

Communications Committee Meeting Minutes

November 18, 2009

5:00pm

HS IMC

Present: Pat Chua, Mark Becker, Mark Luetschwager, Laurie Steen, Rhonda Gulbranson, Michelle Jensen

Actions:

1. The committee previewed the presentation power point slides to be presented to the school board at the December meeting. The slides give a general overview of the work of the committee and the action plan based on the 11 activities that were identified as being most beneficial for improving communication to stakeholders.

The 11 activities are:

- a. Communication of Board/District Goals
- b. Review of Web Design
- c. Communication of Policy Changes
- d. Transition of Communications-gr. 6/7 & gr. 8/9
- e. Student News-Timeliness
- f. Senior Portfolio
- g. Positive News of the District
- h. Volunteers in the District
- i. On-line Course Syllabus
- j. Curriculum Mapping
- k. Communications of Student Schedules-MS/HS

2. The committee previewed a rough draft communications survey which will include questions regarding preferred methods of receiving communications, use of the district website and desire to volunteer in the schools.

Rhonda and Michelle will make the suggested changes to the presentation slides and survey. Final documents will be emailed to the committee members for review.

We would like those committee members interested and available to come to the December board meeting (Dec. 21) for the presentation of the communication action plan. The presentation will take place at about 6:45pm and should last about 15-20 minutes. Rhonda and Michelle will present the information to the board and members are welcome to add additional comments if desired.

There is no meeting scheduled prior to the December board meeting. The committee has decided that we would like to meet on a quarterly basis to follow up on the action plan. After the board meeting, we will determine the next meeting date for mid-spring.