

# Attendance Charter

March 15, 2017

## Mission/Statement of Purpose:

The Attendance Collaborative provides the opportunities, services, and support necessary to enable all children in Bellevue to attend school regularly and achieve their potential.

## Collaborative Goals:

To help achieve its mission, the Attendance Collaborative meets annually to: 1) Review past goals; 2) Confirm goals and strategies for the upcoming year; and 3) Evaluate progress to date.

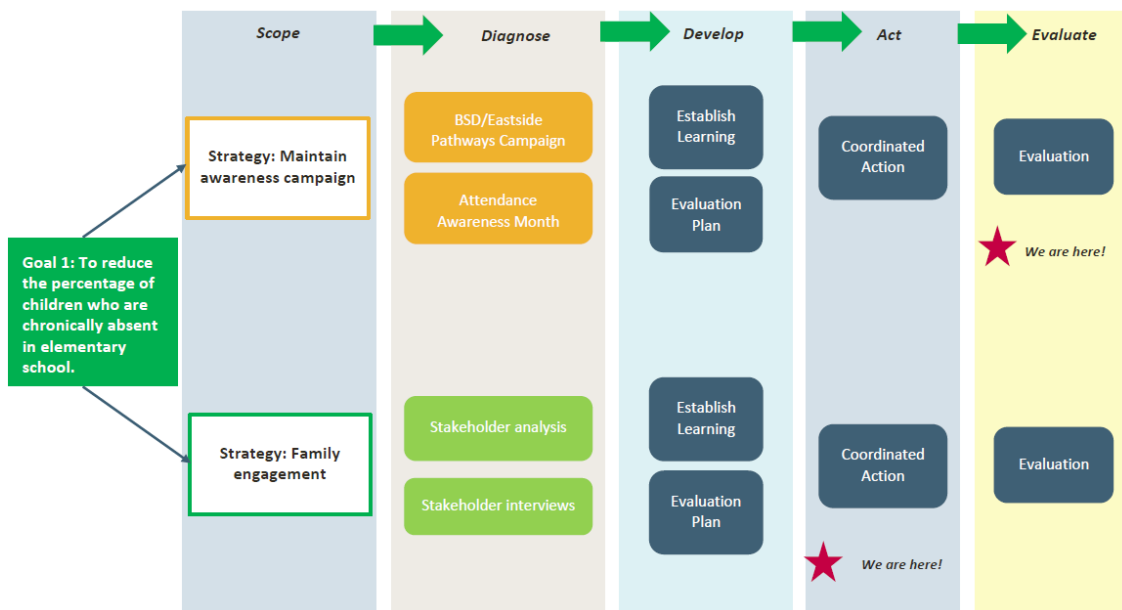
## 2016-2017 Goals

1. Reduce the percentage of children who are chronically absent in elementary school.
  - Strategies: Maintain Attendance Awareness Campaign; Engage families in student attendance.
2. Improve coordination and build partnerships between the collaborative and other attendance efforts.
  - Strategy: Use environmental scan and stakeholder analysis to both inform focus of Goal 2 and partnership efforts for improving attendance.

## Work in progress:

Since 2012, the Collaborative has focused on tardiness and attendance awareness. The group implemented a tardiness and attendance awareness campaign, called “Right Place, Right Time, Ready to Learn,” at schools throughout the Bellevue School District.

In 2016, the Collaborative added family engagement to its focus. The group is working to organize focus groups and provide schools the resources they will need to help families with children who are chronically absent.



**Data:**

The Attendance Collaborative uses both qualitative and quantitative data to help guide its efforts. Using Bellevue School District attendance records, the collaborative looks at overall absence, tardiness, and early release patterns at the end of each school year. The data are disaggregated by school, grade level, race/ethnicity, special education status, language, and family income whenever possible. Cut points are based on [Attendance Works](#) guidelines.

Category	% of Year Missed	# of Days Missed (of 180 total)
Satisfactory	0 to 4.9%	0 to 8
Borderline/At-Risk	5 to 9.9%	9 to 17
Chronic	10 to 19.9%	18 to 35
Severe Chronic	20% or more	36 or more

The Collaborative strives to use data on more regular intervals. The key barrier to doing this is data quality, which the group would also like to improve.

**Collaborative Agreements:**

- Work to broaden and diversify Collaborative membership
- Use data consistently, frequently, and strategically (have a plan!)
- Attend meetings consistently
- Raise concerns when you have them
- Assume good intentions
- Commit to deadlines
- Be proactive about bringing your ideas
- Have a clear communication channel with the group
- Bring this work back to your organization
- Start and end on time
- Intentionally challenge our own perspective
- Don't take disagreement personally
- Evaluate our Collaboration relationship twice a year; track our own progress

**Roles and Responsibilities:**

**Partner Leads** meet monthly with the facilitator to plan agenda. Be content experts in the work. Lead discussions at meetings.

- Glenn Hasslinger, Bellevue School District – [hasslingerg@bsd405.org](mailto:hasslingerg@bsd405.org)
- Cara Ianni, King County Housing Authority – [carai@kcha.org](mailto:carai@kcha.org)

**Facilitator** Participates in leading meetings, takes notes (or assigns to another collaborative member, sends out meeting notices, agenda and notes. Plans agenda with Partner Leads.

- Claire Miccio, BERK Consulting (on behalf of KCHA) – [claire@berkconsulting.com](mailto:claire@berkconsulting.com) (Claire will serve through June; the position will be open as of July)

**Members**—Consistently participate in workgroup meetings through bringing ideas and community perspectives. Share information and decision making with the organization or community which you represent. Take on action items to support campaign work. Members’ names and contact information is on the last page of the charter.

**Decision Making:**

Decisions will be made by consensus using options (or types of “votes”) at the point of decision-making:

- **Support** the proposal – Agree this is the right thing to do and willing to implement/participate in next steps.
- **Accept** the proposal – Unsure or disagree this is the right thing to do, but will not stand in the way of adoption, and willing to implement/participate in next steps.
- **Disagree** with the proposal – Disagree this is the right thing to do and unable or unwilling to implement/participate in next steps.
- **Refuse** the proposal – Such a high level of disagreement that adoption of the proposal puts the ongoing participation in the Collaborative and/or Eastside Pathways Partnership at risk.

**Meeting Schedule:**

The Collaborative meets the third Monday of every month from 1:30-3:00 pm. Location and any changes to dates are sent with meeting notices.

**Members:**

Name	Organization	Email address
Cara Ianni – Partner Lead	King County Housing Authority	<a href="mailto:carai@kcha.org">carai@kcha.org</a>
Glenn Hasslinger – Partner Lead	Bellevue School District	<a href="mailto:hassling@bsd405.org">hassling@bsd405.org</a>
Claire Miccio – Facilitator	BERK Consulting (on behalf of KCHA)	<a href="mailto:claire@berkconsulting.com">claire@berkconsulting.com</a>
Jeannie Anderson	City of Bellevue	<a href="mailto:andersonje@bsd405.org">andersonje@bsd405.org</a>
Rita Badh	India Association of Western Washington	<a href="mailto:rita@iaww.org">rita@iaww.org</a>
Matt Gillingham	Lake Washington School District	<a href="mailto:mgillingham@lwsd.org">mgillingham@lwsd.org</a>
Nicole Jackson	Boys and Girls Club of Bellevue	<a href="mailto:njackson@bgcbellevue.org">njackson@bgcbellevue.org</a>
Betsy Johnson	Eastside Pathways	<a href="mailto:betsygpj@hotmail.com">betsygpj@hotmail.com</a>
Kelly Jones	Eastside Pathways	<a href="mailto:kelly@eastsidepathways.org">kelly@eastsidepathways.org</a>
Cecilia Martinez-Vasquez	City of Bellevue	<a href="mailto:martinezc@bsd405.org">martinezc@bsd405.org</a>