Communications Committee

October 3, 2022 7:30am

Respectfully submitted by: Leslie Hamilton

## Committee Actions:

#### The communications committee has no recommendations for board action 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 Oct 3, 2022 Meeting:

### Attendance and Call To Order

Virtual via Google Meet

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

Board Members: Leslie Hamilton, Kari Schwab

Members: Maureen Capillo, Stephanie Deming

### Prior Action Items

* Leadership transition survey - 16 directors + admin. Due to tech issues 3 completed the survey. Infographic captures results - shared via email.
  + Another leadership transition survey will be distributed around winter break / January and again 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.
* Media Specialist and Communications Manager vacancies
  + 25 applicants (6 for media specialist, 19 for communications manager)
  + 6 are set for a second round interview.
  + These roles will decrease need for NetSmart
  + Will free Stephanie up for more development work

### ParentSquare

* Weekly updates continue

### COVID Updates

* Discussion on whether to continue communicating positive COVID-19 cases in the Friday newsletter
* Committee decided to continue this practice through the end of the school year for continued transparency and consistency but not continue in the 2023-2024 school year. Can reassess this though prior to next school year

### Community Surveys

* Another leadership transition survey will be distributed around winter break / January and again 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.
* Typically the staff survey is distributed in Feb and community survey in May. It was decided to distribute both of these surveys at the same time in February/ early March
* Decision to distribute both of these surveys at the same time in February/ early March

### Community Education

* Maureen is focusing on the staff first, working on committee structures and staff involvement.
* Want parent education to be staff led
* Hoping to have a meet the new ED “coffee chat”/informal meet and greet in January, potentially off campus, and optional parent education to start in Feb/March.

### Next Steps / Action Items

* Next committee meeting Monday Dec. 5
* Welcoming five new committee members! Britiney, Sue Ann, Tom, Ellie and Julie
* Plan for leadership survey distribution inJan and staff and community surveys Feb/Mar