Communications Committee

December 3, 2022 7:30am

Respectfully submitted by: Leslie Hamilton

## Committee Actions:

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**Committee Goals**

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

## Minutes from Dec 5, 2022 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, Stephanie Deming, Rachael Gaunce, Britiney McMillan, Fusun, Ellie Shameli, Julie, Sue Ann Wright

### 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

* SD Updates -
* Hired a communications manager, Wendy Peele. She will take over weekly messaging.
* We will loop her in communications and introduce her to everyone.
* Q. Julie - Room parents to communicate with classrooms

A - creating new committee structures - instructional leadership team meeting for the first time tomorrow. MC will check to see where staff is with room parents, who needs one and who doesn't. This will be taken back to team meetings on Thurs. and in January - from there MC will get feedback.

MC envisions room parents like a committee - 2 seasoned room parents to head up committee. Set up a regular call for room parents to discuss room parent experience and how they are working in their classrooms.

* Wendy will lead room parents PFSA committee leads.
* MC is taking responsibility of recruiting room parent off teachers shoulders but she wants to be sure she is including teachers voices and insights in process. Trying to develop a democratic representative body for the teachers.
* There is an expression of wanting a space for room parents to have a collective to talk with each other.
* In ParentSquare - there is a specific role/ access to the classroom directory.
* RG - Her room parents are in ParentSquare - they go through her first - she approves post and then posts.
* Goal with room parent committee is to have cross level support and direction.
* Gathering times , class picnics for grade groups will be on the calendar - accessible to give parents the opportunity to meet each other.

### COVID Updates

* SD Updates
* Will keep updates this year. Next year, will be determined, likely will not update in weekly message.
* Notifications for classrooms will continue.

### Community Surveys

* A second round leadership transition survey was discussed to be distributed around winter break / January and again in the Spring to capture the current community temperature for sustained awareness to influence support.
* MC - Directors meeting during winter break and directors will review questions on survey - ILT will ask if they think there should be different questions.
* Wants leadership survey to go out first Friday of January open for two weeks, directors and committee members will make reminders. Share percentage of how many have completed on going. Staff meeting is always Tues. after board meeting.
* Could do the same for staff survey a little earlier this year to get data earlier.
* Typically the staff survey is distributed in Feb and community survey (formerly known as parent/caregiver survey) in May. It was decided to distribute both of these surveys at the same time in February/ early March
* Sue Ann - likes 2 weeks timeframe for survey completion, Britiney recommends 2 weeks, Is there an ambassador/ teacher to encourage surveys to get done internally.
* Teacher representatives and directors remind.

### Community Education

* Maureen is focusing on the staff first, working on committee structures and staff involvement.
* Staff led parent information/education
* 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

* New proposed meeting time first Wed. at noon poses conflicts for current members - MC - is ok leaving 7:30am time for rest of the school year and we will discuss if the time still works.

**Meeting closed at 8:05am**