Communications Committee

June 6, 2022 7:30am

## Committee Actions:

#### The communications committee has the following recommendation for board action at this time.

* Exit interview for Josie. *The purpose of the exit interview would be to offer a deeper look at workplace culture, processes, management solutions, and employee morale. It can help us understand the ED's experience and identify opportunities to improve retention and engagement with Maureen moving forward.*

*- JS is in favor, exit interviews are a practice at Sterling (with a designated person or people) when employees leave,* ***would like questions ahead of time.***

* Survey for Managers/Directors to ensure they feel supported during leadership transition. *JS - recommends a survey to gather information on what support looks like to them. Managers and Directors have working meetings, next week 6/13, to set up in the summer to support the upcoming school year - meeting topics include, handbooks, pd, carpool, placement, student information sheet, emergency prepared. This will help to offer as a guide for Maureen when she starts as a look at the work that the admin team does together.*
* \*Update - PFSA parent facilitated new Sterling FB page *launching for 2022/2023 with a community building focus. It will be a closed group and audited by Julie Hughes and Sarah K.*

**Committee Goals**

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

## Minutes from Jun 6, 2022 Meeting:

### Attendance and Call To Order

Virtual via Google Meet

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

Board Members: Leslie Hamilton

Members: [Josie Spreher](mailto:jspreher@sterlingmontessori.org), [Stephanie Deming](mailto:sdeming@sterlingmontessori.org), [Rachael Gaunce](mailto:rgaunce@sterlingmontessori.org)

### Approval of Prior Minutes

### Prior Action Items

* Parent/ Guardian survey results shared with the community 5/22.

### ParentSquare

* SD/ JS - Feels ParentSquare has been a good tool over the year. With SD’s transition. Is there anything from parents and staff as far as communication goes for weekly messages, quarterly newsletters or parentsquare for ED to review w/ Managers and Directors? Recommendation for next year - ED reviews all survey data and conferences with needed staff on specific themes that relate to/ support their work. Ie. ED meeting with directors discussing any salient themes in the parent or staff survey for reflection, improvement.
* JS - Anytime we have a survey in addition to designated reviews it should be in the hands of the ED to review with those necessary to share with i.e. Directors and also for the board to have the insight and talk with Maureen re: results.
* SD - Two parents Julie Hughes and Sarah Krumenacker (spelling) on PFSA will run and monitor a 2022/2023 FB page, that is focused on community building - ensuring that what is on the page is aligned with Sterling’s mission. Parents and SD are working on a guidebook for it and want to communicate to the community that the page is coming and will be different from the Sterling FB page which has more of a marketing focus - the focus on this page will be more community building. It will be a closed group and audited over time

### COVID Updates

* SD - Per weekly message.

### Community Surveys

* JS - Anytime we have a survey in addition to designated reviews it should be in the hands of the ED to review with those necessary to share with i.e. Directors and also for the board to have the insight and talk with Maureen re: results.

### Next Steps / Action Items

* Survey for managers and directors to ensure they are supported throughout the leadership transition resulting in recommendation for survey.
* Open floor for recommendations/ goals for communications committee for next year.
* RG - thinks surveys are helpful, ensure that new ED can see all survey results, with parent and staff survey.
* RG - question for search committee - when will news re: Maureen's hire come out. Parent Square will archive next Saturday for classrooms.
* SD also asked will announcement of new ED it be come from the board.