

**Triple A Committee**  
**Accountability, Accreditation, Assessment**

**Minutes of March 8, 2005**

**Attendees:** Cyndi Baird, Guy Stringfellow, Libby Zimmerman, Lisa Gaskins, Tim Carrig, Becky Weingart, Dan Hoeger, Chris Howard, Susan Bird

**Discussion of future Status of AAA Committee:**

SB 186 makes an Accountability Committee a legal requirement. However, Charter Schools can waive this committee and have the Board of Directors satisfy the requirement.

Currently, there is no functioning committee in place due to a lack of volunteers. Many good ideas are generated (i.e. on-line surveys, parent/teacher communication forms, survey questionnaire improvements, etc), however there are not enough resources available to implement any of these improvements. If the committee is dissolved, the loss of checks and balances was brought forward as a concern. However, as the committee is currently structured, there are no checks and balances in place.

A discussion ensued about the tasks currently under the umbrella of AAA, which tasks are essential to the school and who should be responsible for completing each task. Following are the tasks discussed:

1. **DAC (District Accountability Committee) Representative** – Currently filled by volunteer Allen Hankla. We need one more person to volunteer as alternate/back-up. Peak to Peak is required to be represented at the monthly DAC meeting.
2. **DPC (District Parent Committee) Representative** - Currently vacant. Peak to Peak is not required to have a representative at the monthly DPC meeting. However, this group has direct input to the BVSD Board, and it would be in Peak to Peak's best interest to be represented at these meetings. Two volunteers needed.
3. **NCA Liaison** – Currently done by Cyndi Baird. NCA has many resources available that could be used to strengthen the achievement at Peak to Peak and help the school work toward the goal of becoming a Top 100 school. This position should be filled by a staff/administration person who would best be able to utilize the NCA resources and relay them to the appropriate personnel at Peak to Peak.

4. **Survey Coordinator** – Currently done by Cyndi Baird. A staff person should be assigned as the point person to coordinate schedules. A volunteer coordinator and sub-committee could drive the survey process and help with the actual process.
5. **End of Year Report** – Current done by Cyndi Baird. In the past, this report has been completed by a volunteer who gathered much of the information from administrators and staff. In order to make this a process that is beneficial to the school, it should be incorporated into the conduct of the school. See SIP below.
6. **SIP (School Improvements Plan) Coordinator** – Currently done by Cyndi Baird. The SIP is a sub-segment of the Peak to Peak Strategic Plan but addresses only the goals/action plans for the next school year. Ideally, this plan should be under the control of the school executive, with input from the teachers, department heads and staff and endorsed by the school community. A group of volunteers should assist the executive in this process.
7. **Exit Interviews** – Summer surveys sent, received and summarized by Cyndi Baird. Fall follow-up phone interviews done by volunteer Becky Weingart. Although the information gathered as to why families leave Peak to Peak is useful, this is not an essential function and can be discontinued.
8. **Suggestion Box** – Currently filled by volunteer Susan Bird. Although this is a useful method for parents/students to communicate issues and ideas, it is not an essential function and can be discontinued.
9. **Peak Forums** – Currently vacant. Although this could be an important channel of communication for the Peak to Peak community, this is not an essential function and can be discontinued.
10. **CSAP Analysis** – Currently done by Cyndi Baird. This position should be filled by a Peak to Peak staff member. The results from this analysis should be used to help develop the goals for the annual School Improvement Plan.

**ACTION ITEM:** Cyndi Baird will submit to Tim Carrig (Board Liaison) a summary of above discussion and recommend dissolution of AAA as currently structured.

If a new Accountability Committee is formed in the future, AAA recommends that an administrator be assigned to chair/oversee the committee. In order to be effective, the leader of the committee must have extensive information/knowledge about the functions of the school and the authority to enact changes.

**Discussion of Survey Results and NCA site visit update** - The meeting ended early (room needed for CSAP) so these items were not discussed.

**Next Meeting – Cancelled**