

Communications Committee
 Minutes
 Weds., Sept. 11, 2019, 4:30 p.m.
 Room 10A

Members Present (underlined): Michelle Kurkowski, Jeff Eng, Cheri Howe, John Gawarecki, Shannon Froberg, Carrie Hamm, Joell Pundsack, Justin Gehring, Jenn Heydt-Nelson, Jessie Heydt, Teresa Ward, Heather Krisko, Christine Morrison, Tammy Barnaby

Agenda Heading	Discussion Descriptions	Actions
I. Old Business -	<ul style="list-style-type: none"> A. New Committee members B. Parent Survey actions <ul style="list-style-type: none"> 1. Teacher-Parent Communication Platform update 2. Communication to Parents re: actions in response to surveys update C. Website Content Management Task Force <ul style="list-style-type: none"> 1. teacher dashboard improved 2. tabs on front page updated 3. It was the intention of TF to have most of website data migrated before school begins, which didn't happen, some activity info cannot be accessed 4. Activities and athletics - performance issue who is responsible for getting info on website/updated <ul style="list-style-type: none"> a. activities/athletics still are not correct, calendar incorrect b. sport team here 2 hrs early why? c. Coaches are not on website, important info for coaches did not get into handbook ("it's a given", doesn't need to go in) 	<p>Christine Morrison, parent Tammy Barnaby, parent</p> <p>Roll out beta version by end of week to see if works well, hard roll out Oct. 9 (staff mtg or 16 (prof. dev. date)</p> <p>Will go out this week</p> <p>Put "Activities" tab back on webpage with old pages until info can be migrated to rSchool with accuracy. At the end of the school year, make decision about Activity tab</p> <p>A special meeting will be held next Weds., Sept. 18, 4:30 pm Room 10A - Shannon and Carrie will bring information regards to communication processes, who's responsible for what, where the disconnects are, and to set deadlines for action to get things done, and stop inaccuracies</p>

	<p>D. Teacher Survey actions update</p> <ol style="list-style-type: none"> 1. Update to Teacher dashboard - preview looks good, Justin will activate 2. Communication to teachers about email responses - Cheri will send a communication to teachers about response times <p>E. Important religious holidays (muslim, jewish) on MSA calendar update -</p> <p>F. Student Survey - (conducted May 31, 2019)</p> <ol style="list-style-type: none"> 1. Discuss analysis and how to use to improve communications <ul style="list-style-type: none"> ~ Younger grades participated. ~ Daily Announcements are very important for teachers to read. ~ Bulletin Board or electronic message display - students are really excited about this idea. Computer Club can be responsible for this. There are thirty monitors in storage, we could get wall mounts and raspberry pies. Cost would be low and someone in the office will control the messages. Approximately \$25-50 per display. ~ Front office - great relaying information. ~ Issues resolved through admin - most everyone did not contact the administrators. ~ Administration - most easy to contact and get things resolved ~ Can Shannon Froberg have office hours? How does this happen? 	<p>Michelle talking with some students who are interested in being a part of the task force to look at special days of celebration of other cultures - haven't met yet</p> <p>Computer Club will walk the building and look for ideal sites. Running messages will be on the scroll. How does information get on there and who does it.</p> <p>John Gawarecki will discuss with Shannon in the Directors Meeting; Shannon would have to decide what hours she is available and post these.</p>
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	<p>~ Teachers - everyone communicates well - some issues with Music and Math. ~ Test calendar - doing well with the calendar but students feel that only 50% it's up to date. ~ many comments about E-learning - need to get info online by 10 am</p> <p>~High School Students were not aware they can self-carry medications with an approved authorization from the doctor and parent on file in the office.</p>	<p>~ Cheri communicate to teachers re: test calendar importance ~ Tech Talk at Oct. 16 prof. Dev. - include: teacher-parent communication platform, e-learning procedures, Go Guardian</p>
<p>II. New Business -</p>	<p>A. Committee Goals for school year</p> <ol style="list-style-type: none"> 1. Priority: Activities/Athletic communication improvement 2. Follow up on actions taken from survey - has communication improved in these areas 3. Communicate big events at MSA -- (20th Anniversary, other?) 4. Still too many emails 	
<p>III. Next Meeting</p>	<p>Special Meeting: Weds, Sept. 18, 4:30pm, Room 10A Monthly Meeting: Weds., Oct. 9, 2019, 4:30 pm, Room 10A</p>	