

COMMUNITY COMMUNICATIONS COMMITTEE (CCC) MINUTES

Date: October 28, 2020

Time: 11:00-11:30

Facilitator: Amy Watkins

In Attendance

Attendees: Marie Johnson, Peggy Kelland, Daren Lolkema, John Lumia, Amy Watkins

Approval of March Minutes

The committee unanimously approved the March minutes.

Discussion

First order of business was to nominate a chair. The committee nominated and approved Ms. Marie Johnson.

Next, the community reviewed the Charter from 2019-2020. The goals for 2020-2021 were developed as indicated below.

2020-2021 Goals

1. Review and make current the District's Communication Plan.
2. Review the Board of Education Goal on Communication.
3. Review the beginning of the year forms to streamline the communication
 4. Review the website and District app to maintain consistency and clarity of communication, improve accessibility
5. Add *Community Updates* section that is easily accessible to all community members.

Ms. Johnson shared that she would like to focus on improving the links available in the red global icons bar on the website and those available in the District app. It was discussed that WCSD News can be linked directly to the Community Updates. Job Openings will also be added to this section. The app will be updated to make these changes.

The committee then reviewed the Beginning of the Year checklist form. [This year the District adapted how parents received and completed the forms due to the pandemic.](#) Parents were provided access to a Google site with all of the links to read the forms and were then asked to complete a Google Form to acknowledge they had read and completed the form as requested. This format received positive feedback from parents. Ms. Kelland would like to revise the

language on each of the actual forms to make them more succinct. Ms. Kelland will work with Mr. Lolkema to get these documents to review and revise.

Ms. Johnson commented that we no longer have The Rewind. This was to reduce the amount of emails parents were receiving since regular community updates were being sent. In addition, with no in-person events happening, the type of information provided in The Rewind had changed. Mr. Lolkema also shared that the District was unable to move forward with Syntax on communications due to budgetary restrictions.

The “Who Do I Call?” sheet was reviewed again and updates happen on a regular basis. This is posted under the Community tab on the web page. This has been posted under Parent Resources and the Community tab on the District web page.

Motion to adjourn was made at 11:30 a.m.

Next Meeting

Next meeting will be on Wednesday, December 2, 2020 at 9:00 AM. [More information can be found on the District website by clicking here.](#)

[The meeting recording can be viewed here.](#)