



Compass Charter Schools

Parent Advisory Council Meeting

Date and Time

Friday January 10, 2020 at 3:00 PM PST

CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361

Please join my meeting from your computer, tablet or smartphone.

<https://zoom.us/my/jjlewis>

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:00 PM
Opening Items			
A. Call the Meeting to Order		Lisa Robotham	1 m
B. Record Attendance and Guests		Miguel Aguilar	1 m
II. Consent Items			3:02 PM
A. Consent Items	Vote	Lisa Robotham	1 m

Consent Items – Items under Consent Items will be voted on in one motion unless a member of the Council requests that an item be removed and voted on separately, in which case, the Council Chair will determine when it will be called and considered for action. Due to the set-up of BoardOnTrack, approval of any meeting minutes will be

	Purpose	Presenter	Time
done through consent, unless removed and voted on separately as noted above, using the same vote count.			

- Approval of the January 10, 2020 Regular Meeting Agenda
- Approval of the November 1, 2019 Regular Meeting Minutes

B. Approval of the November 1, 2019 Regular Meeting Minutes	Approve Minutes	Miguel Aguilar	
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III.	Public Comment		3:03 PM
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A.	Public Comment	FYI	Lisa Robotham	5 m
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Addressing the Council – Parent Advisory Council meetings will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Council through the Chair of the Council. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Council must send a Speaker Request Message through the form of a text message or chat box message to Miguel Aguilar, Executive Assistant to the CEO (805-807-8199).

Messages must contain speaker name, contact number or email, and subject matter and sent prior to the beginning of the Public Comment section of the meeting.

Members of the public may address the Council on any matter relating to the school and have **three (3) minutes each** to do so. The total time of each subject will be fifteen (15) minutes, unless additional time is requested by a Council Member and approved by the Council.

The Council may not deliberate or take action on items that are not on the agenda. However, the Council may suggest direction to staff following a presentation. The Chair is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter, and will have the prerogative to remove any person who is disruptive of the Council meeting. The Parent Advisory Council may place limitations on the total time to be devoted to each topic if it finds that the numbers of speakers would impede the Council's ability to conduct its business in a timely manner. The Parent Advisory Council may also allow for additional public comment and questions after reports and presentations if it deems necessary.

IV.	Reports		3:08 PM
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	Purpose	Presenter	Time
A. Staff Report	FYI	J.J. Lewis	5 m
B. El Dorado Charter SELPA Community Advisory Committee Report	FYI	J.J. Lewis	5 m
<ul style="list-style-type: none"> • CCS of LA <ul style="list-style-type: none"> ◦ Pam Towobola • CCS of San Diego <ul style="list-style-type: none"> ◦ Randi Pugh • CCS of Yolo <ul style="list-style-type: none"> ◦ Jenni Beckwith 			
V. Unfinished Business			3:18 PM
A. Board Policy Discussion	Vote	J.J. Lewis	10 m
<ul style="list-style-type: none"> • Parent and Family Engagement Policy • Scholar Wellness Policy 			
VI. New Business			3:28 PM
A. 2019 PAC Survey	Vote	J.J. Lewis	10 m
B. Council Member Feedback	Discuss	Lisa Robotham	25 m
<ul style="list-style-type: none"> • Mariecor Agravante • Jenni Beckwith • Therese Christopher • Tony Christopher • Joy Sterling Effie • Galit Gordon • Samantha Herrod • Randi Pugh • Leah Smith • Pam Towobola • Roann Vanderwath • Lisa Robotham 			
VII. Closing Items			4:03 PM

	Purpose	Presenter	Time
A. Upcoming Meetings	FYI	J.J. Lewis	1 m
Board of Directors Meeting Sunday, January 26 at 10 am			
Board of Directors Meeting Sunday, March 22 at 10 am			
Parent Advisory Council Meeting Friday, May 8 at 3 pm			
B. Adjourn Meeting	FYI	Lisa Robotham	1 m

Coversheet

Consent Items

Section: II. Consent Items
Item: A. Consent Items
Purpose: Vote
Submitted by: J.J. Lewis

RECOMMENDATION:

A motion to approve the consent items.

Coversheet

Approval of the November 1, 2019 Regular Meeting Minutes

Section: II. Consent Items
Item: B. Approval of the November 1, 2019 Regular Meeting Minutes
Purpose: Approve Minutes
Submitted by: Miguel Aguilar
Related Material: Minutes for Parent Advisory Council Meeting on November 1, 2019

RECOMMENDATION:

N/A - motion covered through consent items motion.

APPROVED



Compass Charter Schools

Minutes

Parent Advisory Council Meeting

Date and Time

Friday November 1, 2019 at 3:00 PM

CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361

Please join my meeting from your computer, tablet or smartphone.

<https://zoom.us/my/jjlewis>

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

Committee Members Present

G. Gordon (remote), J. Lewis, J. Sterling Effie (remote), L. Robotham (remote), L. Smith (remote), M. Aguilar, R. Pugh (remote), T. Christopher (remote), T. Christopher (remote)

Committee Members Absent

J. Beckwith, M. Agravante, P. Towobola, R. Vanderwath, S. Herrod

I. Opening Items

A. Call the Meeting to Order

L. Robotham called a meeting of the Parent Advisory Council Committee of Compass Charter Schools to order on Friday Nov 1, 2019 at 3:03 PM.

B. Record Attendance and Guests

II. Consent Items

A. Consent Items

R. Pugh made a motion to consent items.

J. Sterling Effie seconded the motion.

The committee **VOTED** unanimously to approve the motion.

III. Public Comment

A. Public Comment

No public present.

IV. Reports

A. Staff Report

Mr. Lewis led the council in an overview of the Staff Report. He shared we continue to grow and currently have 2,970 active scholars. San Diego. Compass continues to grow it's marketing efforts. Our Online NCAA approved courses are a big part of our marketing promotion.

He also shared updates from the Curriculum Review Committee, which reviews and evaluates curriculum providers to find the best fit for our scholars. There will be more updates and a recommendation to the board for their January meeting.

In October, our Scholar Leadership Council met for the first time this year, and their draft minutes can be found on BoardOnTrack. Mr. Lewis also covered an overview of the ParentSquare poll question and welcomed suggestions for future polls. Compass continues to strive to become the gold standard in virtual education.

B. El Dorado Charter SELPA Community Advisory Committee Report

El Dorado Charter SELPA's Community Advisory Committee is a group formed to advise about the Special Education Local Plan, annual priorities, parent education, and other special education-related activities.

We have a representative member for each charter to serve on both the Charter SELPA and Parent Advisory Council. Our members are Mrs. Randi Pugh, Compass Charter Schools of San Diego, Mrs. Pam Towobola, Compass Charter Schools of Los Angeles, and Mrs. Jenni Beckwith, Compass Charter Schools of Yolo.

Mrs. Towobola shared that there is a resource page on the Charter SELPA Website, where you can find the Parent Handbook.

V. New Business

A. Board Policy Discussion

The council discussed the Parent and Family Engagement Policy as well as the Scholar Wellness Policy. The council will continue to evaluate how and where information is shared with scholars and learning coaches.

B. Council Member Feedback

Mrs. Lisa Robotham welcomed everyone back to the 2019-20 school year at Compass. She mentioned that she has seen a lot of improvement based on suggestions from the council. She is also concerned with the growth and its impact on scholars.

Mrs. Leah Smith mentioned that vendors are concerned with payment of services and products due to recent experience with charter schools. She also suggested the opportunity to develop a dashboard for parents to see order details. Mrs. Randi Pugh mentioned that there are interim simple solutions for order tracking including spreadsheets, documents, and services.

VI. Closing Items

A. Upcoming Meetings

Board of Directors Virtual Meeting
Thursday, November 21 at 6 pm

Parent Advisory Council Meeting
Friday, January 10 at 3 pm

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:05 PM.

Respectfully Submitted,
J. Lewis

Coversheet

Staff Report

Section: IV. Reports
Item: A. Staff Report
Purpose: FYI
Submitted by: J.J. Lewis

RECOMMENDATION:
N/A - For Discussion Only

Coversheet

El Dorado Charter SELPA Community Advisory Committee Report

Section: IV. Reports
Item: B. El Dorado Charter SELPA Community Advisory Committee Report
Purpose: FYI
Submitted by: J.J. Lewis

RECOMMENDATION:
N/A - For Discussion Only

Coversheet

Board Policy Discussion

Section: V. Unfinished Business
Item: A. Board Policy Discussion
Purpose: Vote
Submitted by: Miguel Aguilar
Related Material: Parent and Family Engagement Policy Draft 01.10.20.docx

RECOMMENDATION:

A motion to approve the Parent and Family Engagement Policy Draft.

SECTION 23 – SCHOLAR POLICY – PARENT AND FAMILY ENGAGEMENT POLICY

Compass Charter Schools (“CCS”) has developed a written Parent and Family Engagement Policy (“Policy”) with input from Title I parents and families. CCS has distributed the Policy to parents of Title I scholars by including it within both the Scholar Handbook and Welcome Back Packet. The policy is also posted on the website and a hard copy may be requested from the Central Office. This Policy describes the means for carrying out the following Title I parent and family engagement requirements.

CCS Expectations and Objectives

In establishing the Charter School’s expectations and objectives for meaningful parent and family involvement, CCS has established the following practices:

1. CCS involves and invites parents and family members in the joint development of the Parent Advisory Council (“PAC”).

The Parent Advisory Council meet and provide suggestions and revisions on the Parent and Family Engagement Plan. During the meeting, the Policy will be reviewed and discussed; changes will be made according to the Council’s recommendations.

2. CCS provides the coordination, technical assistance, and other support necessary to assist and build the capacity within the Charter School in planning and implementing effective parent and family involvement activities to improve scholar academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

To further build and implement effective parent and family involvement activities, CCS will train teaching staff and educational facilitators on how to engage parents throughout the school year and will provide assistance with developing, implementing, and reviewing required plans. CCS will also create opportunities during Parent Conferences to discuss student academic gaps.

3. CCS coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs.

Programs and federal, state, and local agencies will be in communication with the Charter School. Materials and resources will be shared with these programs and local agencies. In addition, the Charter School will have ongoing collaboration with the designated English Learner Coordinator, Director of Special Education, and Foster Youth, and Homeless Liaison.

4. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the Policy in improving the academic quality at the Charter School.

The Charter School will continuously research best practices to engage parents and families. The Parent Advisory Council Survey will be used to measure if parents feel engaged by Compass and understand how to voice concerns and provide feedback.

5. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of barriers to greater participation by parents/families (with particular attention to parents who are

economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

6. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.

CCS hosts various virtual workshops, conferences, and informal meetings throughout each calendar month. The school will focus on topics pertinent to parents to support their scholar with their academic success and social emotional learning.

7. CCS conducts, with the meaningful involvement of parents and family members, an annual evaluation of strategies to support successful School and family interactions.

The Charter School creates opportunities for parents to voice concerns and discuss school issues. Meetings and events such as Coffee with Compass, Parent Advisory Council, Parent Conferences, Parent Town Halls with the Superintendent & CEO and Back-to-School Night are a few ways in which the school provides occasions for family interactions.

8. CCS uses the findings of the annual evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the Parent and Family Engagement Policy.
9. CCS involves parents in the activities of the Charter School to adequately represent the needs of the population.

The Charter School will provide professional development for school personnel regarding parent and family engagement strategies. In addition, the Charter School will share best practices for increasing the engagement of disadvantaged groups. Finally, the Charter School will distribute information to parents in the language determined by the school's population.

Involvement of Parents in the Title I Program

To involve parents in the Title I program at CCS, the following practices have been established:

1. CCS convenes an annual meeting to inform parents of Title I scholars about Title I requirements and about the right of parents to be involved in the Title I program.
2. CCS offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.
3. CCS involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the Charter School's Title I programs and the Parent and Family Engagement Policy.
4. CCS provides parents of Title I scholars with timely information about Title I programs.
5. CCS provides parents of Title I scholars with an explanation of the curriculum used at the Charter School, the assessments used to measure scholar progress, and the proficiency levels students are expected to meet.

6. If requested by parents of Title I scholars, CCS provides opportunities for regular meetings that allow the parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

The Policy must be updated periodically to meet changing needs of parents and the Charter School. If CCS has a process in place for involving parents in planning and designing the Charter School's programs, the school may use that process if it includes adequate representation of parents of Title I children.

School-Parent Compact

CCS distributes to parents of Title I scholars a School-Parent Compact (the "Compact"). The Compact, which has been jointly developed with parents, outlines how parents, the entire Charter School staff, and scholars will share the responsibility for improved student academic achievement. It describes specific ways the Charter School and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I scholars.

- CCS's responsibility to provide high-quality curriculum and instruction to meet the challenging State academic standards.
- The ways parents will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on scholar progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities and ensuring regular communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Building Capacity for Involvement

CCS engages Title I parents in meaningful interactions with the Charter School. The Charter School supports a partnership among staff, parents, and the community to improve scholar academic achievement. To help reach these goals, CCS has established the following practices.

1. CCS provides Title I parents with assistance in understanding challenging state academic standards, state and local assessments, and how to monitor and improve the achievement of their children.
2. CCS provides Title I parents with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement, to help them work with their children to improve their children's achievement.
3. With the assistance of Title I parents, CCS educates staff members about the value of parent contributions, and in how to reach out, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and the Charter School.
4. CCS coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

CCS

Board of Directors

Policies

5. CCS distributes information related to Charter School and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
6. CCS provides support for parental involvement activities requested by Title I parents.
7. Meaningful interactions may include:
 - a. Community partnerships
 - b. Two-way communication
 - c. Virtual access to allow parents/stakeholders to participate from any location
 - d. Monthly Parent Advisory Council Meetings (aligned to educating parents on academic standards; guest speakers on specific topic; opportunities for parents to volunteer)
8. Assistance may include:
 - a. opportunities for parents to volunteer and participate in their student's class and to observe classroom activities
 - b. materials and trainings to address academic and social-emotional needs

Accessibility

CCS provides opportunities for the participation of all Title I parents and family members, including parents/family with limited English proficiency, parents/family with disabilities, and parents/family of migratory students. Information and school reports are provided in a format and language that parents/family understand, including by:

Coversheet

2019 PAC Survey

Section: VI. New Business
Item: A. 2019 PAC Survey
Purpose: Vote
Submitted by: Miguel Aguilar
Related Material: Compass Parent Advisory Council Survey - 2019-20 - Google Forms.pdf

RECOMMENDATION:

A motion to approve the 2019 Parent Advisory Council Survey.

Compass Parent Advisory Council Survey

The Parent Advisory Council needs your help! Parents - please take our quick survey about your experience with Compass. We want to understand the best ways to serve our fellow peers and families, which is why we are asking for your feedback.

Your responses are confidential and will not be shared with your teachers or impact your scholars' grades.

* Required

Demographic Information

1. Which county do you reside in?

Mark only one oval.

- Colusa
- Contra Costa
- Imperial
- Kern
- Lake
- Los Angeles
- Marin
- Napa
- Orange
- Riverside
- Sacramento
- San Diego
- Solano
- Sonoma
- San Bernardino
- Sutter
- Ventura
- Yolo

2. How many scholars do you have enrolled at Compass?

Mark only one oval.

- 1
- 2
- 3
- 4
- 5+

3. What grade level is your scholar(s) in?

Check all that apply.

- Elementary School (grades TK-5)
- Middle School (grades 6-8)
- High School (grades 9-12)

4. How long have you been part of the Compass family?

Mark only one oval.

- 1 Year
- 2 Years
- 3 Years
- 4 Years
- 5+ Years

5. What program are you enrolled in?

Mark only one oval.

- Online Program *Skip to question 6.*
- Options Program *Skip to question 15.*

Online Learning

The goal of this part of the survey is to gather information that will help the Parent Advisory Council improve the rigor of instruction for scholars in the Online Program.

6. I believe that the online curriculum is rigorous.

Mark only one oval.

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly Agree

7. How much time does your scholar spend every day on schoolwork?

Mark only one oval.

- Under 2 hours
- 2-3 hours
- 3-4 hours
- 4-5 hours
- More than 5 hours

8. What other information would you like us to know about your experience with our curriculum (Accelerate Education or K12 for Online Elementary scholars; StrongMind for Middle and High School scholars):

9. How often does your scholar attend Learning Labs?

Mark only one oval.

1 2 3 4 5

Never Always

10. I believe Learning Labs help my scholar better understand content in their courses:

Mark only one oval.

1 2 3 4 5

Strongly Disagree Strongly Agree

11. I believe that live sessions are more valuable than recorded sessions:

Mark only one oval.

1 2 3 4 5

Strongly Disagree Strongly Agree

12. What is your scholar proud of accomplishing so far this year?

13. What are some ways Compass can recognize and reward academic achievements (in addition to Scholar of the Month, Honor Roll, etc.)?

14. If you were given one thing you could change about Compass, what would that be?

Skip to question 22.

Options Learning

The goal of this part of the survey is to gather information that will help the Parent Advisory Council improve the rigor of instruction for scholars in the Options Program.

15. Are you happy with the list of approved vendors?

Mark only one oval.

- Yes
- No

16. Which vendor(s) have been particularly great for your scholar(s)?

17. Which subscription(s) have been particularly great for your scholar(s)?

18. How much time does your scholar spend every day on schoolwork?

Mark only one oval.

- Under 2 hours
- 2-3 hours
- 3-4 hours
- 4-5 hours
- More than 5 hours

19. What is your scholar proud of accomplishing so far this year?

20. **What are some ways Compass can recognize and reward academic achievements (in addition to Scholar of the Month, Honor Roll, etc.)?**

21. **If you were given one thing you could change about Compass, what would that be?**

Skip to question 22.

Engagement Activities

The goal of this part of the survey is to gather information that will help the Parent Advisory Council build community among scholars.

22. **I am aware and attend Coffee with Compass.**

Mark only one oval.

- I was not aware of Coffee with Compass, and would like more information.
- I am aware of Coffee with Compass, but have not attended.
- I have attended Coffee with Compass.
- I plan to attend Coffee with Compass.

23. **I am aware and attend the Quarterly Superintendent's Parent Town Halls.**

Mark only one oval.

- I was not aware of the Parent Town Halls, and would like more information.
- I am aware of the Parent Town Halls, but have not attended.
- I have attended the Parent Town Halls.
- I have watched the recordings of the Parent Town Halls.
- I plan to attend the Parent Town Halls.

24. **I would consider offering some time for special projects, events, or serve on the Parent Advisory Council (PAC).**

Mark only one oval.

- Yes
- No
- Other: _____

25. I am aware and participate in the Learning Coach Academy.

Mark only one oval.

- I was not aware of the Learning Coach Academy, and would like more information.
- I am aware of the Learning Coach Academic, but have not participated.
- I participate in the Learning Coach Academy.
- I am interested in participating in the Learning Coach Academic, and would like to be contacted with more information.

26. What is the best time to attend virtual meetings? Select all that apply:

Check all that apply.

- 8:00 a.m. - 10:00 a.m.
- 10:00 a.m. - 12:00 p.m.
- 12:00 p.m. - 1:00 p.m.
- 1:00 p.m. - 2:00 p.m.
- 2:00 p.m. - 4:00 p.m.
- After 5:00 p.m.

27. How many field trips and engagement events have you attended so far this year?

28. How much time are you willing to spend on travel to attend a field trip? Select all that apply:

Check all that apply.

- 0-30 minutes
- 30 minutes to 1 hour
- 1 hour to 1 hour and 30 minutes
- More than 2 hours

29. How likely are you and your chaperone to attend a field trip on a weekday?

Mark only one oval.

1 2 3 4 5

Not at all likely Very Likely

30. How likely are you and your chaperone to attend a field trip on a weekend?

Mark only one oval.

1 2 3 4 5

Not at all likely Very Likely

31. What length of field trips are you interested in attending? Select all that apply:*Check all that apply.*

- Overnight field trips
- Full-day field trips
- Half-day field trips
- Field trips that are 1-2 hours long

32. Scholars are required to have a chaperone during a field trip. While field trips are free for scholars, chaperones are sometimes required to pay for their attendance. What is a reasonable price for chaperones to pay to attend a half-day field trip?*Mark only one oval.*

- \$0 - \$15
- \$15 - \$30
- \$30 - \$45
- \$45 - \$60
- \$60 +

33. For planning purposes, how much advance notice do you prefer in order to attend a field trip?*Mark only one oval.*

- Less than 1 week
- 1-2 weeks
- 3-4 weeks
- More than 4 weeks

Communication

The goal of this part of the survey is to gather information that will help the Parent Advisory Council improve the relevance and value of school news for scholars.

34. I am aware and utilize the Parent Virtual Suggestion Box (PVSb) on the CCS Website to express my suggestions and concerns.*Mark only one oval.*

- I was not aware of the PSVB.
- I am aware of the PSVB, but have not had the need to utilize it.
- I express my suggestions and concerns through the PSVB.

35. How often do you read the Monday Morning Update? **Mark only one oval.*

- | | 1 | 2 | 3 | 4 | 5 | |
|-------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--------|
| Never | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Always |

36. I believe that the Monday Morning Update is too long:

Mark only one oval.

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly Agree

37. I believe that the Monday Morning Update is valuable to me:

Mark only one oval.

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Strongly Agree

38. What additional information would you like to receive within the Monday Morning Update?

Final Question

39. How has your Compass Experience been thus far this school year?

Thank you!

Thank you for participating in our survey!

The Parent Advisory Council

<https://www.compasscharters.org/about-us/parent-advisory-council/>

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