

**2023-24 District Advisory Council Chairs
Approved Agenda Development Meeting Minutes
February 13, 2023, 4:00 p.m.**

ATTENDANCE: Jenn Garrett, Amy Trask, Keith Watts

BOARD MEMBERS: Diyonne McGraw

DISTRICT STAFF: Shane Andrew, Superintendent
Susan Seigle, Staff Attorney
Jackie Johnson, Communication/Community Initiatives Director
Patty Underwood, Communications Office

DISCUSSION: Meeting began at 4:05 p.m. with all members present.

Keith Watts made motion, seconded by Jenn Garrett
To approve the minutes of December 20, 2023

Ms. Trask disagreed with the summarized portion of the discussion on the issue of a subcommittee on books. She stated that she believed the minutes were over-simplified. There was more discussion on this topic.

Ms. McGraw stated that minutes are not like “he said, she said” and we shouldn’t go back to somebody’s personal notes and put information in that the whole board did not hear. You would need to make sure the majority agrees with the changes, and if not, you can’t change them.

Mr. Watts talked about the minutes for this year’s DAC being more detailed than last year, and talked about the time wasted last year at DAC meetings due to not having a quorum. He also referred to the lengthy period of disagreement during the previous DAC meeting over what was and was not going to be discussed and voted on.

Motion by Ms. Trask to revise minutes: Failed for lack of second

Original motion to approve the minutes as presented: Passed 2 Yes, 1 No

Noted in record that Ms. Trask objected

REVIEW OF SUNSHINE REQUIREMENTS AND ROBERTS RULES OF ORDER Staff Attorney Susan Seigle, passed out an overview of the Sunshine Requirements and Roberts Rules of Order, which she covered briefly. She then responded to questions. She reiterated that items on agenda or discussions about DAC topics could not be discussed outside of the Sunshine, although housekeeping items like asking what was the meeting date is fine.

She stated that information shared between members is public record. Any notes taken by DAC members that are then shared with others become public records. Notes to remind yourself of something would not be public records unless they are then shared.

She addressed whether Roberts Rules allows for a chair to make a motion – Answer is “It depends.”

Ms. Seigle said she researched and found several items online that say you can and several that say you can't. If the chair is a member of the body then they have the same right to make a motion. But the chair should also maintain the appearance of impartiality. So even though they can, chairs generally should not make or second motions. There are no hard and fast rules

It was mentioned that even though we should be using Robert's Rules, we are not always doing so—for example, a member of the committee needs to be recognized by a chair before speaking.

Motion by Amy Trask, seconded by Jenn Garrett to have a professional come talk to about Robert's Rules and Sunshine.

It was agreed that Ms. Seigle will put together a short script/handout on Roberts Rules of Order.

There was discussion of current DAC by laws and potential changes that may be needed. One example is whether representatives of current members can vote. The bylaws seem to indicate they can't. It was also pointed out that items #6 and #8 in the bylaws might need to be reviewed by the committee and possibly revised.

Discussed absent members who “can” be replaced, not “have to” be replaced. Phone calls were made and we're waiting for replies. We may need to bring some potential by-laws changes at the next Agenda Development meeting in reference to membership.

Back to previous motion -- Motion passed

Also, there was a request that the co-chairs and DAC members have the names of the people who are going to be speaking at DAC meetings, the subject and advance copies of supplementary materials. This would help to get this information in advance if possible so it can be reviewed.

ROTATION OF CHAIR:

Amy Trask will chair the next full DAC meeting (2/21/24), with Jenn Garrett chairing the March meeting followed by Keith Watts in April.

FUTURE MEETINGS:

The next meetings for the DAC committee will be March 26, 2024 with an alternate of March 28, 2024, at 4 p.m.

March 6, 2024 will be the next meeting for the Agenda Development meeting at 4 p.m.

AGENDA FOR FULL DAC:

Conversation on Deans/Counselors/BRTs and others that are paid for working five periods but actually work six.

Regarding a transportation presentation, Ms. Johnson shared that she'd already asked the appropriate staff to set aside time on their calendars to present at the full DAC meeting if the board chairs decide to go in that direction.

The Williams IB Program which is still under candidacy and is being developed. Ms. Johnson stated she will have to check if the appropriate staff members are available.

Robert's Rules of Order.

Final Topics for full DAC meeting:

Minutes of previous meeting

Presentation and Q/A of Robert's Rules of Order

Presentation on Transportation Changes

Elementary IB at Williams Elementary

Recommendations on Mental Health/Behavior

These will be part of the agenda pending availability of staff

Correction to full DAC meeting minutes was submitted by Ms. Trask regarding the five members who voted no to tabling conversation of subcommittee for rest of year.

ADJOURNED: Amy Trask moved to adjourn at 5:32, seconded by Keith Watts, approved.