

**Communications Committee**  
 Minutes  
 Weds., August 28, 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, Jessi Heydt, Teresa Ward, Heather Krisko

<b>Agenda Heading</b>	<b>Discussion Descriptions</b>	<b>Actions</b>
I. Old Business -	<p>A. Chair and secretary positions</p> <p>B. Table at Open House - volunteers?</p> <p>C. Teacher-Parent Communication Platform - update (Justin)            Moving forward with the plan from last year. Teachers complete weekly class update to send to parents by 4:30 pm each Friday. 1st update deadline: Sept. 13</p> <p>D. Coach Procedure Task Force - update (Shannon/Heather)            Coaches handbook - done</p> <p>E. Website Content Management Task Force - update (Justin)            Working through getting the site to be able to be used via mobile.</p>	<p>Cheri-chair; Michelle Kurkoski-Board liaison, revolving secretary</p> <p>BOD members - be at tables</p> <p>Justin - First weekly update will be sent to families on Saturday, September 14.</p> <p>Coaches will receive a handbook when contracts are signed</p> <p>On hold until Carrie is up to speed. A lot of the tasks Christine was going to do is now on Justin's responsibilities. All graphic and website content will hopefully be updated by the next meeting.</p> <p>Sending an email to all families/staff regarding rSchool and updates from the Communication Committee.</p>

	<p>F. Teacher Survey - (conducted April 24- May 1, 2019)</p> <ol style="list-style-type: none"><li>1. Discuss analysis and how to use to improve communications</li></ol>	<p>Cheri will work with Justin to update website calendar.</p> <p>People are moving to Google classroom. We are moving toward this and parents and teachers want this as well.</p> <p>Topic of discussion for staff on what platform to use and to all decide on using the same platform, such as Moodle, Schoology, etc. Staff narrow down to one or two platforms and then test these two out.</p> <p>Emails - update in a letter to parents/students the expectations on timeline for responding to emails.</p> <p>Responding to teachers from administrators and administrators back to teachers - one to two school days. Staff will be alerted to this.</p> <p>Communication with admin and procedures - this is a concern and how do we mitigate that? Need admin to be on the same page. When emailing, if don't have time for a full response send email that it 'was received and will get back to you' Follow up with a response. Initiate digitally and then a response digitally. Shannon will share with John and Tom.</p> <p>Parent communication - within a day or two. Complex information but at least respond</p>
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		back to say you received the email.
II. New Business -	<p>A. Important religious holidays (Muslim, Jewish) to put pm MSA calendar</p> <p>B. Student Survey (review next month)</p> <p>C. Committee Goals for school year</p>	<p>Check on the significant cultural important dates. Michelle Kurkoski will make the plan of helping determine the days from students.</p> <p>Student survey will be sent to staff. Teacher names will be eliminated.</p> <p>Come back to the committee with some ideas for goals.</p>
III. Next Meeting	Meetings held every 2nd Weds of month: Weds., Sept. 11, 2019, Room 10A	