

## Diploma Completion Advisory Council: 2-19-15 Meeting

**Present:** John Black, Julie Cook, Julie Ehler, Vicki Fix-Turkowski, Barb Gibson, Don Grosdider, Michele Hayes, Cheryl Hochhalter, Jim Johnson, Aaron Kipp, Bill Losey, Martha Maxwell, Larry Patrick, Brad Pepper, Judy Roberts, Anita Scheve, Stuart Sutton and Justin Schwartz

**Absent:** Terry Coughlin, Rhonda Denning, Susan Helbert, Janey Hummel, Tina Khan, Troy Marseline, Tim Marshall, James Martin and Sherri Matlock

**KSDE Staff:** Jessica Noble, Barb Hamernik

### **Approval of minutes from the December 10, 2014 meeting:**

- Motion to approve: Rhonda White
- Second Motion: Don Grosdider
- Discussion: none

### **Introduction of new members:**

- John Black: USD 402 Superintendent
- Cheryl Hochhalter: USD 385 Principal
- Jim Johnson: USD 375 Superintendent
- Aaron Kipp: USD 501 KIDS Data Coordinator
- Sherri Matlock: USD 489 Counselor and Homeless Coordinator
- Judy Roberts: USD 497 KIDS Data Coordinator
- Anita Scheve: USD 489 DCP Director
- Rhonda White: USD 250 Principal

### **Subcommittee Reports:**

- Barb Gibson recapped minutes from the DCAC Requirements Subcommittee meeting on 2/4/15. [See minutes](#)
- Don Grosdider recapped minutes from the DCAC Communication Subcommittee meeting on 2/10/15. [See minutes](#)
- Michele Hayes recapped minutes from the DCAC Audit Subcommittee meeting on 2/13/15. [See minutes](#)

Jessica thanked the committee members for sharing and reminded the council members the importance of participating in the conference call discussion and that these subcommittees should not be KSDE-driven.

### Virtual School and Program Audit Process:

Jessica shared the Virtual School and Program Audit process as a model for the diploma completion programs.

1. Virtual schools and programs are audited annually
2. Virtual school and program audit documentation is due one week before the audit conference call
3. Jessica reviews documentation prior to the audit conference call
4. Documentation includes both an audit form (mostly demographic information) and a narrative form (essay responses about how school/program operates)
5. Audit conference calls include more than one school/program so information may be shared and they can ask questions of one another
6. Any unclear or missing requirements receive a “No” and are discussed during the call
7. Jessica follows up on any requirements unmet after the audit call with the individual school/program via a findings letter
8. The school/program must correct the finding in writing within one month of the audit conference call

A brief discussion followed on who receives this notification: the director of the school or the superintendent of the district. Jessica stated that many directors are also the superintendent so notification is essentially going to both. Most committee members felt that it would be a good idea if this notice was sent to all the superintendents of the participating districts schools.

Question was asked if audit is tied to outcomes or if it is simply checking that requirements are met. Jessica shared that it is essentially just checking that requirements are met. This led to a discussion of which term is more correct: auditing or monitoring. The group decided that program monitoring is more appropriate for what we looking to achieve with DCPs.

### Timeline of DCAC Activities

Committee members broke into three working groups to discuss items for the timeline and work model. The working groups focused on four questions:

1. What finished products do we want to have in June?
2. Identify all of the tasks/activities that need to be completed in order to reach each finished product?
3. Which tasks/activities need to be completed in March, April, May and June?
4. What do you need in order to move forward?

Feedback from each group was compiled into a timeline spreadsheet. [See handout](#)

It was suggested that Jessica assign the various tasks/activities to each subcommittee and that each subcommittee have a chairperson designated. Jessica said she would take care of these.

Jessica asked whether the Adobe Connect was working well for those joining by phone because the participation was low. It was stated that sometimes it was hard to hear the person speaking making it hard to follow the discussion and it would be good if the discussion highlights were available on the computer.

The March 19<sup>th</sup> meeting was cancelled to give the subcommittees time to work on the assigned items from the timeline/work model. Jessica suggested the Communications Subcommittee work on the Mission Statement for the April 8<sup>th</sup> meeting. The April 8, 2015 meeting will be scheduled from 9 am-12 pm. [April meeting now cancelled. Next meeting is May 13<sup>th</sup> from 9-12.](#)