**Monument Academy**

**School Accountability Advisory Committee**

**(SAAC)**

**Thursday, May 2, 2024**

**West Campus, Room 324**

**2:00 p.m.**

**~Meeting Minutes~**

Kurt Walker MA Elementary Principal

Laura Sadlon MA Elementary Vice-Principal

Jilinda Dygert SAAC Chair

Kelly Turner SAAC Vice Chair

Kristy Davis SAAC Secretary

Matt Ross MA Board Liaison

DeLaney Rudolph Teacher Representative

Kristy Davis PTO Vice-President

Teresa Nicholas Member at Large

1. **Introduction and Attendance**
   1. Jilinda Dygert called the meeting to order at 2:05 p.m.
   2. Members present in-person: Kurt Walker, Jilinda Dygert, Kelly Turner, Kristy Davis, Matt Ross, Delaney Rudolph and Teresa Nicholas.
   3. Members absent: Laura Sadlon
2. **Review & Approve Meeting Minutes from 4-11-2024**
   1. Teresa motioned to approve the 4-11-24 meeting minutes.
   2. Kelly seconded the motion.
   3. All approve. Motion was carried.
3. **Review & Approve Meeting Agenda**
   1. Kristy motioned to approve the 5-2-24 meeting agenda.
   2. Teresa seconded the motion.
   3. All approved. Motion was carried.
4. **Business**
   1. **PCAC Report:**
      1. No Report – There are no more PCAC meetings this school year.
   2. **Board Report – given by Matt:**
      1. Collin Vinchattle was named the new Executive Director.
      2. May 9th, at the BOE meeting, the BOE election results will be announced.
   3. **Principal Report - given by Kurt:**
      1. Diebel’s testing was Monday. Finishing up on those, scores look like they are going up. NWEA is coming.
      2. Laura Sadlon is off campus today.
      3. They are working on evaluations and orders and are extremely busy.
      4. There are job openings for a 5th grade teacher and a Spanish teacher. Mrs. McCreedy and Mrs. McCreight will not be returning next year. Senora Novotny is moving to East campus next year.
      5. DeLaney is moving to First Grade next year.
   4. **Teacher Report – given by Delaney:**
      1. The teachers are getting ready for parties, wrapping up school year, getting ready to finish up grades and awards. Looking forward to teacher lunch. Getting ready for Field Day, her class did tie-dye shirts.
   5. **PTO Report – given by Kristy:**
      1. Summer Workbooks are ordered.
      2. April’s Restaurant might was at Walter’s Pizza and May’s will be a t Lolley’s.
      3. Penny Wars shirts / sweatshirts were handed out.
      4. PTO provided a “pop up” granola bar for teachers, Chelsea put that together.
      5. PTO provided a grounds clean up.
      6. Stock the lounge was provided by the Kinder and 1st grade families in April.
      7. Edukits can be ordered through June 17 for the ’24-25’ school year.
      8. The Used Uniform sale is coming up June 3rd, the monster is collecting clothes in the lobby and the PTO will be in carline the last few days of school to collect. Please remember to fill out the form and place it in the bag with your clothes. Se Parent Square for more details.
      9. The next general PTO meeting is May 9th in room 324 from 8:30a-9:30a
      10. The PTO is hosting end of year luncheon for the staff on May 10th, enchilada lunch
      11. Skate City is offering the families $5 cards with $1 skates all summer, see parent square for details on signing up.
      12. Switchbacks game is June 1st at 7pm with a 20% give back to the PTO.
      13. Parent Appreciation Meeting was today, there were some things brought up:
          1. The parents would like to see the school dates at the start of the year for Classroom parties and would like to remove fall parties, and push the Fall Festival as the main party, and only focus on Holiday/ Christmas parties, Harvest of Love and End of Year parties with the Teachers doing their own Valentine’s Day parties. All agreed this was a good plan. Kurt would like a follow up so he knows that these dates would like to be approved at the start of the year so parents can start to plan.
          2. Should the PTO have a representatives that sits in on team meetings and staff meetings to gauge what the teachers needs are? Some of the needs that came up were the broken Kiln in the Art Room, Mrs. Lemme would like more portable risers. Kurt said that these items are not brought up in staff meetings and are approved through PTO. He will invite PTO when we are needed. Most of the items discussed at the staff meetings are professional development.
          3. Parents would like to know what school fees are for, what they go to? Addan option box to give money for specials. Special teachers have asked for items such as kiln repaired, ball holder for the gym and risers. Kurt said it is on the form when you pay the fees and is broken down. Kurt suggested using the search function to find it on the MA website. Kurt said there was back lash from the parents when fees were raised. There is a high percentage of parents that do not pay the fees. We can not force parents to pay the fees. There is an option to add extra donations, but can not specify where the fees will go to on the website.
          4. Ice Machine, Kristy has had a hard time getting Aspen Appliance to return her messages so she reached out to Service First and they have provided a quote and would like to send someone out before they proceed with ordering the part. It was brought up that there may be an avenue to just get a new machine donated. The consensus was to move with the new machine. The school would then take on the responsibility of maintenance on the machine moving forward, as it was gifted to the school. Kurt asked Kristy to follow up with Jake Dicus for final approval.
   6. **End of Year Survey Questions – given by Jilinda:**
      1. Jilinda passed out the results, and mentioned we only received 37 responses. It was determined that this wasn’t enough responses to discuss it.
      2. It was mentioned by Jilinda that Parent Square may have been this issue, as there are so many communications that we haven’t honed in on how to utilize it the best and how to convey what is most important to people in a timely manner. Kurt said he just sent out a survey and received 50 responses already. DeLaney mentioned there were no rewards offered this time, could that have been a factor? Kelly posted on FB. Teresa mentioned that Survey Monkey went down and Kelly said the link was broken for awhile. It was mentioned we should try to send it out again but it is too close to the end of the year. Jilinda said we normally get around 140 responses. Matt said there are so many messages on PS a day it is like Spam. Kelly felt the survey was too similar to MY survey. She proposed one survey a year. DeLaney asked if the data would be needed since it was used in the past at EOF and MY, if there is only one we need the questions to be similar so it is comparable. February survey was suggested as the only survey. This would give new parents a feel for the school before they have to complete the survey. Chelsea DeCloedt (PTO president Elect) suggested if there was a major decision or big shift, similar to the Math Curriculum, we could put out a topic specific survey following those. Jilinda said the questions have been similar since Covid.
      3. The job of the SAAC was discussed. Make recommendations to the Board, chief operating officers, principals for spending moneys, including federal funds on budgetary things, represent parents, school goals, infrastructure improvements, school performance or improvement plan, turn around plan, declining enrollment, other progress that is pertinent to the schools accreditation contract. Jilinda said a lot of this revolves around the improvement plan at the start of the school year and the budget which takes place around the middle of the year too. As an invited committee we do not know what to recommend the Board on. Jilinda and Kristy discussed PCAC and possibly meeting more with East and the CFO so the SAAC can make better recommendations. The survey is to gauge the community on how they feel the moneys need to spent. Jilinda thinks we need to have the CFO come as speakers to talk to us similar to Anna Ardent coming and speaking to us on the Universal Improvement Plan. Kristy brought up concerns that if the budget is due for the next school year by end of June we should be collaborating with the CFO on needs prior to that, and in conjunction with East SAAC. Jilinda stated, after we have an idea of the UIP in September we should have a good idea of what our goals are and how we need to meet our goals. Then the teachers can implement their plans and have an idea on what their needs are to accomplish this, maybe put out a survey to the teachers to find out what their needs are for tools in the classroom, then listen to a budget presentation, we can then make recommendations to the Board on what teachers need and have examples for these budgetary needs. Kurt said they have a preliminary budget, then they have a revised budget in December with PPR and unexpected expenses and the Board approves this. Kurt said there isn’t much room in the budget for added expenses and that is why they rely on the PTO a lot. Matt feel SAAC would be an unnecessary middle man and the staff could just go directly to the principals.
      4. DeLaney asked for a survey possibly from PTO for teachers needs and Kristy said that is coming the PTO is about to release an EOY PTO survey to teachers and parents to ask for needs next year and suggestions on how this year went and what can be approved. Kelly suggested PTO get with Gala people to look at what funding items are PTO and what are the schools. Chelsea wants to make sure we are capturing teachers needs. It was brought up Fundraiser for the school should attend a few PTO meetings to better coordinate different projects for open communication.
      5. DeLaney asked about Question #4 because it had a lot of comments. Jilinda said there were a lot of comments about specials and how they can be approved, Spanish specifically, parents feel like their kids aren’t learning fast enough and there isn’t any “meat” to Spanish. The Spanish teachers remark was she only had them once a week, and the families need to invest in their kids if they want to advance them. She can only teach the basics in a more mature fashion each year. Kurt is addressing the Spanish needs when he hires a new Spanish teacher next year. Latin was suggested to start possibly in 3rd grade. Typing needs to be its own class was brought up, but too much tech was the feedback from Kurt that parents often complain about. Kurt did say this is good to comment on in the recommendations though. Kurt commented he doesn’t know why he needs to be present if the purpose is to make recommendations to the Board, principal and Executive Director. Jilinda commented it is important to have his feedback in these meetings so we know what is already being addressed before we make our recommendations. Jilinda said the school principals are always aware of these issues before the parents are in these sureveys, so we are getting it later. Kristy said we are the follow up though. Matt said the Board needs to stay broad though so we aren’t telling the teachers how to teach or what to use. Matt said what he gleamed from these meetings is we love our teachers, take care of our teachers. Matt stated ok then we will make sure the people the Board has authority over are doing that well, and encouraging PTO. He doesn’t know if these concerns are relevant to the Board but they are relevant to the principals, Kurt agreed.
      6. Kelly brought up concerns that there is a disconnect between the Board, parents, SAAC, PTO and she is not really sure what the SAAC has done this year, aside from this survey. Concerns she really has the SAAC doesn’t really talk about, and when we do talk about it, we don’t really change it. She would like to know if there is another committee for this, that doesn’t need to include the admin or Board. We need a committee that has problems we can then bring to the admin or Board. She said this committee feels like we are checking a box with SAAC, and she would like to help and problem solve, a committee that could address problems and this committee could find solutions for the parents to help. There is a disconnect with all the committees and the Board is dealing with way too much as is, and there may be another avenue for this to be addressed without involving the Board necessarily. Jilinda stated that is what the accountability committee is for. Kristy and Jilinda stated that the PCAC meetings give us a broad understanding of what is going on in the district and what needs we may be lacking from that standpoint. Matt said what he gleamed from what Kelly said was that we don’t want to meet for the sack of meeting but that we need clarity for why we are here, asked for Jilinda to clarify why we are there. Jilinda said to ensure the school is being accountable for what they are supposed to be doing, and to help family engagement with teachers. Implementing the Districts Family Engagement Policy, which she has not found yet. Matt said if the teachers would come to the Board and the principals and say their extreme needs, volunteer needs, budgetary needs and ask for them to strategize a plan that might be helpful instead of which ever the loudest voice is wins, which may not be the most efficient work. If the teachers and admin can task the SAAC to advise the administration. Jilinda said she does feel like the one change she has seen work is the communication platform Parent Square. She feels this helps keep teachers accountable to the parents. She said that this is right, we really haven’t implemented any other changes that we have put out that has made any changes happen. Maura reviewed the CDE’s messaging on what the SAAC responsibilities should be to the group. Make recommendations to the principals, schools priorities for spending monies including federal funds, making recommendations to the schools principals and superintendent (Exec. Dir.) concerning preparations for the school performance or improvement plan, if either type of plan is required, publicizing and holding meetings to discuss strategizes to include in the school priorities or turnaround plan, if either of those are required, and using the input to make recommendations to the local school board concerning preparations of the school priority and turnaround plan prior to the plan being written, publicizing the districts public hearing to review written school priority improvement or turnaround plan, meeting at least quarterly to discuss school leadership, personnel infrastructure or advancing and impeding implementations of school performance and priority improvement plan and turnaround plan, whichever is applicable. To provide input and recommendations to the DAAC, publicize opportunities to serve on the SAAC assisting the District in implementing at the school level the Districts parent engagement policy, assisting school personnel to increase parent engagement with teachers including parents engagement and creating students read plans, individual career and academic plans and plans to address habitual truancy. Jilinda stated all the UIP items, Kurt mentioned this took place at previous schools he was apart of. The SAAC has a representative that help on the UIP development and then he and the SAAC representative met quarterly and updated, because you have to have “what you are going to do by this date, monthly and quarterly to improve yourself” so we would give an update. Jilinda stated then the SAAC stays on top of those goals and to do’s and make sure those are being carried out and followed through. Kelly believes we need to restructure our MA SAAC, Kurt agreed. Kelly would like to move forward with the restructure.
      7. A letter will not be written to the Board on the survey because there were not enough response to the survey to merit any action by the Board.
5. **Other topics for discussion from parent feedback:**
   1. Kristy brought up who was going to be chair next year, and asked if Kelly was going to step into that roll. It is in the bylaws that VP steps up into chair. Kurt stated there is a disconnect between East and West campus and the two chairs of SAAC need to come together with Collin and prioritize what we are doing. Kelly agreed with the idea. Jilinda is going to recommend in her letter to the Board that East and West campus SAAC’s come together with the ED this summer to assess the bylaws of the SAAC and the purpose of SAAC. And that means that we do need to make sure that we have a chair appointed because that chair needs to be at the meeting with the ED. Kurt said we also need a training from the District. Jilinda said she attended last year, they meet and Amber Whestine take all the notes and makes recommendations to the D38 BOE. It isn’t the actual PCAC that makes recommendations. But this is something MA can do, we can meet and go over the recommendations, UIP and figure out between Collin and both SAAC’s what the purpose is this summer. The training suggested bringing in speakers at the start of the year to talk about what a UIP is, what it means, and what ramifications it has on the school and then to bring someone to talk about the budget. What is the budget and how it is formed. Guest speakers to the SAAC so we know how to advise the Board or the principals when necessary. Jilinda stated she is co-chair on East SAAC and they run a little different then West, they do not have a teacher representative, they are supposed to have a High School Student rep but they do not. The principals both give a report and they go over academic growth, the UIP and the test scores to show that we were growing. Kurt mentioned that would be nice to know if we are on the same page with East. Jilinda said we do with the UIP. Kurt would like clear guidelines between the two campuses. One MA!
   2. Teresa asked if we are going to be voting on the Chair, Kristy stated that yes we vote in this meeting to elect the Chair for next years SAAC, it is in our bylaws. We will need the Chair to attend the Districts trainings at the end of August, beginning of September. A Chair needs to be appointed for both campuses to go over the Bylaws this summer. Jilinda nominated Kelly, since she is the Vice Chair, Kristy 2nd nomination. No other recommendations or questions. Jilinda asked if anyone wanted to step into Vice Chair no one stepped up at this time, it was discussed we could wait to appoint VC and secretary until the first meeting of SAAC in the ’24-’25 school year. Allowing new families an opportunity to join. Jilinda asked for a vote and asked if there were any oppositions, hearing none, everyone said AYE and Kelly was voted in as Chair for the 24-25 school year.
   3. Chelsea asked if there is a restructure would that look like? Would there be a clear explanation of what PTO would do or where parents go to express concerns? She thought parent concerns are supposed to go to SAAC. Jilinda said that it seems like it should come to SAAC according to the bylaws. Should a tree diagram be created for parents or teachers to know where to go? Kelly said SAAC could be a branch, the Board coffee chats are a branch, but the Board may not be the ones to meet with on some of these subjects so maybe SAAC should be meeting with parents, talking through it and figuring out what is important to the parents and then the others would be in the room hearing it.

Kurt mentioned it is good to hear the PTO report at SAAC. But he was confused why the SAAC report at the Board was focused on PTO. Kristy mentioned the PTO has a calendar we structure at the EOY and it is difficult to have items continuously brought to us during the year to change, we have a set budget for fundraising that is difficult to change on an instance. Kurt restated his concern that the SAAC reports at the BOE meetings seem to just be heavy on PTO for both campuses, there is a disconnect between the two committees. Kelly stated we are going to fix this. Jilinda appreciates PTO at the SAAC’s because it gives everyone a clear picture of what PTO is doing for the school. If we find a need and the PTO is meeting it, that is good to hear.

* 1. It was brought up that maybe Laura attend most meeting, versus Kurt being in attendance at all, and maybe he comes quarterly or as needed in the future. Kurt would appreciate Laura bringing him the concerns and this allows him to not feel pressured to answer on the spot but have time to research solutions and attend with answers every other or quarterly. Kurt wants it to be consist with what ever is being done at East.
  2. Teresa mentioned she had attended a few functions recently and there was discussion on families leaving MA over concerns of parents voices not being heard.
  3. Kelly wants us to be clear on our needs and how we can fix issues, what cant we fix and where that needs to move up the chain. Kristy suggested maybe we have a parent sub-committee and the chair of that committee comes and gives a report at the SAAC meetings. The bylaws state the Chair can form sub-committees. Members agreed that they liked that idea.
  4. Jilinda said she would write a recommendation to the Board that the SAAC hold an over the summer work session, not a meeting so it doesn’t use up one of the 8 meetings, to go over bylaws to figure out if we are in compliance, and get up to date. Jilinda will work with East, once they appoint a chair, and set up the work session for this summer, with Collin. Matt would like Collin to provide clarity for what the SAAC Boards are and are not. It is clear that it is not clear, and he would like the Board to have clarity on this topic. Jilinda will formulate this and email it out to the SAAC members, if we have edits or changes please suggest them to her. She will have these to Matt before the May 9th BOE meeting.
  5. Chelsea asked if Collin can also meet with both PTO’s to discuss the One MA concept and Jilinda again suggested the tree diagram be made for where concerns go.

1. **Meeting Adjournment:**
   1. Kristy motioned to adjourn the meeting.
   2. Kelly seconded the motion.
   3. Jilinda adjourned the meeting at 3:18 p.m.