

Communications Committee

Minutes

Weds., Mar 6, 2019, 4:30 p.m.

Room 10A

Members Present (underlined): Cheri Howe, Jeff Eng, John Gawarecki, Shannon Froberg, Christine Morrison, Joell Pundsack, Justin Gehring, Jenn Heydt-Nelson, Jessi Heydt, Teresa Ward, Heather Krisko

Agenda Topic	Description of Discussion Content	Assignments/Action Responsibility
<p>I. Old Business</p>	<p>A. Skyward/Calendar:</p> <p>1. Skyward/Activities Rosters loaded into Skyward (Shannon/Amanda) (email update from Shannon)</p> <p style="margin-left: 40px;">a) “Amanda and I have been doing the sport rosters each season. We will be adding Spring sports next week. We will add clubs and activities end of April beginning of May.”</p> <p style="margin-left: 40px;">b) Students are checking their transcripts to see if they are correct. All corrections should be sent to Shannon.</p> <p>2. Improved Calendar System - Activities (Shannon/Justin) Tabled until May meeting.</p>	<p>Shannon, Amanda</p>
<p>II. Communication Plan</p>	<p>A. Goal 1, Strategy 1: Identify user group needs</p> <p>1. MSA Families user group (past survey)</p> <ul style="list-style-type: none"> ● Update - review raw comment categories based on area of concern and how to address (taskforce Teresa, Jess, and Jenn) <ol style="list-style-type: none"> (1) Activities: communications from coaches and calendar of stuff going on, directors responding to emails. The comments will be sent to Shannon. (2) Administrators: Responsiveness to emails, meeting with the director and lack of time. The information will be sent to all three directors. (3) Conferences: Parents want conferences. They did not like the format of last year’s conferences. No conferences are not okay. Results will be sent to Michelle Richards. 	<p>Cheri</p> <p>Cheri</p> <p>Cheri</p>

	<p>(4) All Skyward emails: Emails that are sent to everyone. Emails survey replies will be shared with admin staff.</p> <p>(5) Miscellaneous: Snow days, general communication</p> <p>(6) MSA website: Usernames and passwords are challenging, calendar with academic and activities, keeping the calendar up to date and easier to find things, performing arts with better information on the website. Positive about the counseling web page.</p> <p>(7) Teachers: Is there a way for the teacher communications to be better; some respond, some do not respond at all. Some teachers do not keep Skyward up to date with their grades. Some people do not like different teacher web pages. They don't like how they cannot get into it but their kid can.</p> <ul style="list-style-type: none"> ● Outcome of administrative staff discussion on how to improve communication pipeline (Christine, Joell) <ul style="list-style-type: none"> (1) Christine shared a style guide with the committee for admin staff and a guide to send emails. Discussion with the admin staff and people have differing opinions on what to do. (2) Emails are number one as a priority, then if not a priority admin ensures not several emails are sent at once. (3) Robo calls will only be sent for emergencies such as a school closing or an activity cancelled. More discussion with the admin team. ● Review how concerns will be addressed - Sent to people to work on. ● Potential teacher-parent communication platform (Justin) <p>Justin presented a "Weekly Update" form he created for teachers to send to the parents of their students. The list appears for every class the teacher has. Teachers can copy and paste for the same classes. The weekly update will be sent via email to families at 9:00 a.m. after the due date. This gives Justin nine hours to stop anything that could potentially be going wrong. The teachers can vote on what day of the week to have their updates. There are some conversations points for the teachers as to what content should be included; what was done this week or what is coming up next week. Should be consistent. If someone leaves a box blank, nothing will be sent. Parents will receive one email per student. A report will be sent to John G. with who did not</p> 	<p>Joell/Christine</p> <p>Joell/Christine</p> <p>Bring issue to staff meeting</p> <p>Jessie</p> <p>Christine/Joell</p> <p>See 1 a) above</p> <p>Present at April 10 staff meeting Cheri/Jessie will meet</p>
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	<p>update the report. There needs to be 100% consistency and enforcement to teachers who do not update the weekly email.</p> <p>2. New Families Communication Needs Survey (ongoing as new families return registration material) - Review preliminary results</p> <ul style="list-style-type: none"> ● Most everyone liked our website. ● We can do better with our Open House for Prospective Families. ● Emails - families want emails. ● Families want response via email within 24 hours. ● One hundred percent had internet services. <p>B. Goal 1, Strategy 2: Improve MSA website -- did not discuss</p> <ol style="list-style-type: none"> 1. Share comments on research on other school websites 2. ADA compliance update (Justin) 	
<p>III. Next Meeting</p>	<p>April 10, 2019, 4:30, Room 10A</p>	