Communications Committee

June 5, 2023 7:30am

Respectfully submitted by: Leslie Hamilton

## Committee Actions: None at this time

**Committee Goals**

* Facilitating communication between the board, staff, parents and community
* Supporting school communication
* Defining board role and appropriate communication

## Minutes from Jun 5, 2023 Meeting:

### Attendance and Call To Order

Virtual via Google Meet

Chair: [Leslie Hamilton](mailto:leslie.hamilton@lhuf.org)

Board Members: Leslie Hamilton,

Members: Maureen Capillo, Rachael Gaunce, Britiney McMillan, Fusun, Ellie Shameli, Sue Ann Wright, Tom Keeler

### Prior Action/Discussion Items

* Leadership transition survey - 100% completion.
  + Final leadership transition survey will be distributed in the Spring to capture how the community is feeling about the transition overtime vs. capturing a moment in time for sustained awareness to influence supports.
* Staff Survey for distribution this month
* Informal ED meet and greets
* Parent info-sharing (education)
* Invite to all communications team members to bring up discussion items (within the meeting timeframe)

### End of the Year Accomplishments

Personal and/or professional highlights, growths, areas of stagnation - committee discussion

* Sue Ann - Appreciated going to the Montessori conference and her assistant (Montessori trained) - enjoyed going beyond music and deepening her understanding of Montessori language. Felt revitalized.
* Ellie - Good year, good connections with MC’s monthly classroom read alouds, building community. Ellie finished her masters!
* Leslie - one year of grad school 2.0 down, one to go! The survey work was an accomplishment in partnership with Katie and Ryan.

### ParentSquare

* SD Updates - ParentSquare has been successful as a centralized communications tool that the school should continue to use
* SD suggests training for new employees and usage tips for current employees
* ParentSquare communications will continue to be evaluated. Analytics is available. Questions around number of families reading the Weekly, balancing how much communication goes out and if it’s being read continu.
* Families appreciate information/ communication with teachers.
* Britney - Benefit of ParentSquare is that it translates to different languages.

### COVID Updates

* SD Updates - Last covid update of the year went out last week.
* Covid will stop being reported next year unless there is a change.

### Community Surveys

* Staff survey review / discussion with committee
* Sue Ann - expressed some lack of comfort with survey not being anonymous and staff feeling like it may not have been a safe space since section and role were indicated.
* Leslie - shared thinking around exploring how to balance the heavy survey work toward the end of the year with committee/ otherwise.

### Community Engagement

* Summer coffee chats soon to be underway with increasing participation sign ups

### Next Steps / Action Items

* Next committee meeting will be Monday Aug. 7 at 7:30am (unless there is a time change)
* Meeting cadence will continue to be every other month

**Meeting ended at 8:17am**