recommendations' intent included in this report. They encouraged the Task Force to continue reviewing the tracker from the day's meeting, as other Task Force members were still finishing drafting their dot points that represented the Task Force's consensus. Task Force members were also asked to add their edits to the dot points if they could enhance any of the language.

The facilitators said they would again recap all changes made at the meeting on October 22. They also acknowledged that they were not able to make it through other feedback in the report that was not necessary to reach consensus on the report, and that they would determine how to work through this separately with the chairs.

### **Closing**

Lastly, the facilitators reviewed the timeline again for completing the final report and sharing it with the Legislature by November 15. They then reviewed the next steps and reminded the Task Force about the upcoming virtual meeting on October 22 from 9-11am. They also emphasized the importance of filling out the post-meeting survey to gather a few final details for the report and to recruit volunteers for the November State Board presentation.

#### *Summary of next steps*

- **October 23-25:** Chairs finalize report changes, with support from facilitators
- **Week of October 28:** Facilitators copy edit and format final version of report
- **November 1:** Report sent to CDE and Task Force for final look; Task Force will be able to raise copy edit changes and factual inaccuracies
- **November 15:** Final report due to Legislature and other entities
- Task Force members complete the post-meeting survey

The chairs then closed out the meeting. They celebrated the Task Force's success reaching full consensus on the report, and thanked CDE for their technical and logistical support.

**The next meeting will take place virtually on October 18 from 9am-11am.**

**The meeting was adjourned.**

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**Meeting summary prepared by Education First**