



COLORADO
Department of Education

Accountability Committee Networking Series

Team Building

December 2021



Lisa Steffen and Dr. Darcy Hutchins

Accountability and Continuous Improvement, Family, School and Community Partnerships, CDE

Introduction in Chat:

- Name
- School/District
- Role with Acc. Committee
- Favorite activity when on holiday break



- Meet Monthly August – May
- 2nd Tuesday of the month 5:30-6:30pm
- All invited (tell your peers!)
- Slides and recording posted here after each meeting
<https://www.cde.state.co.us/uip/sacdacnetworking>
- Agenda:
 - School or district presentation
 - Topical introduction from CDE staff
 - Breakout groups
- Let [Lisa](#) or [Darcy](#) know if you have a promising practice in one of the topic areas!

CDE Presentation

Attracting and Retaining Members

- Who are you recruiting?
 - Parents, Teachers, Community, Students
 - Leverage existing groups and structures
- Define the benefit
 - What is in it for me? What is the value? How is everyone "paid?"
- Advertise
 - Direct invitations in the spring for the following year
 - Use networks – what is already bringing families in? Who do they know?
 - Utilize multiple communication pathways (facebook, email, website, text)
- Structure for Retention
 - How will communication take place before, during and after?
 - Design mutual accountability structures (attendance, preparation)
 - Incentivize attendance (ask – what makes you want to attend)
 - What is the opportunity for leadership and growth?



Group Cohesion

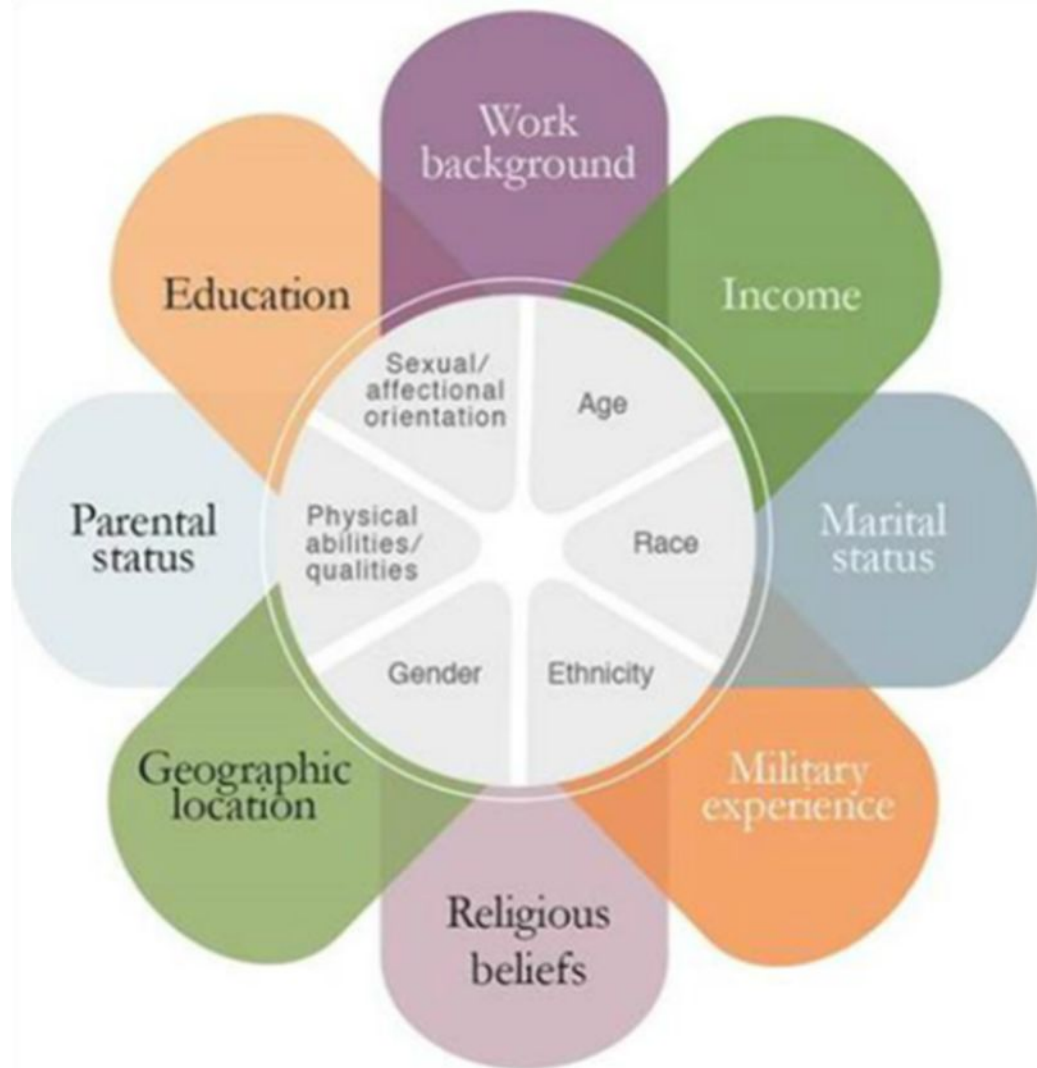


- **Welcome new members**
 - Provide opportunities for groups to get to know each other
 - Provide time for members to share stories
 - Ice breakers
 - Help members find things in common
- **Ongoing training for all members**
 - Orientation for new members
 - Mentorships
- **Communication Plan**
 - Group website or handbook
 - Using group email/other tech to communicate outside the meeting
- **Make it fun!**

Attracting and Retaining Members



- Ensure timely and easily understood communication in multiple languages, formats and media
- Provide food and childcare
- Offer flexible options for participation (days, times, locations)
- Gather/use perception data to guide the work and the norms
- Ensure direct outreach to under-represented groups
- Provide training
- Change the name of the committee
- Capitalize on and support social networks



Preparing for Engaging Families



- Before
 - Articulate the purpose of the work, decision or discussion
 - Describe the role of stakeholders
 - Provide resources to build background knowledge on implementation and related data that will be discussed during meetings
- During
 - Invite unique perspectives
 - Provide a safe forum to ask questions, share information and confirm understandings
 - Use effective techniques for leading group discussion to ensure each voice is heard
- After
 - Close the loop – communicate decisions and provide rationale
 - Identify areas of needed improvement and strategies for addressing those areas in a timely and effective manner

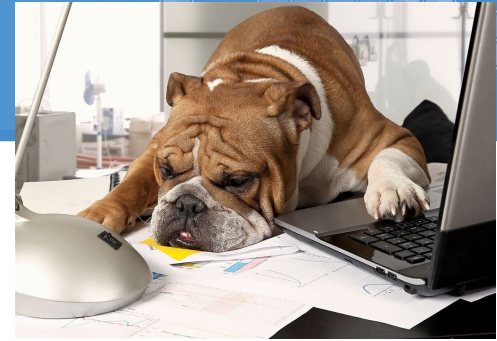




- Give committee members staff support and resources to do their work (computers, copies)
- Make sure issues addressed are important
- Share timely and honest information about budgets, policies, student achievement
- Encourage SAC/DAC to make connections with other parents
- Make sure committee recommendations are taken seriously

Unproductive Meetings

- Participants aren't prepared
- No agenda in advance
- Group doesn't follow agenda
- Not everyone considers themselves "participants"
- Data is lacking or decisions made not based on data
- No action items highlighted
- No timelines, deadlines, follow ups set



Productive Meetings

- Be prepared as a group
- Start and end on time
- Have information needed to make decisions in advance
- Make sure you aren't missing someone critical
- Follow a meeting agenda
- Clear direction, path, guidance
- Appropriate follow up



Local Share Out SACPIE Vice Chair, Douglas County Angie Frank



In what areas do you struggle with recruiting, retaining, or engaging committee members? Where have you succeeded?



How does your School Acc. Committee do team building activities? What team building ideas do you have?

Invite your
peers!

Next Up:
January 11- Local Data Usage

Resource Drive

