



Meeting Information:

Meeting Name:	CISA Workgroup
Date & Time:	January 25, 2017
Location:	Eagle Ridge Academy Room 1114
Invitees:	Jane Wegener Venema, Amanda Heitzman, Mande Gordon, Missy Madigan, Susan Bloomgren, Cathy Tryggestad
Attendees:	Susan Bloomgren, Jane Wegener Venema, Amanda Hertzman, Mande Gordon, Cathy Tryggestad

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Update on leader and teacher evaluations	Met
2. Review parent survey and prepare for survey in May	Met
3. Review academic goals – see progress towards meeting our overall goal (achievement gap) and Q Comp goal	Tabled

Meeting Minutes:

1. Update on leader and teacher evaluations
 - a. Mid-year leader evals are finishing up
 - b. Teacher evals for cycle one are complete; Principals and A.P.s are in the middle of cycle 2
 - c. Will be done the end of February
 - d. Contract agreements (signed) are due in April
 - e. Summative evaluations are completed in June

2. Review parent survey and prepare for survey in May
 - a. Reviewed purpose
 - b. Direction under WBWF that CISA administer a parent survey
 - c. Survey gathers parental data on our progress as a school
 - d. We will keep demographics
 - e. Reviewed classical information
 - f. We will look into adding a question or two related to other aspects of the mission and vision
 - g. Possibly remove the question on the pillars
 - h. Reviewed communication questions
 - i. What input guided the new website design process and end product? Such as the translation. This might guide a specific question to know if the change helped families find information.
 - j. Keep some communication questions, so we will know how effective the changes we've made have been
 - k. Should we add more questions on parent engagement since that was a goal for this year?
 - l. We offered more events but still had low parent engagement. Events we offered this year such as Classical Parent Night, the screening and discussion of screenagers, the Infinite Campus training session had low attendance. We could use a question on parent engagement that requires



ranking or checking off a list of ways parents would like to engage in volunteer opportunities in the school. We could also have an option to fill in “other.”

3. Other survey notes
 - a. We do want to keep the survey short.
 - b. Continue to look into translation options for this year.
 - c. Communicate with families in the beginning as to how long the survey takes.

Decisions:

1.	We will keep the questions regarding communication to show if our changes this year have been effective
2.	
3.	

Assigned Action Items (What’s Next?):

Task	Accountability	Due Date	Date Completed
Think about what kinds of questions we want to include without making it too long.	All	2/22	
Think about more options for parent engagement list	All	2/22	
Follow-up with Mary on website and survey introduction	Susan	2/22	

What’s Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed

Parking Lot / Issues to be resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes