

Communications Committee

Minutes

Weds., Feb. 13, 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
Tabled (discuss again at March meeting)	<ol style="list-style-type: none"> 1. Skyward/Activities Rosters loaded into Skyward (Shannon/Amanda) 2. Improved Calendar System - Activities (Shannon/Justin) 	
<p>I. Old Business - Communication Plan</p> <p>A. Work on Goal 1, Strategy 1: Identify user group needs</p>	<ol style="list-style-type: none"> 1. Review “Family” Communication Needs Survey Results <ol style="list-style-type: none"> a) Identify Family (Parent/Guardian) user needs from survey and how to address <ol style="list-style-type: none"> <i>(1) 105 out of 395 parents/guardians (over 26%) responded to the emailed survey regarding communication use and needs.</i> <i>(2) Survey results were reviewed and areas of growth noted (daily announcements, emails, teacher websites and communication, coach/activity leader communication, education on using Skyward alerts, finding info on website).</i> <i>(3) Raw comments will be divided into areas of concern by a taskforce to be reviewed at next meeting. Teacher communication issues will be brought to staff meeting, Internal Communication Committee(?) for review and solutions at some point.</i> <i>(4) Concern was brought up that not all families have home internet (not just parent’s work emails). E-learning days will impact those without home internet-- need data on how big of an issue this is.</i> 	<p>Christine took notes on discussion of each item, will send to Cheri-review next mtg</p> <p>Taskforce - Teresa, Jess, and Jenn</p> <p>inc. question on “New Family” survey re: home internet access (How to get data on current families?)</p>

	<p><i>(5) To address the low satisfaction of teacher communication/websites/grades, Justin came up with an idea for an electronic weekly teacher-parent communication document. He will work on a beta document to see if it is feasible technically, and will then discuss with teachers. Idea is for teachers to write a blurb on their classes each week to be mailed to families on Friday the document would also have a link to teacher's class and Skyward.</i></p> <p><i>(6) Email, daily announcement, general communication, social media concerns will be addressed by administrative staff -- need to look at the communication pipeline and how to improve -- need to see results of raw concerns</i></p> <p>2. Review preliminary questions for "New Families" Communication Needs Survey a) Joell created survey questions -- any other team members needed to assist? b) Develop timeline for survey development, implementation, and review</p> <p>3. Identify next user group to be surveyed. <i>The group decided students should be surveyed next.</i></p>	<p>Justin will put together prototype of weekly teacher-parent communication and share at next meeting</p> <p>Taskforce - Joell, Christine, Emily, Tom (TBD)</p> <p>Cheri work w/Joell to get survey ready. Christine implement Feb. 25</p> <p>Members add questions to "Student survey" spreadsheet by next meeting</p>
<p>B. Work on Goal 1, Strategy 2: Improve MSA website</p>	<p>1. Do we need a budget for revamping MSA website? <i>No budget is needed as we are not ready for major rebranding design, just want to refresh/streamline website</i></p> <p>2. Assign research on other school websites.</p> <p>3. Discuss Goal 1 Strategy 2 Tactic 2- website ADA compliance - do we need a subcommittee to work on this? (see Communications Implementation Plan)</p>	<p>Members were asked to look at other school websites for ideas;</p> <p>Justin will share what's been done at next meeting</p>
<p>II.Next Meeting</p>	<p>Mar. 6, 2019, 4:30 pm, Room 10A</p>	

