

# Collaboration & Communication Committee

Meeting Minutes – December 17, 2014

Submitted by Kim Fall

Attendees: Dawn Lenz, Traci Bauer, Kelly Ganrud, Jeanie Rucker, Carmen Garness, Kim Fall, Nicole Mentjes, Tammy Berg-Beniak, Kevin Cardille.

Chairperson Traci called the meeting to order at 7am.

Suggestion Boxes: The web site has some links that are outdated but it has improved dramatically due to Jeanie's work. As a team we should consider dividing up parts of the site and testing it to find/report/fix outdated information or broken links. We discussed adding this to our calendar.

We also discussed how to convey that we have received and reviewed suggestions. Many are anonymous so there isn't someone to respond to. Perhaps putting the responses on the web site near the online box would help, or encourage those that would like a response to leave contact information.

We discussed the safety patrol – they stay out until 7:55am now to help with traffic but need to get to classes by 8am.

We received a couple of comments indicating that we should keep the comment section of the survey rather than have people go to the online suggestion box to comment on a survey question. We will keep this on the agenda for future discussion to decide how to handle for next year.

Suggestion box data: For this month we received 13 online suggestions, 5 in the box at the K-8 entrance, 2 from Better Brew and 5 from the box by the concession stand. A box was just placed at Pool and Pins so we may have some from there next month.

External Survey: Nicole will close the survey and bring a summary to the next meeting.

Internal Survey: Nicole brought the survey from last year and we walked through it. We will plan to put it out after break. Possibly open it on January 5<sup>th</sup> and run it through January 20<sup>th</sup>.

District Vision Statement: Julie Horkey was unable to attend the meeting so we didn't walk through the categorized results. We will do this at our next meeting, although that will be after the board retreat. Kim will take the categorized information Julie provided to the board retreat so the board can use that information.

Pine Island Businesses/Collaboration: Kevin mentioned that Jen T. can update the school booklet with any new businesses. Tammy will send the Chamber book to Jen.

College Credit Handbook: This is in the works with staff right now. Kevin will send it in advance for us to review. This is handed out in February so need to review it prior to our January meeting and be ready to discuss.

Communication of Activities: Kelly provided information for Facebook posting and news reporting to all staff so they can easily follow the steps to communicate activities.

Items for next meeting: Tammy mentioned that we had received our Baldrige review with strengths and opportunities for improvement. She also noted that the district is reviewing student management systems and possible efficiencies. If anyone from CCC is interested in being involved in future meetings, let her know.

Next CCC meeting: Our next meeting will be held on Wednesday, January 28<sup>th</sup> at 7:00am in the District Conference Room.