

Colorado Preparatory Academy
School Accountability Committee Meeting Minutes
February 21, 2019

In attendance and listed alphabetically by last name:

Stacy Armatas – ES English Teacher	Ginger Palmeri – HS Electives
Kim Ashby – HS History Teacher	Brianna Robinson – LC
Sophia B. – HS Student Government	Renae Roth – MS Principal
Andria De Cino – HS Advisor	Michelle Salinas – LC
Claire H.	Holly Schopfer – HS English Teacher
Amber Hutchinson – HS English Teacher	Sarah Schuchard – ES Principal
Sherry McCormick - LC	Sheila Stevens – HS Principal
Sara Nelson – MS History Teacher	Lisa Thompson – LC, SAC Vice Chair
Sarah Nicholson – HS Science Teacher,	Nicole Tiley – CPA and PPS Head of School,
Heidi Nufer – LC	Emerald Zeitz – LC, SAC Chair

Meeting commenced at 11:00 am.

1. Good Things Shared Orally
 - a. Nicole Tiley – in regards to CPA’s goal of achieving 100% of students showing one year’s growth; this is the first year in the history of CPA that our authorizer, Education reEnvision rated us from red to yellow and green due to amount of students engaged and successfully completing their courses.
 - b. Emerald Zeitz – seconded Nicole’s good thing.
 - c. Holly Schopfer – excited about growing HS BL, DATC, and students realizing an A in English.
 - d. Kim Ashby - seconded excitement in HS BL growing.
 - e. Stacy Armatas – student/LC conferences were very successful and fun.
2. Review CPA Mission & Vision – Nicole Tiley
 - Develop each student’s full potential to determine what needs each student has,
 - Focused on building relationships,
 - 100% of students earning one-year’s growth via student data meetings and BL sessions, and
 - Prepare students for post-secondary school and career opportunities.
3. Approval of 12-6-18 SAC Meeting Minutes – Emerald Zeitz
 - a. **Kim Ashby motioned to approve minutes, Heidi Nufer seconded motion. Motion passed and minutes were approved.**
4. ITEM FROM -12-6-18 Meeting – Truancy/attendance Protocols - ES, MS, HS – Emerald Zeitz

CPA Students are required by state law to log in to the D2L platform for a set minimum of weekly time. If this requirement is not met it will trigger a call or email from a CPA truancy officer to the student adult contact of record. If there is such a call or email made, LC should work with the truancy officer to achieve a solution. Truancy officers will be flexible and will work with families individually when students are meeting requirements via class connects and other such schooling. If no resolution is found via the truancy officer, parents and LCs should involve the school principal and, as a last resort, the Head of School.
5. ITEM FROM 12-6-18 Meeting – Testing Site Ideas – Nicole Tiley

- a. Sarah Schuchard trained all eight testing proctors on a fun “How-To Take the CMAS Test” game to play with students taking the CMAS this April during the February, 8, 2019 Teacher’s PD. This will be implemented at all CMAS testing sites.
 - b. ES, MS, and HS have had best-practice staff meetings to share and collaborate on:
 - i. preparing students everyday with school work, work samples and CC attendance, and
 - ii. submitting writing work samples – need more improvement in this area.
 - c. During March and April – Blended teams will learn how to implement and host Sundaes for Success as well as CMAS test prep at BL sites.
 - d. Sara Nelson and Melissa Carpenter, Testing Coordinator, working to get first-time CMAS testers in third grade and ES students have a fun and successful testing experience with less stress:
 - i. all site testing coordinators will introduce themselves to each student, especially third graders, and
 - ii. will expand and implement more such-practices next year.
 - e. Other ideas discussed at meeting for possibility:
 - i. LC university video to educate parents why CMAS testing is important,
 - ii. Each site differs on snack rules; better to have each student bring their own,
 - iii. Social workers identifying families in need breakfast or lunch before testing -Backpacks will be made available for such students, and
 - iv. ice breaker games will be done at each site.
6. UIP – Engagement ideas update – Nicole Tiley
- a. ES and MS UIPs have been sent to state for review. HS UIP is due in March. SAC will receive official UIP once state has responded.
 - b. Community events survey sent out last week to all families to gather ideas about community events. CPA is currently creating committees to come up with such events.
 - i. Emerald Zeitz asked if parents/LCs could join such committees. Per Nicole Tiley, right now community events are done by committees using surveys to parents. **Nicole will ask leadership team about involving student council members or student committees in community events and report back to SAC at the April 25th meeting.**
 - ii. hoping to align the large events with PD days
 - 1. all staff is present and can rotate cities to facilitate students meeting teachers.
 - iii. Student-led conferences with teachers for goal setting.
 - iv. Celebrating successes of students and staff:
 - 1. Sheila Stevens shared for HS: Student Government, Staff member of the month surprised at staff meeting, random staff meeting affirmations, Student of the Month in Newsletter, National Counselor Week staff shares about the counselors, Catch Me At My Best, and Honor Roll assemblies.
 - 2. Renae Roth shared for MS: Catch me at my best, individual notes to teachers from Principal, Thanked Emerald Zeitz for encouraging her daughter’s teachers, Student of Month on Newsletter by grade level, Lunch with the Principal, Honor Roll Assemblies for grade-level.
 - 3. Sarah Schuchard shared for ES: Principal highlights individual teachers and sends notes on goals achieved, All School Assemblies – Star students nominated by teachers and recognized monthly.
 - v. Ideas from SAC for building relationships. **Additional ideas can be emailed to Emerald Zeitz to share with team:**
 - 1. Emerald Zeitz mentioned monthly lunch celebration – hard to do since we are online
 - 2. Holly Schopfer spoke of staff-funded raffle of small gift cards for students attending CCs. Winner would be selected randomly.
 - 3. Nicole Tiley spoke about getting sponsors, extra credit or drop your lowest quiz because it would not cost funding
 - Subway was asked and did donate student achievement and free lunch certificates for students who show gain in FAST program.

4. Holly Schopfer offered to look into the Chipotle Library Program.

7. March 2019 Parent Survey – Emerald Zeitz

- a. March 2019 Parent Survey presented, and amendments centered around Blended Learning and Social Activities area of survey.
 - i. **Sara Nelson motioned to approve survey to be emailed to families, Sherry McCormick seconded motion. Motion passed and survey will go out as follows:**
 1. Nicole will email survey out to all families at the end of February to close before Spring break. Results will be shared with SAC ahead of April 25th meeting to allow for discussion.
- b. Emerald Zeitz asked if 2nd Semester 8th graders and 2nd semester 5th graders could be formally asked to join the HS BLs and MS BLs. **Item to be discussed at the April 25th meeting.**
- c. Emerald Zeitz asked if 2nd Semester 8th graders could start receiving HS Newsletter. **Item to be discussed at the April 25th meeting.**
- d. Emerald Zeitz asked for update on breaking out K-8 blended into more defined groups by age/grade groups. Sara Nelson has heard the same request from families. **Item to be discussed at the April 25th meeting.**
- e. Emerald Zeitz asked about having BLs for all schools on the same day. Nicole Tiley said survey needs to be done to see what makes sense for students. **Item to be discussed at the April 25th meeting.**
- f. Nicole asked for families and teachers to encourage students and LCs to complete surveys.
- g. Nicole Tiley cautioned that we need to have enough staffing to break out BLs by ages/grades
- h. **After many ideas discussed, group decided to capture “Day of Blended” preference as a two-question google form at CMAS testing, from teachers at their CCs, and at teacher’s Data Conference Meeting with students.**
 - i. **Questions will be what day of week for BL and should BLs be broken out by age groups. Nicole Tiley will create google link. Results will be shared at the April 25th meeting.**

8. April SAC Meeting Date Change – April 25th vs. 18th

9. Launch – Nicole Tiley

Launch - TedTalk video of Rita Pierson, Every Child Deserves a Champion.

<https://www.youtube.com/watch?v=SFnMTHhKdkw>

Meeting adjourned at 12:02 pm