



**Mountain Song Community School  
School Accountability Committee (SAC) Meeting  
June 15, 2015; 1:00 pm – 2:30 pm  
Location: Small conference room, MSCS**

Attendees

Mary Ann Corey (Parent), Sarah White, Raj Solanki (Incoming Director), Debbie Bennet (Guardian/Community), Sandra Benning (Board)

Materials provided

Agenda  
MSCS SAC Checklist

The SAC welcomed Raj Solanki, the Incoming Director. He will begin his position on July 1, 2015.

**Review and Discussion re SAC Checklist:**

Annual Climate Survey:

Nate, Angelita, and Mike Galvin developed annual survey, which was sent out to the community last week via SchoolReach. Not all families received the email message about the survey through SchoolReach. The SAC will have to review the responses to make sure the sample is big enough. The SAC Will post the link to the survey on website and Facebook. The survey responses will be used to inform the school about areas needing improvement and inform the SAC about potential recommendations to the board.

SAC Meetings:

The SAC meetings are open to the public. Going forward the SAC will need to have its year calendar posted on the website. The SAC will conduct its meetings the second Monday every other month at **2:45 pm**. The meetings will be held September 14, November 9, January 11, March 14, and May 9). Sarah will post the latest minutes and agenda and calendar on the website. Meetings will include public comments and updates from the Finance Committee/Director.

Recruiting new members:

In order to be compliant with the CO statute, the SAC will need to recruit new members especially parent members. The SAC should represent a greater diversity, including special needs. It was mentioned that homeschool families should be approached to represent the homeschool enrichment program needs. Sarah will post information about the SAC needing

more members on the website. Minutes will be posted within 48 hours on the website and the agenda will be posted the Thursday before SAC meeting.

Meeting quarterly to discuss turnaround status:

The SAC will need to conduct public meetings to discuss the school's turnaround status. The SAC discussed the scheduling for conducting the turnaround status and the Unified Improvement Plan strategies based on CSI's UIP calendar. The SAC agreed to conduct an initial parent meeting around **October 12th** followed by a meeting with parent feedback about the strategies on **November 30th**. Each area of turnaround should have its own benchmarks (finance, achievement, and governance). The Finance Committee should be responsible for the financial components, the Governing Board is responsible for the governance components, and the Pedagogical Coordinator, with assistance from the SAC and MSCS staff, will be in charge of the student achievement.

Financial Oversight:

MSCS has a finance committee that gives recommendations to the MSCS Governing Board. The intention of SAC is to give parent oversight. Therefore, should the separate finance committee have parents serving, too? It was decided that a member of the Finance Committee, most likely the Director, should serve on the SAC as a liaison to both committees. That member will provide updates to the SAC about the Finance Committee's monthly meetings. The SAC agenda will have a standing item to include Finance Committee updates from the Director/designee. It was mentioned that the school ought to have a dashboard with its finances online for transparency purposes.

Assessing whether infrastructure is advancing or impeding implementation of the school's Turnaround Plan:

There should be a checklist for teachers with the assessment training dates and clear expectations for test administration and preparation. The administration of the interim tests was disjointed and the scheduling of the assessments did not allow sufficient time for the teachers to prepare and train for the assessments. The development of the checklist could be a part of the achievement benchmarks. The Pedagogical Coordinator will start the position on July 1, 2015. She will be able to assist teachers with their curriculum and block planning to better incorporate the assessment schedules. Sarah will provide an orientation of assessments for the year and a packet of information along with the checklist to the teachers in August. Going forward there will be a standards based report card including rubrics like the ones that were used by James McDonald and Kalysta McClaughry. The Pedagogical Coordinator will be responsible for developing those report cards and communicating the guidelines for narratives and report cards to the teachers before the start of school. The teachers will also need clear guidance about the purpose of Parent Conferences and what should be presented during the conferences to the parents (i.e., data/strategies/READ plans).

Assist school personnel to increase families' engagement with teachers:

The group discussed the READ Act, School Readiness Assessments, ICAP, and other requirements for assessing student achievement. MSCS will be receiving READ monies for literacy interventions for those students who did not meet grade level for reading scores and were considered having a Significant Reading Deficiency. READ Plans for those students will be in place for a year and the new teachers will need to continue monitoring those students' reading scores, especially in the 4th grade. Strategies will need to be established for improving reading scores in the lower grades (e.g., integrating literacy in kindergarten, Reading Specialists, etc.). Educating parents about READ plans, ICAP, attendance, and assessments will be extremely important going forward. It was suggested that parent meetings/conferences take place in the beginning of the year to educate parents about these requirements. Attendance scores from last year are very low and may hurt the school's standing. There needs to be better internal processes for keeping track of attendance (i.e, teachers taking attendance on computers, better Student Information System software) improved reporting and follow up with habitually truant students.

Other items:

CSI sent Angelita a list of notices of concern issued to the school, including a breach of contract for the assessments. A response with corrections to the notices of concern and the breach is due to CSI by June 26th. Sarah is working on an assessment calendar/plan to provide to CSI. One notice was in regards to MSCS not posting its SAC minutes and agendas and meeting notices on the website. Sarah will post these items on the website on the MSCS Governance page this week.

The SAC will consider adopting bylaws. Mary Ann will post examples of SAC bylaws in the SAC Google file and Debbie will put up benchmarks in the SAC file.

**Action Items:**

- Sarah will post minutes, agendas, and other SAC items on the website.
- Sarah will send the minutes from this meeting to the members for review.
- Sarah will develop a checklist and assessment orientation packet for the MSCC staff before the beginning of the year.
- Mary Ann will post examples of SAC bylaws in the SAC Google file.
- Debbie will put up benchmarks in the SAC file.
- Mary Ann will send a Doodle Poll for the next SAC meeting in July. The results of the survey will be discussed at that meeting.

**Next Meeting:** TBD

- Governing Board meeting on Thursday, June 18 at 6:00 pm

**Adjourn:** 3:46 pm