Communications Committee

August 1, 2022 7:30am

Respectfully submitted by: Leslie Hamilton

## Committee Actions:

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

**Committee Goals**

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

## Minutes from Aug 1, 2022 Meeting:

### Attendance and Call To Order

Virtual via Google Meet

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

Board Members: Leslie Hamilton, Chris Morton

Members: [Rachael Gaunce](mailto:rgaunce@sterlingmontessori.org), Maureen Capillo,

### Prior Action Items

* Survey for managers and directors to ensure they are supported throughout the leadership transition resulting in recommendation for survey. - MC recommends to give the survey several times throughout the year to keep track and offer valuable data, pulse check throughout the year. Recommends myself or CM to send out to director team and mention that we met as a committee and want to get a pulse check also in the Spring.
* Open floor for recommendations/ goals for the communications committee for next year.

MC - Acknowledges, Communications manager is a vacancy now. Stephanie used to take care of a lot of things in communications and tech. Looking to get communications position posted in a few weeks. Stephanie is on a consulting contract this month and looking to get it extended through December with flexible hours. The vision is that communications, IT manager and Development are a three pronged team with goals of making a more robust program. May take time to get people staffed.

### ParentSquare

* Welcome packets are going on later this week with class assignments to get everyone started for the school year.

### COVID Updates

* Per weekly message when the school year begins.

### Community Surveys

* Leadership transition survey?
* LH- Is this wanted/ needed, is it too late?
* MC recommends to give the survey several times throughout the year to keep track and offer valuable data, pulse check throughout the year. Recommends myself or CM to send out to director team and mention that we met as a committee and want to get a pulse check also in the Spring.
* LH will send link this week to MC for distribution.

### Next Steps / Action Items

* LH will send link to MC for distribution this week.
* Welcome packets are going on later this week with class assignments to get everyone started for the school year.
* Consideration for meeting time change to 4pm.
* Next Meeting Monday October 3, unless other agenda items emerge sooner.