

## SAC Meeting Minutes 9/25/24

### Roll Call:

Meg Lollar - Present  
Molly Paxton - Present  
Karlan Lestarevic - Present  
Chynna Candlin - Present  
Samantha Klemm - Not Present  
Tully Gibbons- Virtual

Call To Order by Meg at 6:03pm

Meg motion to add Director Samantha Klemm to the member list. 2nd by Chynna. Approved.

Karlan motions to add to the agenda: DAC Membership and Feedback Form Ownership. 2nd By Molly. Approved

Meg motions to approve amended agenda. 2nd by Molly. Approved.

### DAC Membership:

- Liaison between DAC/SAC ended with the exit of Dacia.
- Good to have information both ways with DAC.
- Monthly Tuesday Meeting at 4:30pm at the MS/HS?
- Conflicts with schedule for all current SAC members.
- Add to SAC membership and DAC membership
  - Add to the weekly newsletter per Courtney that we are seeking members
  - Two separate options, DAC/SAC
- BOE must approve membership to the DAC

### Feedback Form:

- Routed to Courtney, viewable by Sammy currently
- Similar to a virtual comment box, anonymous submissions
- Infrequent, estimated 5 in past two months
- SAC does trends not specific situations
- New route suggested is Sammy ownership of the form, SAC has viewing rights
  - Sammy will report trends to SAC
  - Perhaps SAC will get notifications when a submission is made
    - Chynna will look into this option
  - Ownership change Chynna will initiate

### Family Survey:

- DRAFT 2024/2025 Family Survey used, resaved in Chynna's drive

- Question 1. Karlan suggests other school addition for multiple choice of MS/HS. Early child care is added as well.
- Question 2
  - UIP evaluated every 2 years for CMAS scores, rating comes from CDE
  - Only one question related to academics is not enough
  - Add one math specific question
  - Add one science specific question
  - Questions 3 and 4 added accordingly
- Questions 3 and 4 swapped position.

Side Note: Timeline: Meg asked when the survey should be sent. Molly suggests present at November Board of Director meeting. Chynna suggests follow-up survey in the spring was previously discussed and is likely a good idea this school year. Molly agreed.

- Question 5 and 6. Karlan suggested taking out the wording “leadership” and leave questions more vague and open.
- Question 7. Delete as it is a duplicate.
- Question 8. Add a why section.
- Question 9. Chynna suggests making this a positive question instead of asking about troubles.
  - Karlan suggests removing communication option as it is asked about in a later question. Approved.
  - Karlan suggests another option might could be schedule. Chynna disagrees. Not something we can control. Denied.
- Question 10.
  - Add Breakfast or as a separate question.
  - Add to options for question 9 instead. Approved.
- Question 11. Moved to above question 9. Spell out CCSD instead of using acronym.
- Add new question as question 7. Satisfaction with teacher per Chynna suggestion.
- Question 12 and 13 swap positions. Karlan suggests a yes/no question instead of rating. Remove options for Opportunities on question 12, add to question 13 instead.

Tully joins via Goggle Meet link.

- Question 14. Suggested deletion, add instead to #11 as weekly newsletter option.\
- Question 15. Moves to question #3. One why section that refers to questions 2-7.
- Question 16. Karlan suggests reword. Chynna suggests delete. Approved to delete.
- Question 17. Karlan suggests instead to have checkmark options on who trusted adult is, instead of scale. Approved. Add a why section.
- Question 18. Delete. Approved.
- Question 19. Tully suggests splitting. Meg suggests checkboxes. Chynna agrees with either option. Delete. Approved to delete.
- Question 20. Reword. Checkbox options instead. Add why section.

- Karlan suggests adding a question for activities/before/after school. Not feasible. Denied.
- Karlan brings up adding Pre-K specific questions or separate survey
- Chynna suggests we address this at a later date. Agreed.
- Tully - SAC is state required for K-6, not for pre-k or early child care
  - Early child care should be separate.
- Karlan asked if the early child care and pre-k families receive the survey
  - Tully says no. All agree.
- Chynna offered to review by-laws again to see what regulations may exist.
- Meg suggests we leave as-is for now. All agree.
- Tully suggested asking the league of charters about best practices.
  
- Question 20 and 21 swap positions.

#### Staff Survey:

- Question 2. Delete.
- Question 4. Remove bi-weekly per Chynna suggestion.
- Question addition for PLC per Chynna
- Question 5. Moved to above question 4.
- Question 7. Chynna suggests delete. Approved.
- Question 10. In or out, decide to leave in, but grants would have to be followed through on, which did not happen perhaps because of change of director.
- Question 11. Use this question instead of question 6 due to better wording - Chynna.
- Question 12. Delete, as is a duplicate of question 15.
- Question 14. Replace with duplicate from family survey, denied. Leave as is.
- Question 15 moved up to above 14.
- Question 17. Karlan suggests change of wording. Chynna suggests rewording to satisfaction. Split into two questions, one for lunch, and one for breakfast.
- Karlan suggests add a question for family involvement. Chynna adds one between question 9 and 10.
- Karlan suggests add a question about the strategic plan/academics.
  - Chynna looks on the webpage to find the strategic plan, as she has not heard of it.
  - Agree that we could add that question, it is related to academic performance and to charter requirements.
  - Tully says that staff are very unlikely to know about it, as it is a board document.
- Chynna suggests we add duplicate from family survey questions of math and reading.
- Question 15. Karlan suggests we add curricula to the wording. Approved.
  
- Pre-K/Early child care, should anything be added Karlan asked.
  - Chynna suggests PreK director question could be added.
  - Tully mentions that that was a request from the previous survey.
    - Should we do a separate survey to PreK/ECC Staff?

- Chynna suggests no to all these options. Karlan agrees. Meg agrees because there is not also these for the family survey.
- Tully suggests asking the league of charter if they are required to be included.

Timeline:

- Chynna says Board of Directors would like the results by November's meeting, approximate date of 11/7/24.
- Week of 7th and 14th to fill out surveys - approved for 10/7 through 10/21.
- Meg will write results and suggestions and present at the Board meeting on 11/7/24.
- Next SAC meeting to review results and formulate suggestions is tentatively set for 10/23/24 at 5pm.
  - Gives Meg 2-weeks to type up suggestions and results. Molly offered to help with this.

Tully asks about feedback form. Chynna says it is to be routed to Sammy, and trends relayed to SAC.

Goggle meet times out.

Molly says if Meg wants to present on Zoom at the board meeting, that is fine too.

Tully added back to meeting on speakerphone with Meg.

Motion to Adjourn by Meg. Molly 2nds. Approved. Meeting ends at 8:03pm.

Next SAC Meeting: 10/23/24 at 5pm at Chynna's classroom.