



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability



District Advisory Council (DAC) for Compensatory Education Programs
Executive Board Meeting – October 1, 2014, 6:30 - 8:00 p.m.
Harold J. Ballard Parent Center, 2375 Congress Street, San Diego, CA 92110

EXECUTIVE MINUTES

ITEMS	DESCRIPTION/ACTIONS	ACTION/SUMMARY
<p>1. Welcome/Call to Order/Approval of minutes</p>	<ul style="list-style-type: none"> Action item: Approval of the September 3, 2014, minutes by Amy Redding, DAC Chairperson 	<ul style="list-style-type: none"> The meeting was called to order by Chairperson Amy Redding at 6:33 p.m. with quorum established. Staff in attendance was Vikki Henton and Maria Johnson. The following DAC members were also present: Helen Green, Mark Gendron, Sally Smith, Suzy Reid, Eric Gonzales, and Moira Allbritton. Imani Robinson and, later, Gabriella Contreras joined the meeting in progress. Eric moved, with Sally seconding, motion to approve minutes from September 3, 2014 Executive Board meeting without amendment. The motion carried, 6-0-0.
<p>2. Business</p> <ul style="list-style-type: none"> Parent Travel Information 	<ul style="list-style-type: none"> Informational: Vikki Henton and Maria Johnson, 	<ul style="list-style-type: none"> Staff presented information about Parent Travel as well as DAC Budget. Handouts were distributed; however, staff noted that budget information was still being reviewed and may be altered somewhat. At this time, Imani, Suzy, and Eric have requested to attend a conference. They are asked to submit paperwork. However, at a subsequent meeting, the DAC Executive Board will need to discuss as budget for travel/conference is \$3,610.76. It is unlikely to be sufficient to support all three requested trips. Moreover, the DAC election of officers will be relevant to identify the people authorized to attend with DAC budget monies. Staff emphasized that it is required that District-sponsored attendees adhere to conference package (i.e., do not try to “save” money by selecting a different hotel or using a third party vendor like hotels.com). Although not an agenda topic, staff also advised Executive team about the importance of sign-in rosters. They are official documents used for compliance; the sheets may not be removed and not be edited by school representatives. If a name is not on the roster, then the roster has either not been received or has not been approved (for parity).

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<ul style="list-style-type: none"> Chair Update 	<ul style="list-style-type: none"> Informational: Amy Redding, Chairperson 	<ul style="list-style-type: none"> There was no Chair update as all items appear on agenda.
<ul style="list-style-type: none"> Formation of Election Committee 	<ul style="list-style-type: none"> Action Item: Amy Redding, Chairperson 	<ul style="list-style-type: none"> Suzy moved, with Imani seconding, that Sally, Gabriella, and Mark* – as well as open participation by members of the general DAC body – will co-chair the DAC Election Committee; the motion carried, 8-0-0. Chairperson Redding will review last year’s documents to reuse slides; Moira offered to provide advice from last year’s procedure. <i>*Mark is not a voting Executive Team member.</i>
<ul style="list-style-type: none"> School Attendance to DAC 	<ul style="list-style-type: none"> Discussion: Suzy Reid, 1st Vice-Chairperson 	<ul style="list-style-type: none"> The Executive team discussed ways of communicating directly to DAC representatives as well as how to outreach for improving attendance by sites that are chronically absent from DAC meetings. Imani and Mark will draft several letters with different purposes, to include: <ul style="list-style-type: none"> – “Thank you for coming” – to sites that attend, addressed to DAC rep; – “You were missed” – to sites with irregular attendance, addressed to DAC rep; and – “We need your input” – to sites with no participation, addressed to Principal and copied to the appropriate Area Superintendent. Letters to reps will be hard-copy; letters to principals and Area Superintendents will be sent via e-mail. Amy noted that the letters need to be sent to her for review before they are distributed. By consensus, we decided that we could try a self-sign-in for sites to use for attendance so that the responsibility for tracking Perfect Attendance Awards would be shared by representatives and Executive Board.
<ul style="list-style-type: none"> Roadblocks to Student success and access 	<ul style="list-style-type: none"> Discussion: Amy Redding, Chairperson 	

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3. Agenda Setting <ul style="list-style-type: none">Set October General DAC meeting agenda	<ul style="list-style-type: none">Action: Amy Redding, Chairperson	<ul style="list-style-type: none">October meeting will include:<ul style="list-style-type: none">Highlight High School data – to include A to GElection Committee formationWebsite report-out from sitesAssemblywoman Webber spokespersonDistrict report on FTE Sacrifice (ex: ELST)
4. Future Topics <ul style="list-style-type: none">Strategic Planning ProjectBest Practices	<ul style="list-style-type: none">Discussion of future agenda items	<ul style="list-style-type: none">Mark will provide contact information for Julius Lockett (http://www.ue101.com/about/) to Amy so that he may be invited to present to general body in December.
5. Public Comment		Executive team members shared some information about family or site happenings

Eric moved with Helen seconding, to adjourn the meeting at 8:02 p.m.

Next scheduled General Meeting: October 15, 2014 from 6:30-8:00 p.m., at the Harold J. Ballard Parent Center
Child care and Spanish translation are provided at DAC General Meetings only

Next scheduled Executive Board Meeting: November 5, 2014 from 6:30-8:00 p.m.

Ratified