

**2023-24 District Advisory Council Chairs**  
**Approved Agenda Development Meeting Minutes**  
(approved at the regular DAC meeting on 4/25/24)  
**March 6, 2024, 4:00 p.m.**

**ATTENDANCE:** Jenn Garrett, Amy Trask

**ABSENT:** Keith Watts

**BOARD MEMBERS:** Diyonne McGraw

**DISTRICT STAFF:** Shane Andrew, Superintendent  
Jackie Johnson, Communication/Community Initiatives Director  
Patty Underwood, Communications Office

**DISCUSSION:** Meeting began at approximately 4:15 p.m. with two members present.

Amy Trask made motion, seconded by Jenn Garrett to approve the minutes of February 13, 2024.

Clarification on the latter part under Final Topics for full DAC meeting, a note was inserted to indicate that a presentation on the Williams Elementary PYP program would only happen if staff were available.

Motion was not voted on, but considered passed due to two members (quorum) concurring.

**FULL DAC AGENDA** A lot of members at the DAC meeting had stated that the next meeting should just be housekeeping (i.e. approval of minutes) and the development of recommendations on issues already discussed. There was discussion on whether the March 26 meeting would be the last meeting.

It was agreed that there would be no presentations at the March 26 meeting. Instead the focus would be on developing recommendations on Mental Health and Transportation.

Jackie Johnson will send all DAC members a request for their recommendations on each topic in order to compile a list to be discussed at the March 26 meeting with the goal of formalizing recommendations to be presented to the Superintendent. A notice should be attached to the agenda that this meeting might last till 5:30 so the members can plan ahead.

Timeline for recommendations:

- Send out request for recommendations with a due date of March 20.
- Compile a list and send back out to the members by March 22.
- The meeting for discussion is scheduled for March 26.

**POTENTIAL BY-LAW CHANGES:** Items 6 and 8 of the bylaws were discussed and it was agreed that revisions should be made to clarify who could substitute for absent members and who would be able to vote. It was agreed that for Items 6 and 8, substitutes for absent school-based members could be other SAC members from the school or members of the school's PTA/PTSA/PTO, and that

those substitutes would have the ability to vote. It was also agreed that for a DAC member representing a School Board member, the School Board member would select a substitute who would also have the ability to vote.

Regarding substitutes for DAC chairs, it was agreed that the same procedure in place for other DAC members would apply, depending on whether the chair is school-based or represents a School Board member. However, while the substitute for a chair could vote, that substitute could not chair or co-chair any meeting.

It was also agreed that the procedure for presenting recommendations to the Superintendent needs to be clarified.

Jackie Johnson will revise and items 6 & 8 and also the process for sending recommendations in the bylaws and send out a draft to the co-chairs. The draft will eventually go to the full DAC meeting for discussion, possible revisions and voting.

**FUTURE  
MEETING**

The next meeting of the co-chairs for agenda development, if needed, will be determined at the next regular DAC meeting on March 26, 2024.

Meeting adjourned at 4:46 p.m.