



**Meeting Information:**

<b>Meeting Name:</b>	CISA Workgroup
<b>Date &amp; Time:</b>	January 26, 2017
<b>Location:</b>	Eagle Ridge Academy room 1104
<b>Invitees:</b>	Erica Powell, Susan Bloomgren, Tiffany Goedjen, Amanda Hertzman, Sara Seal, Mandee Gordon
<b>Attendees:</b>	Amanda Hertzman, Susan Bloomgren, Tiffany Goedjen, Mandee Gordon

**Meeting Agenda / Objective(s):**

Objective(s)	Upon Debrief: Objective Met?
1. Parent Satisfaction Survey	Yes
2. Discuss drafted questions at February meeting to go to admin after February meeting	
3.	
4.	

**Meeting Minutes:**

1. To Review from the October meeting. We discussed the parent satisfaction survey.
  - a. Use a Likert Scale with option for written response on highs and lows
  - b. Focuses for Survey
    - i. Suggestions for Culture and Community (4 maybe 5 questions)
      1. We are able to have balance between family and school. (Idea of much not many, also connected to Work-Life-Balance). Pursue other opportunities.
      2. Building community.
      3. Sense of belonging. (family/parent and child)
      4. I feel, ERA provides opportunities for us to be involved in the community -- could lead into communication piece are we not communicating information to them.
      5. Distinguish between spring play, games are supporting events vs. volunteer Saturday and Rockin' the Ridge are community events.
      6. Other?
    - ii. Communications (4 or so)
      1. Write questions to determine satisfaction with recommendation
        - a. ERA problem solves issues and communicates out process – not specific to situation, but in general
      2. Gather feedback on best ways to communicate
      3. Changed the Eagle Eye this year, tweaks to the website as well.
    - iii. Classical Learning (2 or 3 good questions) -- Sara
      1. Sara has a start to this that was sent to Susan listed below.
        - a. ERA has helped foster a curiosity and joy for learning in my children.
        - b. ERA provides an education that enriches and ennobles my children.
        - c. ERA has helped my children develop virtue (character).



- c. We want no more than 20 questions. We want a few that are which schools do you have students, how long have you been there, overall grade of school(s) (3 or 4 questions from this)
  - d. Are we going to have the survey translated?
  - e. Will this just be on a computer or paper copies as well?
  - f. Have questions emailed out by February 2<sup>nd</sup>, meet February 9<sup>th</sup>, questions go to admin to finalize so it is ready for March conferences.
2. World Language Proposal
- a. Look at the proposal and come with questions for Jessica Bergeron (chair of the World Language Department) for the next meeting.
  - b. Timeline CISA now, state of the academy in October, board in November

**Decisions:**

1.	
2.	
3.	

**Assigned Action Items (What's Next?):**

Task	Accountability	Due Date	Date Completed
Narrow down buckets	Susan and Erica	January 26, 2017	1/26
Humanities required course proposal from last year - ask Erica Powell	Erica	February meeting	
How do we get the survey out? Just online or paper too? Translated copies? One per family? In mail (6-12)? In school bags (K-5)?	Susan	February meeting	
Have questions about world language	All	February meeting	
Have questions ready for survey	All	February 2nd	

**What's Been Accomplished?**

Task	Who Was Responsible?	Due Date	Date Completed
Parent satisfaction survey – continue to think about what to ask on the survey, have it translated as well,	All	10/27	10/27
Create questions around high quality Classical Education	Sara Seal	10/27	10/27



**Parking Lot / Issues to be resolved in Future Agendas:**

<b>Date</b>	<b>Issue</b>	<b>Priority</b>	<b>Risk</b>	<b>Notes</b>
9/29	Parent satisfaction survey	Low		Continue to think about this, different buckets
10/27	Translations of Survey			
1/27	Humanities required course proposal from last year - - ask Erica Powell	High		
1/27	How do we get the survey out? Just online or paper too? Translated copies?	High		
1/27	Can we move the survey up to have during conferences?			