Communications Committee
Minutes
Weds., May 8, 2019, 4:30 p.m.
Room 10A

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

Agenda Heading	Discussion Descriptions	Actions

I. Old Business - Communication Plan	A. New Family survey -- update (Joell) - *completed*
	
	 B. Teacher-Parent Communication Platform
	   1. Presentation to teachers-comments/questions from teachers (Jessie)
	   2. Roll out - *2019-20 school year at August Teacher Workshop*
	     ● *Set character limit for weekly communication*
	     ● *Was weekly deadline set?*
	     ● *What more does Justin need to know to finish creating/implementing?*
	 C. Student Survey -- needs more work
	   1. Review questions so far, team to work on?
	   2. Creation/implementation schedule? (there w/b 1-2 more possible Fri. advisories in which they could take the survey)
	
	 D. ADA compliance - website notice (Christine) *Justin added notice at bottom of website*
	
	 E. Website Content Management Task Force meeting - update (Christine/Justin?) - *did not meet*
		● Cheri, Jessie, Justin think of the top 10 links parents should get to know on the MSA website > give to Joelle by end of June
		
		 ● John - make 'Communications' time slot in Teacher Workshop to roll out platform/learning, other topics? *(see Teacher Survey)*
		
		 ● Christine/Joelle work on > rough draft to committee by 5/24
		 ● Student Survey Fri. Advisory May 31
		
		 ● Task Force to meet during July to work on website; TF inc: Christine, Joelle,

		Jeff, Justin, and Heather

II. New Business - Communication Plan	A. Teacher Survey
	   1. Review responses - *brief review*
	   2. How to analyze and use
		• All members - review responses again before next meeting for suggestions to improve communications
		• Cheri - reshare to Website Task Force (yet unformed) feedback to incorporate into website changes
		• Cheri - reshare comments to admin about comm. concerns
		• August Teacher Workshop
		  • Teacher-parent communication platform
		  • Respond to parent emails within 1 work day
		  • Syllabus - put 'grades in Skyward by 2 weeks'
		  • Back to school safety reminders
		
		• Shannon head Task force for Activities to create process for coaches to get procedures down; Heather will be part of TF

II. Next Meeting	A. August Meeting tentatively scheduled August 28, 4:30 pm (earlier if possible) B. Invite more parent members at open house? (Through a BOD table inviting parents to join other BOD committees?)	• Cheri - send email 2nd week of Aug to confirm meeting time • Open House - how best to recruit parent volunteers for committee, and other opportunities?