

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, October 15, 2009

Time: 5:00 p.m. to 7:00 p.m.

Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Welcome & Introductions	10 min.	Jami Boarman	
Community Comment Period	15 min.	FHM community members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 9/21/09 minutes.
2008-2009 CSAP Results Overview	35 min.	Jami Boarman	Present results of 2008-2009 CSAP testing. Review of the SchoolView website (www.schoolview.org) may be helpful in advance of the meeting. Related videos prepared by the Colorado Department of Education may be viewed at: www.schoolview.org/learningcenter.asp .
2008-2009 SIP Review	35 min.	Jami Boarman	Evaluate progress on last year's SIP goals. The final, signed SIP is due to the District on 10/30/09.
Elect SAC Chairperson	10 min.	Jami Boarman	For 2009-2010 school year.
Elect SAC Recorder	5 min.	Jami Boarman	For 2009-2010 school year.
Action Item Review	5 min.	Michelle Nordwald	From 9/21/09 meeting, and new action items.



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, October 15, 2009
Time: 5:15 p.m. to 7:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Becca Capaul, Jody Ernst, Michelle Nordwald, Amy Swanson, Jamie Pierson, Katy Tompkins, Jami Boarman, Jen Snyder, Debbie Thibault, Ken Seitz

DISCUSSION ITEMS

CSAP Results

Jami provided a brief overview of the Colorado Growth Model, with discussions about the indicators of status/achievement and growth. Jami then presented FHM's 2009 CSAP results for reading, writing, math, and science. Jami compared FHM's results to Area, District charter, District, and State school results. She also presented 3-year and 4-year trends for each subject area, with discussion about possible reasons for the trends. Jami's presentation concluded with a summary of celebrations and challenges related to the CSAP results.

Following Jami's presentation, the group reviewed results for each benchmark in the 2008-2009 School Improvement Plan (SIP).

Chairperson and Recorder Selection

The SAC members selected Jody Ernst as the SAC Chairperson, and Michelle Nordwald as the Recorder.

Administrative

1. SAC scheduling recommendations by Jami:
 - a. Voting for the SAC chairperson to occur annually at the May meeting.
 - b. CSAP overview presentation to occur at the August meeting each year.
2. Minutes from the September 21, 2009 meeting were approved.
3. Upcoming 2009-2010 SAC meeting dates: November 19, December 17, January 21, February 18, March 18, April 15, and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

All Parents: Submit "Member Application" to Amy Swanson if interested in serving on the SAC.
Completed.

All Attendees: Provide input to Amy Swanson by noon on September 26 for "Tactics," "Responsibility," and "Due Date" for each of the SAC objectives developed during the meeting. **Amy Swanson assimilated attendee input and provided the completed SAC objectives to Jennifer Snyder (BOD President) on September 28, 2009.**

NEW ACTION ITEMS

None.

Free Horizon Montessori

School Accountability Committee

Draft Agenda for November 19th, 2009

Meeting time: 5-7 pm; Location: FHM Administrative Office

Meeting Objective: Establish all school improvement plan (SIP) goals to be recommended to the FHM Board of Directors for the Board's December 2nd meeting.		
Topic	Discussion Leader	Time Allocation
Approval of minutes from the 10/15 SAC meeting	Michelle	5 minutes
Set SIP goals for the following areas: <ul style="list-style-type: none">• Academics• School Climate• Safety & Security• Health & Wellness	Jami	1 hour, 30 minutes*
Discuss Development and implementation strategy of the survey to replace the district's student satisfaction survey. Things to consider include: <ul style="list-style-type: none">• In house or outsource development• Number of administrations per year• Survey calendar	Jody	25 minutes*

*Given that the SIP document is due to the district on January 8th, 2010, we will need to have the goals completed for the Board to consider on December 2nd. Therefore, we may need to 1) move the survey discussion to the SAC's December meeting and/or 2) extend the meeting to be longer than two hours.



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, November 19, 2009
Time: 5:10 p.m. to 7:30 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Kaye Boeke, Michelle Nordwald, Seth Webb, Jamie Pierson, Katy Tompkins, Jami Boarman

DISCUSSION ITEMS

2009-2010 School Improvement Plan (SIP)

The SAC members set goals for the following areas in the 2009-2010 SIP:

- “Urgent Challenges” and “Planned Short Term Goals and Action” under the headings of Status, Median Student Growth, and Achievement Gaps
- Health and wellness
- Welcoming environment
- Safety
- Make Your Voice Heard survey

Jami noted that the state’s standards are changing on December 10, 2009. All of the new state standards will meet or exceed national standards.

Administrative

1. Minutes from the October 15, 2009 meeting were approved.
2. Upcoming 2009-2010 SAC meeting dates: December 17, January 21, February 18, March 18, April 15, and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

None.

NEW ACTION ITEMS

Finalize 2009-2010 SIP before the deadline of January 8, 2010.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, December 17, 2009
Time: 5:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Community Comment Period	15 min.	FHM community members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 11/19/09 minutes.
Update on BOD's Vote for 2009-2010 SIP	20 min.	Jami Boarman	Recap discussions from 12/1/09 BOD meeting. Revisit Science Fair goal.
Student Survey Discussion	40 min.	Jami Boarman & Jody Ernst	Discuss options for assembling and conducting the survey.
Governance Committee Support	15 min.	Jody Ernst	Discuss areas where the BOD's Governance Committee could assist the SAC.
Action Item Review	5 min.	Michelle Nordwald	Review action items from this meeting.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, December 17, 2009
Time: 5:00 p.m. to 7:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Kaye Boeke, Becca Capaul, Jody Ernst, Michelle Nordwald, Seth Webb, Jamie Pierson, Katy Tompkins, Jami Boarman

DISCUSSION ITEMS

2009-2010 School Improvement Plan (SIP)

Upon feedback from Upper EI teachers, the Board of Directors, and the Science & Engineering Fair coordinator, the goal for the 2010 Science & Engineering Fair will be set at 35 percent.

The 2009-2010 SIP will be signed by Jody Ernst (SAC Chair) prior to the January 8, 2010 deadline.

Surveys

Options for staff, parent, and student surveys were discussed. Jody passed around a handout from a survey company specializing in charter schools. Jami stated that FHM's school psychologist is conducting short student surveys this school year. The SAC members discussed data that could be linked to student survey results to facilitate more personalized data-centric parent/teacher discussions. Ideas included: gender, attendance, tardies, disciplinary record, academic performance, self-efficacy, length of enrollment at FHM, starting grade level at FHM, school mobility rate, ethnicity, and Free & Reduced Lunch participation.

This year's parent survey will likely be conducted in February. This year's staff survey is planned to be administered during the Staff Development Day on February 12. The SAC members began reviewing last year's parent and staff survey questions in order to suggest revisions for this year's surveys. This year's parent and staff surveys will be similar in format to last year's surveys.

The SAC members decided to conduct two parent surveys during the 2010-2011 school year, with the goal of administering the surveys in November and January/February.

Governance Committee

The Governance Committee has requested to meet with SAC members to discuss ways in which the Governance Committee can support the SAC. The SAC members brainstormed the following ideas:

- Develop methods and procedures for appointing SAC members, with a suggestion to standardize the process for FHM's formal committees and sub-committees.

- Review the SAC Handbook to ensure accuracy with regulatory requirements and the BOD's charge for the SAC.
- Develop recommendations for maintaining transparent and open communications with FHM's parent community.

Administrative

1. Minutes from the November 19, 2009 meeting were approved.
2. Upcoming 2009-2010 SAC meeting dates: January 21, February 18, March 18, April 15, and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

Finalize 2009-2010 SIP before the deadline of January 8, 2010. ***Will be completed by the deadline.***

NEW ACTION ITEMS

Seth: Search for Montessori-specific surveys (such as from the American Montessori Society) that could be used by FHM.

Jody: Search for charter school-specific surveys that could be used by FHM.

Jody or Jami: Ask NWA if they have personal, reflective survey questions that can be administered through the DRA test.

Jami: Research social-emotional survey possibilities for which we could use CAMPUS data.

All: Review last year's staff and parent survey questions before the SAC's January 2010 meeting. Forward survey question suggestions to Kaye Boeke, or bring survey comments to the January meeting.

Jody and Michelle: Meet with Carol Ann Bartz (Governance Committee) to discuss ways in which the Governance Committee can support the SAC.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, January 21, 2010
Time: 5:30 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Community Comment Period	10 min.	FHM Community Members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 12/17/09 minutes.
Governance Committee Support	10 min.	Jody Ernst & Michelle Nordwald	Update SAC members regarding meeting held with Carol Ann Bartz of the Governance Committee.
Discuss Parent, Staff, and Student Survey Questions	90 min.	All SAC Members	Develop questions for surveys to be conducted during Winter/Spring 2010.
Action Item Review	5 min.	Michelle Nordwald	Review action items from this meeting.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, January 21, 2010
Time: 5:40 p.m. to 8:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Becca Capaul, Jody Ernst, Michelle Nordwald, Jamie Pierson, Katy Tompkins, Jami Boarman, Rebecca Strobel

DISCUSSION ITEMS

Non-FHM Community Member Position

Rebecca Strobel introduced herself to the SAC. She is local realtor interested in serving as the non-FHM community member on the SAC.

Governance Committee Support

Jody and Michelle met with Carol Ann Bartz of the Governance Committee on January 9 to discuss ways in which the Governance Committee can support the SAC. Jody and Michelle provided the following suggestions, based on recommendations developed by SAC members during the SAC's December 2009 meeting:

- Develop methods and procedures for appointing SAC members, with a suggestion to standardize the process for FHM's formal committees and sub-committees. This should be the top priority because a non-FHM community member (Rebecca Strobel) is interested in joining the SAC.
- Review the SAC Handbook to ensure accuracy with regulatory requirements and the BOD's charge for the SAC.
- Develop recommendations for maintaining transparent and open communications with FHM's parent community.

Jody and Michelle estimate that feedback from the Governance Committee will be in February 2010 at the earliest.

Parent Survey

The SAC members developed this year's parent survey, using the 2008-2009 parent survey as the basis.

Administrative

1. Minutes from the December 17, 2009 meeting were approved.
2. Upcoming 2009-2010 SAC meeting dates: February 18, March 18, April 15, and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

Seth: Search for Montessori-specific surveys (such as from the American Montessori Society) that could be used by FHM. ***In progress, awaiting responses.***

Jody: Search for charter school-specific surveys that could be used by FHM. ***Information found, will be shared during a future SAC meeting.***

Jody or Jami: Ask NWA if they have personal, reflective survey questions that can be administered through the DRA test. ***Status not reported.***

Jami: Research social-emotional survey possibilities for which we could use CAMPUS data. ***Status not reported.***

All: Review last year's staff and parent survey questions before the SAC's January 2010 meeting. Forward survey question suggestions to Kaye Boeke, or bring survey comments to the January meeting. ***Completed.***

Jody and Michelle: Meet with Carol Ann Bartz (Governance Committee) to discuss ways in which the Governance Committee can support the SAC. ***Completed.***

NEW ACTION ITEMS

Michelle: Email the newly updated parent survey to SAC members, for final review and revision.

All: Provide Michelle with parent survey edits no later than January 30. Activate on-line parent survey and distribute written survey on February 4.

All: Review and revise last year's staff survey before the SAC meeting on February 18.

All: Review and revise the CSN survey provided by Robynn Krueger (CSN President) before the SAC meeting on February 18.

Jody: Inform Robynn Krueger that: (1) some of the survey questions developed by the CSN are being used on this year's parent survey, and (2) the SAC intends to conduct another survey of parents in February/March based on the survey questions developed by the CSN.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, February 18, 2010
Time: 5:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Community Comment Period	5 min.	FHM Community Members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
New SAC Member	5 min.	Jody Ernst	Introduce Rebecca Strobel as newest SAC member.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 1/21/2010 minutes.
Status of SIP Goals	10 min.	Jami Boarman	Provide update about status of SIP goals such as the cookbook, President's Physical Fitness Test, Parent Lounge updates, and peer mediation program.
Parent Survey Response Rate	10 min.	Michelle Nordwald	Discuss ways to increase the survey response rate.
CSN Survey	40 min.	All SAC Members	Finalize CSN survey questions.
Staff Survey	40 min.	All SAC Members	Finalize staff survey questions.
Action Item Review	5 min.	Michelle Nordwald	Review action items from this meeting.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, February 18, 2010
Time: 5:15 p.m. to 8:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Becca Capaul, Jody Ernst, Michelle Nordwald, Jamie Pierson, Katy Tompkins, Jami Boarman, Ken Seitz

DISCUSSION ITEMS

School Improvement Plan (SIP) Goals

The status of select SIP goals was discussed:

- President's Physical Fitness Test: Will begin soon for 1st through 6th graders.
- Parent Lounge Updates: A group of parents is working on this task.
- Peer Mediation Program: In progress.
- Healthy Lunches Cookbook: Teachers have begun requesting recipes and ideas from parents. Jami will ask the CSN to help identify a parent volunteer who could compile the recipes. The SAC favors electronic compilation of the recipes.

Parent Survey

The SAC members discussed ways to improve the number of parent survey responses. Currently, surveys have been completed by approximately 18% of FHM families. The SAC members decided to extend the survey deadline by one week, and specific action items for increasing the survey response rate are described under the "New Action Items" heading.

Staff Survey

The SAC members developed this year's staff survey, using the 2008-2009 staff survey as a template.

Administrative

1. Minutes from the January 21, 2010 meeting were approved.
2. Upcoming 2009-2010 SAC meeting dates: March 18, April 15, and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

Seth: Search for Montessori-specific surveys (such as from the American Montessori Society) that could be used by FHM. **Seth contacted Michael Dorer (AMS and St. Catherine's University), who is not aware of any Montessori-specific surveys currently in use in the U.S.**

Jody: Search for charter school-specific surveys that could be used by FHM. **Information found, will be shared during a future SAC meeting.**

Jody or Jami: Ask NWA if they have personal, reflective survey questions that can be administered through the DRA test. **Status not reported.**

Jami: Research social-emotional survey possibilities for which we could use CAMPUS data. **Status not reported.**

Michelle: Email the newly updated parent survey to SAC members, for final review and revision. **Completed.**

All: Provide Michelle with parent survey edits no later than January 30. Activate on-line parent survey and distribute written survey on February 4. **Completed.**

All: Review and revise last year's staff survey before the SAC meeting on February 18. **Completed.**

All: Review and revise the CSN survey provided by Robynn Krueger (CSN President) before the SAC meeting on February 18. **In progress.**

Jody: Inform Robynn Krueger that: (1) some of the survey questions developed by the CSN are being used on this year's parent survey, and (2) the SAC intends to conduct another survey of parents in February/March based on the survey questions developed by the CSN. **Completed.**

NEW ACTION ITEMS

Jami: Ask the CSN to help identify a parent volunteer to head the "Healthy Lunches Cookbook" effort.

Jami: Ask Kresta Vuolo to request that all lead teachers include information about the ongoing parent survey in upcoming class newsletters.

Jami: Ask Kresta Vuolo to send a "School Messenger" email to all parents regarding the parent survey (with survey link included in email body).

Michelle: Ask Kresta Vuolo to post a sign on the school's front door to remind parents about the parent survey.

Michelle: Provide Laura Lopez with a copy of the parent survey to include in Thursday Folders on February 25.

Michelle: Finalize staff survey and provide Survey Monkey link to Jami.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, March 18, 2010
Time: 5:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Community Comment Period	5 min.	FHM Community Members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
New SAC Member	5 min.	Jody Ernst	Introduce Rebecca Strobel as newest SAC member.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 2/18/2010 minutes.
Student Survey	5 min.	Jami Boarman	Provide update about plans for student satisfaction survey (SIP goal).
Parent Survey	35 min.	Jody Ernst	Review parent survey results, trends, and charts. Develop parent survey talking points for the SAC's presentation at the Annual Meeting.
Staff Survey	35 min.	Michelle Nordwald	Review raw data from staff survey results. Develop staff survey talking points for the SAC's presentation at the Annual Meeting.
Annual Meeting Presentation	25 min.	Jody Ernst	Prepare additional talking points (e.g., discussion of SIP goals) for the SAC's presentation at the Annual Meeting.
Action Item Review	5 min.	Michelle Nordwald	Review action items from this meeting.

Time Permitting: Discuss FHM's Safety Plan.

Time Permitting: Discuss timeline for conducting CSN survey; review CSN survey questions.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, March 18, 2010
Time: 5:15 p.m. to 7:45 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Jody Ernst, Michelle Nordwald, Rebecca Strobel, Seth Webb, Jamie Pierson, Katy Tompkins, Jami Boarman

DISCUSSION ITEMS

Parent Survey

The SAC members reviewed and discussed results, trend charts, and disruptive analyses for the recently completed 2009-2010 parent survey. Generally high scores reflect overall parent satisfaction. Communications is an overarching theme for school improvement, especially related to academic expectations, student progress, the Board of Directors, and the School Accountability Committee. The SAC discussed ways to better communicate School Improvement Plan goals and progress to parents. The idea of a "State of the School" meeting during the fall semester was put forth, in addition to the Annual Meeting that occurs during the spring semester.

Staff Survey

The staff survey closes on March 19 at midnight. Results will be analyzed following survey completion.

Student Survey

The SAC members reviewed and revised the student survey questions that Ms. Mary (school psychologist) compiled. Surveys will be given to Lower EI and Upper EI students, likely during the week of March 22, 2010.

Annual Meeting

The SAC members discussed items to be addressed during the Annual Meeting on April 13, specifically on the topics of the parent survey and the School Improvement Plan.

Administrative

1. Minutes from the February 18, 2010 meeting were approved.
2. Upcoming 2009-2010 SAC meeting dates: April 15 and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

Jody: Search for charter school-specific surveys that could be used by FHM. **Information found, will be shared during a future SAC meeting.**

Jody or Jami: Ask NWEA if they have personal, reflective survey questions that can be administered through the DRA test. **Status not reported.**

Jami: Research social-emotional survey possibilities for which we could use CAMPUS data. **Status not reported.**

All: Review and revise the CSN survey provided by Robynn Krueger (CSN President) before the SAC meeting on February 18. **In progress.**

Jami: Ask the CSN to help identify a parent volunteer to head the "Healthy Lunches Cookbook" effort. **Completed.**

Jami: Ask Kresta Vuolo to request that all lead teachers include information about the ongoing parent survey in upcoming class newsletters. **Completed.**

Jami: Ask Kresta Vuolo to send a "School Messenger" email to all parents regarding the parent survey (with survey link included in email body). **Completed.**

Michelle: Ask Kresta Vuolo to post a sign on the school's front door to remind parents about the parent survey. **Completed.**

Michelle: Provide Laura Lopez with a copy of the parent survey to include in Thursday Folders on February 25. **Completed.**

Michelle: Finalize staff survey and provide Survey Monkey link to Jami. **Completed.**

NEW ACTION ITEMS

Jami: Work with Kresta Vuolo to develop a school-wide meeting cycle, such as a "State of the School" meeting in the fall semester, and the Annual Meeting in the spring semester.

Michelle: Forward parent survey data to Kresta Vuolo to post on the FHM website.

Michelle: Create student survey in Survey Monkey; send links to Jami.

Jody & Michelle: Analyze staff survey results.

FREE HORIZON MONTESSORI



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, April 15, 2010
Time: 5:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Community Comment Period	5 min.	FHM Community Members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 3/18/2010 minutes.
Annual Meeting Recap	10 min.	Jody Ernst	Discuss feedback regarding the SAC's presentation at the Annual Meeting, if any.
Staff Survey	30 min.	Jody Ernst	Review staff survey results.
Student Survey	30 min.	Jami Boarman	Review student survey results.
Safety Plan	30 min.	Jami Boarman	Review and update FHM's safety plan.
BOD Meeting Presentation	5 min.	Michelle Nordwald	Discuss survey presentation topics for the Board of Directors meeting on May 4, 2010.
Action Item Review	5 min.	Michelle Nordwald	Review action items from this meeting.



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Agenda

Date: Thursday, May 20, 2010
Time: 5:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

AGENDA ITEMS

Topic	Duration	Responsibility	Comments
Community Comment Period	5 min.	FHM Community Members	FHM community members are provided an opportunity to address the SAC. Items brought to the SAC's attention may be addressed by the SAC as time allows, tabled for a future meeting, or handled outside of the meeting.
Meeting Minute Approval	5 min.	Michelle Nordwald	Approve 4/15/2010 minutes.
SAC Handbook	30 min.	Carol Ann Bartz	Discuss potential updates to the SAC Handbook. Develop a plan and schedule for completing the handbook updates.
Student Survey	30 min.	Michelle Nordwald	Review student survey results.
Action Item Review and Closeout	10 min.	Michelle Nordwald	Discuss and close outstanding action items from previous meetings: <ul style="list-style-type: none"> • Jody: Search for charter school-specific surveys that could be used by FHM. • Jody or Jami: Ask NWEA if they have personal, reflective survey questions that can be administered through the DRA test. • Jami: Research social-emotional survey possibilities for which we could use CAMPUS data.



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Monday, September 21, 2009

Time: 5:00 p.m. to 8:15 p.m.

Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401

Attendees: Amy Swanson (Chairperson), Michelle Nordwald, Becca Capaul, Kaye Boeke, Seth Webb, Jamie Pierson, Katy Oldenburg, Jami Boarman, Jen Snyder, Carol Criss, Jody Ernst, Eric Wollard, Brad Swanson

DISCUSSION ITEMS

SAC Overview

Amy explained the roles and responsibilities of the SAC, State mandates regarding school accountability committees, SAC membership guidelines, and selection of SAC members. Amy asked each parent who is interested in serving on the SAC to complete and return a Member Application form to her.

SAC Objectives for FHM's Long-Term Strategic Goals

The meeting focused on developing SAC objectives to meet the eight long-term strategic goals that have been set by FHM's Board of Directors. Brad Swanson facilitated the discussion. The SAC objectives and tactics developed during the meeting are provided in the attached document.

Administrative

1. Minutes from the August 17, 2009 meeting were approved.

2. The third Thursday of each month, from 5:00 to 7:00 p.m., was selected for 2009-2010 SAC meetings. Third Thursdays are: October 15, November 19, December 17, January 21, February 18, March 18, April 15, and May 20.

REVIEW OF PREVIOUS ACTION ITEMS

None.

NEW ACTION ITEMS

All Parents: Submit "Member Application" to Amy Swanson if interested in serving on the SAC.

All Attendees: Provide input to Amy Swanson by noon on September 26 for "Tactics," "Responsibility," and "Due Date" for each of the SAC objectives developed during the meeting (see attached document).

	Long-Term Goal	Annual Objectives	Functional/Operational Strategies (Tactics)	Responsibility	Due Date
1	Develop a supportive and visionary middle school program to launch students into a successful high school experience.	Define what a successful middle school experience is from the perspective of current and former parents and students	Alumni student and parent surveys Surveys of expectations and fears of 6th graders and their parents Parent, student, and alumni focus groups		
		Redefine SAC roles and responsibilities to accommodate middle school expansion	Add a middle school teacher representative when expansion occurs Analyze School Improvement Plans of existing middle schools Identify additional legal reporting requirements due to expansion to middle school		
		Use data to proactively address the challenges and opportunities associated with a middle school expansion	As expansion occurs review assessment scores for existing grade levels and note changes		
2	Develop a culture for faculty that values and inspires continuous learning.	Provide the administration data every spring to guide resource allocation for continuous learning	Use CSAP and other assessment data to identify areas to target for professional development Use staff surveys to identify desires for professional development		
3	Connect with and educate the greater community about who we are, what we do and how we do it.	Provide data to leadership teams prior to the annual meeting that helps them achieve this goal	Provide data to FHM communications director Develop a parent ambassador program to disseminate data to the community Create a list of talking points to communicate data Visit other schools SAC?		
		Recruit and recommend 1 non-parent SAC member by January 1, 2010 and every term thereafter	Solicit recommendations from parents		
4	Foster cultural, professional, and ethnic diversity within all stakeholder groups in the school community.	Recruit and recommend diverse candidates for SAC membership by the end of September each year Review cohort data to advise head of school every December on the need for interventions to improve student performance			
5	Solidify our curriculum, instructional and assessment model so that it is understood and supported by all stakeholders	Develop a model to dynamically assess stakeholder support of curriculum instructional and assessment model by May 2010	evaluate ways to do this shorter but more frequent surveys		
		Develop a process for reporting performance data to all stakeholders	Create a substitute for the SAR to communicate the data		
6	Provide a quality and complete learning facility that meets our rapidly expanding student body.	Review the safety plan every spring and make recommendations to the Head of School	Schedule a presentation of the safety plan to SAC members (open to all) Add an agenda item to the SAC meeting to review safety plan and make recommendations		
7	Achieve long term financial sustainability that is responsive to changing economic influences.	Fulfill legal obligations of the SAC in order to receive public funding			
8	Empower the schools community by perpetuating collaborative leadership model with all leadership teams.	At least once annually SAC shall inform leadership teams about SAC data gather processes and results	report surveys report SIP		



SCHOOL ACCOUNTABILITY COMMITTEE Meeting Minutes

Date: Thursday, April 15, 2010
Time: 5:15 p.m. to 8:00 p.m.
Location: Free Horizon Montessori, 581 Conference Place, Golden, Colorado 80401
Attendees: Jody Ernst, Becca Capaul, Michelle Nordwald, Jamie Pierson, Jami Boarman

DISCUSSION ITEMS

Annual Meeting Recap

Jami indicated that parents provided very positive responses regarding the Annual Meeting. Parents said it was amazing to see how much goes on behind the scenes, and that the data presented by the BOD and SAC was impressive.

Governance Committee

The SAC members agreed that Carol Ann Bartz (Governance Committee) should attend the next SAC meeting to discuss SAC handbook updates.

Staff Survey

The SAC members reviewed and discussed results from the staff survey. Jami plans to discuss the results at the staff meeting on April 21, 2010.

Student Survey

The SAC members reviewed and discussed results from the student survey. Next year, we should consider inserting "Most of the" before the question "Students in my school respect each other."

Survey Presentation for BOD

The SAC members discussed topics to be presented at the BOD meeting on May 4, 2010. The SAC plans to provide all data and charts to the BOD prior to the meeting, and present a high-level discussion of the results and trends at the meeting.

Safety Plan

Jami provided an overview of FHM's Safety Plan, for review and discussion by the SAC members.

Administrative

1. Minutes from the March 18, 2010 meeting were approved as revised.
2. Upcoming 2009-2010 SAC meeting dates: May 20.

REVIEW OF PREVIOUS ACTION ITEMS

Jody: Search for charter school-specific surveys that could be used by FHM. **Information found, will be shared during a future SAC meeting.**

Jody or Jami: Ask NWEA if they have personal, reflective survey questions that can be administered through the DRA test. **Status not reported.**

Jami: Research social-emotional survey possibilities for which we could use CAMPUS data. **Status not reported.**

Jami: Work with Kresta Vuolo to develop a school-wide meeting cycle, such as a "State of the School" meeting in the fall semester, and the Annual Meeting in the spring semester. **Completed.**

Michelle: Forward parent survey data to Kresta Vuolo to post on the FHM website. **Completed.**

Michelle: Create student survey in Survey Monkey; send links to Jami. **Completed.**

Jody & Michelle: Analyze staff survey results. **In progress.**

NEW ACTION ITEMS

Michelle: Provide staff survey results of questions pertaining to the BOD and the CSN to Jennifer Snyder and Robynn Krueger, respectively.

Jody: Analyze student survey data by gender for both Lower EI and Upper EI.

Jami or Jody: Bring the new SIP form templates to the SAC's meeting on May 20.