**Communications Committee Meeting 10/4 - 8am**

**Respectfully Submitted by Leslie Hamilton**

**Attendance:** *Josie Spreher, Stephanie Deming, Chris Morton, Kari Schwab, Leslie Hamilton*

**Meeting Agenda + Notes**

**Goals**

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

**ParentSquare**

General check in for updates or parent square specific communications concerns, opportunities for support.

* Positive feedback for ParentSquare communication among admin, teachers, directors and parents. Feedback examples = user friendly, easy, convenient, everything in one place, easy to find information, great reminders.
* Teachers are asked to highlight something they are doing in the classroom twice a month. Some teams are using a template for ease and cohesion.

**COVID vaccine survey**

COVID vaccine survey updates or communications concerns, opportunities for support.

* To date, 170 staff and families have registered for testing.
* School nurse started on 10/4.
* No recent asks about virtual school

**DEI survey(s)**

Check in regarding communications concerns, opportunities for support.

* Survey’s went out on 9/29
* Little parent feedback so far. One parent expressed concern regarding anonymity - that because it went through parent square it wasn’t anonymous.

**Approval Items**

No current approval items

**Next Steps/ Action Items**

December meeting, prep for annual staff survey for February 2022 distribution.

* Plan to review/ edit/omit previous survey + questions on virtual academy that will may no longer be needed.