

## Communication Committee Agenda

October 19, 2020

4:00 pm – 6:00 pm

via Zoom

### **Communication Long Range Plan Goals:**

- a. Given the customer service survey in the area of communication, participants will respond agree to strongly agree that the participants receive timely and pertinent information to the plan year percentage rate.
- b. Given the customer service survey in the area of communication, participants will respond agree to strongly agree that they utilize the website for information that assists them with their individual needs to the plan year percentage rate.
- c. Given the customer service survey in the area of communication, participants will respond agree to strongly agree that they receive information from at least three sources (email, website, remind, department meetings/communications, letters home etc.) and the information was timely and pertinent to the plan year percentage rate.
- d. Given the customer service survey in the area of communication, staff will respond agree to strongly agree that the district has improved communication that is relevant and engaging from year to year to the plan year percentage rate.

### **Communication CIP Goals:**

- a. SCESD will act as the Ready Schools, Safe Learners (RSSL) reopening advisor providing on-going assistance to the regional school districts.
- b. SCESD will provide at least three COVID updates per month to staff via staff-bulletin, emails, website and letters.
- c. SCESD leadership will provide at least monthly COVID communications/updates regarding to parents via telephone calls, video conference, website updates or letters.
- d. SCESD will maintain with new monthly content, COVID webpages to include information on Coronavirus updates, Education and Training Resources, District/Community Letters and links to program COVID pages.

### **AGENDA**

1. Review Communication Survey/Long Range Plan/Communication data
2. Communication campaign
  - Safe Space campaign
  - Technology safety campaign
  - Business office communication
  - Messaging beyond People First Language
3. Activities – subcommittee
4. From Sustainability committee
  - website revamp
  - IVisions website
  - provide a Business Office Q&A in the weekly Bulletin board
  - host a Business Office conversation and/or provide a suggestion box
5. COVID communications
  - Website

6. Parent communications
  - Parent Cafes
  - Website
  - Letters
  - Other?
7. Communication review
  - Bulletin Board,
  - Zoom
  - Remind
  - Mail Chimp/newsletter

**COMMITTEES GET TOGETHERS – NOV. 16, MARCH 15, MAY 24 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM or VIA ZOOM DEPENDING ON COVID-19 RESTRICTIONS.**

**20/21 committee members:**

Board – Fred Brick, Chuck Ostmeyer

Administrators – Chair Tenneal Wetherell, Allyson McNeill, Kathy Metzger

Licensed staff: Jennifer Bestevann

Full-time staff: Jason Moore

Part-time staff: Open