Communications Committee

April 4, 2022 7:30am

## Committee Actions:

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

* Proposing discussion to resume in person board meetings in May

**Committee Goals**

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

## Minutes from Apr 4, 2022 Meeting:

### Attendance and Call To Order

Virtual via Google Meet

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

Board Members: Kari Schwab, Chris Morton

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

### Approval of Prior Minutes

* No prior minutes were available - all previous reports to date should be considered as minutes.

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### Prior Action Items

* Preparation for Parent/ Guardian survey distribution in April
* LH to review and send to committee by end of March

### ParentSquare

* JS - question re: ParentSquare - Parent approached JS - doesn’t want to be a part of Sterling Families page b/c of content but they do want an outlet for anyone who wants to do a ride share, resource sharing. Is there anything on ParentSquare that allows for that.
* SD - Looked into seeing if there is a forum feature. ParentSquare recently updated so there may be a forum feature now. It will become something else to be monitored. SD has put in a request for a forum feature. Structure of parentsquare will call for an administrator to add individuals to a group.

### COVID Updates

* SD - still testing staff on Mondays. Requests for tests have decreased. Concentric is the lab that is overseeing the process. SD had a zoom survey with them for how the process could be improved. SD hopes feedback is helpful.

### Community Surveys

* Staff Survey results presentation (canva infographic) is in progress. It will be completed by this Wednesday 4/7.
* Determine date for staff survey results presentation and method. - Teacher workday on 4/18 8:00am - 8:45am. JS will check in with directors to see if the date works. JS has a PRAXIS exam but Carrie could step in.
* [Parent Guardian Survey](https://forms.gle/eh6CtKWRtBVWh7Ba9). Draft reviewed by communications + DEI committees. Feedback has been taken for revisions. Final draft sent out for final review. JS - will check calendar and send out as a single message rather than in a Friday message.
* SD - effective practice to give a couple of weeks for parents/ guardians to respond. Potential distribution for 4/8 until 4/22 or on 4/18 - 4/29 for responses.
* Determine date for parent survey distribution and presentation of results.
* Add question to parent/guardian survey regarding the board, thoughts, comments, suggestions for the board.
* KS -Last year the parent/guardian survey results/ infographic was sent electronically.
* JS - be mindful of what the boards role is- board meetings, how can we take comments, not one on one interaction with parents.
* Faye - help everyone understand what the role of the board is because it can be a gray area.
* RG - will staff results be sent to all staff. - it will be.

### Next Steps / Action Items

* Date and method for staff survey results presentation - JS will check in on 4/18 8:00am time frame - ask staff to type in questions inthe chat. Let staff know what the purpose is of the results. Staff results are for admin to look at where the strength and growth areas are. JS goes over staff survey with directors and staff closely as needed.
* Date for parent survey distribution - 4/8 for 2 weeks or 4/18
* Share and discuss Staff Survey results infographic- invite a collaborative conversation to discuss the comments. Should be collaboration btw board and admin - purpose of survey is for head of school for growth areas and strengths of school. Board doesn’t always have context of day to day interactions to understand fully.
* Discussion to resume in person board meetings in May
* JS - will we have a virtual option? We’ve done it before. How will we ensure the virtual option for parents, staff and anyone who joins to feel virtually connected.