

**Challenge to Excellence Charter School  
School Accountability Committee  
2013 – 2014**

**Date: November 15, 2013**

**Time: 8:00 a.m.**

**Location: Challenge to Excellence Conference Room**

**SAC Members: Stacy Matte (Chair), Sue Henderson (Vice-Chair), Katina Lundberg (Recorder), Rae Whatley (Principal Designee), Jennifer Tinsley (PVA Rep.), Lisa Sams (Teacher Rep.)**

**Parent attendance: Brenda Albano**

**MINUTES:**

- 1) Welcome & Introductions – (Stacy Matte)
  - a) Meeting called to order by Stacy Matte at 8:04
- 2) Review Agenda – (Stacy Matte)
  - a) Stacy asked for any additions to the agenda, none were mentioned. Stacy motioned to approve the agenda, Rae second – all in favor/agenda approved.
- 3) Review & Approve October Minutes – (Stacy Matte)
  - a) Stacy motioned to approve October minutes, Rae second – all in favor/minutes approved.
- 4) Open forum for guests – (Stacy Matte)
  - a) Safety concerns – No new concerns
  - b) Community concerns/input – No new concerns
- 5) October Meeting Follow-up – (Stacy Matte)
  - a) Continued Discussion on Possible Change to Bylaws/Addendum/Add a Procedure
  - b) Stacy researched with DAC and discussed with the administration and we do not need to change the By-laws, we can add as a committee process or procedure
  - i) Stacy provided a drafted Procedural document along with recommendation record and concern record forms to review.
  - ii) Recommendation and Record forms looked good, no suggested changes were given
  - iii) Procedural document changes recommended – verbiage and a couple of additions
  - c) Jennifer motion to table the Procedural document and allow for members to review and make changes – readdress in January meeting, Stacy second – all in favor
- 6) Create SAC Write-Up of SIP Central – Not a Charter School need, remove
- 7) Discuss *SchoolView*
  - a) How are we going to update the community
  - i) Suggestion was to continue running our movie theater item. Add our “Middle School Science Success”. Rae updated that we are discontinuing ads until later in the year
  - b) Update on Fireside Chat Idea
  - i) Incorporate good press along with discussion items on Bullying
  - c) Mrs. Parker Blog
  - i) Good feedback from parents, enjoying the topics and the variety
  - d) SAC upcoming vacancies for next school year – Teacher, Community and 1 parent volunteer role – recommend that we start advertising for these positions, possibly in Thursday folder

- e) Discussed putting together a letter for the News letter or Thursday folder in January
  - i) Report on testing results, survey improvements and vacancies
  - f) Tech/IT Support update – Contract has been extended to Full Time, already has made improvements by installing 1 hubs in the elementary wing improving connectivity
  - i) Professional development – teachers work days 50% of day is spent on Tech/IT training
  - g) Special teachers – have been asked to have more information, content guidance and more of a similar look and feel to their websites. Deadline is Thanksgiving Break. All teachers were excited to provide parents with more information
- 8) Principal's Report – (Rae Whatley, Principal Representative)
- a) Unified Improvement Plan (UIP) – submitted to district, district reviews then will either contact C2E with recommended changes or Submit to the State. Approval comes by April.
  - i) Continue to work on current year UIP
  - ii) Continue to operate on the standards that have been submitted
  - b) Budget
  - i) Published on the website all year round
  - ii) More extensive look at budget occurs in Governing council meeting, open to parents
  - iii) C2E has been effected by district budget cuts over the past 7 years, we carry a reserve and have accountants that audit our books
- 9) District Accountability Committee (DAC) Report – (Stacy Matte)
- a) DAC Meeting Review – Unable to attend – nothing new to report, but Stacy will look for minutes to review and will report anything back via email if needed
- 10) Parent Volunteer Association (PVA) Organization Report – (Jennifer Tinsley)
- a) Providing volunteers for Science fair
  - b) Book fair – Dec. 13<sup>th</sup> Breakfast with books + all day during the music programs, E- books will be available
  - c) Promoting Our Kids Our Stars – tickets on sale, items up on site for bid
  - i) Needs: more auction items, donated tickets for staff
  - d) School News Letter – monthly
  - i) Not in place of Thursday folder, but will help to shorten the content of the weekly Thursday folder
  - ii) Advertising will pay C2E a few hundred dollars a month
- 11) Staff Report – (Lisa Sams)
- a) Science fair next week
  - b) Dress like a scientist on Monday
- 12) Community Report – (Teri Derington) - absent, no report
- 13) Determine if December 13, 2013 Meeting is needed
- a) Jennifer motion to cancel December 13 meeting, Katina second, all in favor. December 13<sup>th</sup> meeting will be cancelled.

Meeting adjourned at 9:16 AM by Stacy Matte

**Next meeting:**

- *January 24<sup>th</sup>, 2013 at 8:00 a.m.*