



PALISADES

CHARTER HIGH SCHOOL

Survey Committee Information

Description From 2014 PCHS Charter:

The Survey Committee shall be comprised of Board members, at least one of whom shall be a member of the faculty and at least one of whom shall be a parent. The Survey Committee will conduct an annual survey of all stakeholders to gather staff, parent, and student opinions on PCHS's overall performance. It may also gather information from the surrounding community. The survey will seek information about overall and specific areas of satisfaction with the academic program, the working and learning environment, the school culture, and the school's administration. The Survey Committee shall seek input from the Board of Trustees and all stakeholder groups as to topics that should be included in the survey. The Survey Committee may also recommend that the Board conduct other surveys, and that if such surveys are authorized, the Survey Committee shall oversee the conduct of the survey. The Survey Committee shall report the results of all surveys taken to the Board of Trustees, and shall make all statistical results public unless doing so would be prohibited by law. Narrative responses may be made public unless doing so would, in the opinion of the Survey Committee as approved by the Board of Trustees, be improper or detrimental (in the sense that it might involve statements about individuals or cause embarrassment or harm to individuals or the institution) and where it is lawful to withhold that information.

Purpose Served:

For the past several years the annual survey used has been through the Teachers' College at Columbia University (i.e. the Columbia Survey). The committee has revised the survey questions annually in collaboration with Columbia and the survey has been available to stakeholders in the late spring.

This annual survey has been used as our schoolwide stakeholder satisfaction survey. This information has been used for multiple purposes for both the Board and the administration. Board purposes have included gathering feedback regarding goal progress and achievement, areas of strength or improvement each year, areas of concern regarding the school (new or continuing concerns), and the evaluation of the Executive Director/Principal (EDP). Adjustments are made to the survey questions each year to ensure alignment with current goals, items of particular stakeholder interest in a given school year, and with the EDP evaluation rubric.

Frequency of Meetings:

The survey committee generally starts meeting in late January to early February and meets multiple times over the course of approximately 2-3 months until the survey is deployed. Committee members follow up with phone calls or email until the results are received. The committee reviews the results, ensuring names are redacted and that the results are presented to the full Board.

Potential Future Needs for This Committee:

If the Board wishes to have an annual survey tailored specifically to Board needs, then the committee should continue to exist to meet this purpose.

If the Board feels that an annual survey conducted by the administration is sufficient to meet the Board's needs, then this committee could be discontinued. Some type of coordination with the Executive Director / Principal may be required to ensure sufficient information is obtained in this case. If discontinued, a survey committee may at some point need to be created on an *ad hoc* basis to meet a specific surveying need (per the Charter).

Membership:

Current members: Emilie Larew (Faculty), Leslie Woolley (Community)

Open position: Parent Trustee