

**BOARD OF EDUCATION
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
Communications Committee Meeting Minutes
Via Zoom Meeting
April 28, 2020 at 4:30 p.m.**

Committee Charge: The Communications Committee is charged with recommending a communication strategy to effectively engage, inform and receive feedback from all internal and external stakeholders of the district.

Call to Order-The meeting was called to Order by temporary vice-chairperson Kalene Engel at 4:33 p.m. Bonnie was later unanimously approved as Chairperson for the committee going forward.

Present: Members in attendance at the start of the meeting included Kalene Engel and Lynn Doelle; Bonnie Breza joined while the meeting was in progress. Also in attendance were Michele Butler, Donna Baertsch and Karen Knospe..

Develop Strategies to Increase Communication during the COVID-19 School Closure: Meeting attendees discussed various ideas to communicate information to stakeholders. Currently, Michele is sending a weekly message to parents/staff using Infinite Campus. The school website is also being regularly updated with new information. Parents and teachers are communicating with each other. The elementary staff did a survey of students/parents; it is unclear where the high school teachers are at with their surveying. Michele is working on a comprehensive article to address multiple issues including a “behind the scenes perspective.” Donna is working on the May newsletter, which is also the graduation newsletter. The C-FC Recorder is planning on doing its traditional graduation issue. Some photos of the support staff activities have been posted on the school Facebook page. Brian Janezich and Luke Kjelland and possibly Lisa Engfer have started posting senior profiles on Facebook. Michele discussed a possible alternative for graduation that is being discussed with student/parent input.

Following is the strategy that the committee decided upon after considering different alternatives:

- Senior student profiles will continue to be posted on Facebook;
- Bonnie will work on drafting an update letter from the Board to be included in the May newsletter; Kalene will help;
- Donna will post a graphic for a Staff Appreciation Week next week with a link to a Google docs survey. Parents/community members will be asked to provide positive messages/thanks/appreciation via the survey tool which will later be shared with staff;
- Karen will work on a letter of appreciation to staff from the Board; Kalene will help;
- Michele will work on preparing organizing the various questions the Board submitted by topic; then compile a FAQ a question or two at a time to be shared on Facebook (possibly to include a video message from Michele and Steve 😊), on the website and in the C-FC Recorder;
- Photos of student/staff activities will continue to be shared on Facebook;
- Kalene and Lynn will work on thank you gifts for staff.

Adjournment-The meeting was adjourned at 5:30 p.m.