

Communication Sub Committee Agenda

Feb. 25, 2020

9:30-10:30 am

Tenneal's office

AGENDA

Action items from last meeting

ACTION – Keep an eye out for additional community events. ONGOING.

ACTION – Dave and Kathy will work with IT to place the disclaimer at the bottom of the email invitation in WebEx after new Tech Director is hired. By 1/31/20. **1/13 – May need to wait until 2/20.**

2/25 – WAITING FOR IT TO COMPLETE REVIEW OF WEBEX.

ACTION – The team agreed to continue to explore document sharing options.

1/13 Using Google documents/sharing.

2/25 - Discussion of how Google docs was working for meeting and agreed to continue to use.

2/25 ACTION - Create a survey of committee participants – do they like using Google docs?

2/25 ACTION – Scan documents for ease of use

2/25 ACTION – Work with participants to have the meeting agenda and meeting documents side by side.

2/25 ACTION – send link for documents out early enough so attendees can review and be prepared before the meeting.

ACTION – The team agreed to keep the Bulletin Board and try the Newsletter and offer no less than quarterly by January 2020. **SEE THE AGENDA BELOW**

2/25 – Dave to work with Allyson regarding newsletter content and delivery frequency and report back at committee meeting in April.

ACTION – Administrators will send additional forms to Dave to put on the Forms Library for staff use.

1/13 DISCUSSED AT LEADERSHIP MEETING. MORE FORMS TO BE ADDED.

2/25 – Dave and Kathy reported Forms Library being updated/used.

ACTION – Joyce, Dave, Tenneal, Sam and Cynthia agreed to be on the REMIND subcommittee.

1/13 – SEE THE AGENDA BELOW

2/25 – REMIND being used for job postings and Bulletin Board.

ACTION – The team would like to keep the Book of Faces but will survey the staff. **May 2020**

2/25 – Email to staff on 3/6 asking if they think the book is beneficial/valuable, sort by name or program and staff name, first 3 responses receive a \$5.00 coffee card, winners included in the 3/9 Bulletin board.

ACTION – A variety of emails (Program info/Admin/etc. will be sent out with information embedded for staff to find and respond to win a card. SEE ABOVE

ACTION - Winners will be announced in the Bulletin Board. SEE ABOVE

ACTION - 1/21- Title IX to review and make suggestions. ON GOING.

1. GB office signage –

Mike to install restroom signs by 3/18, James Kirkpatrick installing lighted exit signs, Art Signs to install by 3/31.

1 set 2x3 foot Trio posters and 2 2x3 foot Equity posters ready. Frames ordered 2/25.

ACTION – Dave to order 1 set 16x20 Trio posters and 1 16x 20 Equity poster.

ACTION – Kathy to order frames.

2. Safe space campaign – Teneal to forward suggestions to Dave to compile, reword and add SCESD logo, etc., use Safe Place or Safe Space, THRIVE colors in documents.
Review draft at communications committee meeting.
3. Review communication strategic plan action items – on track with most goals.
Will report to the board in June.