



Meeting Information:

Meeting Name:	CISA Workgroup
Date & Time:	March 22, 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, Missy Madigan

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
1. Finalize parent survey	
2.	

Meeting Minutes:

1. Finalize Parent Survey

- Demographics: stays the same
- Classical Questions: iii. Change to mission and vision aligned question
 - My child(ren)'s words and actions demonstrate an understanding of virtues (citizenship, integrity, perseverance, honor, excellence, respect).
 - Missy will brainstorm other options for wording.
- Culture and Community: remove questions on sense of belonging and respect differences
- Activities: add open-ended questions for Chris Babler, new AD
 - What activities would you like ERA to offer?
 - Define: clubs, activities, sports, etc.
- Logistics: look at the progression of questions, add option for parents to provide contact information if they prefer follow-up
- Add response-specific drop down questions for disagree or strongly disagree with "I have engaged in the opportunities at ERA..."
- Communication: waiting to hear from Mary Cornelius
- Ratings: stay the same
- Translation: would require other survey companies, if hosted on the website-how would we password protect that to ensure only current families complete the survey and that they only submit one survey, can we offer translated paper options upon request? Can we offer a link to a translated survey within the English survey itself?

Decisions:

1.	
2.	



3.

Assigned Action Items (What's Next?):

Task	Accountability	Due Date	Date Completed
Susan follow up with Mary C. on translation options	Susan		
Missy brainstorm wording options for virtue/pillar question	Missy		

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
2/23	Have issues with T-Mobile users not receiving text blast be resolved.	Low		