

## **Communications Committee Meeting Minutes**

October 21, 2009

6:00pm

HS IMC

Present: Shelley Mack, Pat Chua, Jacque Wichlacz, Mark Becker, Jill Spilde, Angie Bazan, Rhonda Gulbranson, Michelle Jensen

### **Actions:**

Michelle Jensen reported on continued progress on improvement ideas including communication of policy changes, senior portfolios and district goals. A section will be added to the policy webpage to indicate policies before the board for first and second readings. Pam Haffely and Tara Weisbrod have revised the portfolio information to include use of the electronic portfolio beginning with current sophomores. They held grade level meetings with all students discussing the portfolio requirements and changes. A mailing of these changes has also been mailed home to all parents. We will work together to get these documents on the website for access. The board met on Oct. 12 and 19 to discuss and determine district objectives. These objectives were shared at the regular board meeting and are in the process of being posted on the website.

The communications committee continued assigning initial tasks to each of the improvement ideas in order from highest points to lowest points. (See attached excel spreadsheet titled Communication Action Plan)

The committee also discussed creating an online survey to be distributed to all parents and community members to gather data on district website use and volunteer information gathering. The survey ideas are listed "loosely" at the bottom of the action plan spreadsheet as we discussed them at the end of the meeting. Rhonda and Michelle will also create a press release to share with the public the work of the communications committee.

**The next meeting is scheduled for Wednesday, November 4 at 5pm in the HS IMC.**

We will continue discussions on the items for the survey.

\*Some people shared that the attachment was difficult to open due to the macros. We are working to change the format and will send it again once this is done.

