



**Mountain Song Community School  
School Accountability Committee (SAC) Meeting  
May 4, 2015; 1:00 pm – 2:30 pm  
Location: Small conference room, MSCS**

Attendees

Mary Ann Corey (Parent), Sarah White, Mike Galvin, Dan Kurschner, Sandra Benning (Board), Shannon Lang (Teacher), Nate Siebert (Parent), Angelita Surage (Director), Debbie Bennet (Guardian/Community)

Materials provided

Agenda

Informational Document regarding the Colorado Open Records Act  
CDE District Accountability Handbook Appendix J: Understanding the Role of School Accountability Committees in Charter Schools

**Discussion:**

Establishing Recorder Position

Sarah White will be the Recorder of the minutes for the SAC.

Roles and Responsibilities of the SAC

Mary Ann Corey began the discussion by providing the group the responsibilities and rules of the SAC as mandated in Colorado School Law, the Colorado Department of Education (CDE) District Accountability Handbook, the Colorado Charter School Institute's (CSI) Guidebook for Charter Schools, MSCS' Charter Application, and MSCS' Charter Contract with CSI. She provided examples of other school district SAC models and reports outlining the state requirements and duties of the SAC.

Notable discussion points are listed below:

- Any SAC meeting is open to the public. The SAC should not distribute any confidential material or information that can be identifiable at the meetings. Only aggregate data pertaining to student achievement or school performance should be provided at SAC meetings and SAC members will need to sign confidentiality agreements.
- The SAC is responsible for providing recommendations to Governing Board and Board agendas should have time set aside for SAC recommendations. So far, the SAC has not provided formal recommendations to the MSCS Board and the responsibilities typically fulfilled by SACs have been given to various committees. The Board can

waive certain responsibilities of the Board, but no waivers have been established.

- The SAC needs to have more parent guardians than other representative groups. The SAC will need to recruit more members.
- Typically SACs provide recommendations of spending and achievement and participate in the development of the UIP. The SAC will request the Governing Board to determine the priorities and responsibilities of the SAC going forward.
- MSCS' contract with CSI says that SAC is required to report to the Board and develop a survey on an annual basis. The SAC will develop a "climate survey" to distribute to the parent body.
- Mary Ann referenced the CSI Guidebooks for Charter Schools lists the responsibilities for the schools with training dates for SAC.

### CSI Request for Information

CSI recently requested MSCS to provide a list of items required for MSCS' compliancy with the state and with CSI, including a request of the SAC membership and meeting minutes. The SAC met March 26, April 6, and April 13, 2015 to review SAC requirements, establish membership, and to develop a transparent framework and procedures for hiring an Executive Director. Mary Ann will send the minutes from the March and April meetings for the SAC to review before submitting to CSI.

The SAC met last year in January 2014 before last year's leadership change. The internal School Improvement Team met and informal meetings were conducted by the former Director, but there were no known or recorded SAC meetings since last year's transition until March 26<sup>th</sup> of this year.

There is a need to develop a centralized policy manual and a system to keep track of statutes and action items that SAC is responsible for. The SAC will develop a list of priorities with recommendations to the Board to help them figure out what things SAC needs to work on.

### **Next Steps:**

- SAC to give meeting minutes to CSI with information
- The SAC will request guidance from CSI for SAC model.
- Nate will send the initial document developed by SAC on the 26<sup>th</sup>
- Debbie Bennet will send the job descriptions.
- Angelita will send the minutes from the 6<sup>th</sup>
- Everyone will send things they can recall from previous meetings in the Google Folder by noon, people reply by end of Tuesday to the minutes.
- Sarah will send the minutes to the SAC and create a Google Folder.
- SAC will develop a list (Google Doc) of recommendations to present to the Board for the next Board meeting.

- Mike Galvin, Nate Siebert, and Angelita will meet to develop a climate survey.

Next Meeting: May 11 at 1:00 pm

- SAC will meet every Monday at 1:00 pm during transition
- Governing Board meeting on Tuesday, May 19 at 6:00 pm

Adjourn: 3:08 pm