

Skinner West LSC Communications Committee Meeting

Wednesday September 25, 2012 @ 6:30 PM

Meeting Minutes

Attendees: Kisha Young, Megan Schumacher, Anna Landsnes, Nicole Wissman, Ezra Caisip, Latoya Price-Childs, Sharmila Rana, Annie Shen, Rosa Ortiz, Principal Clark, and Linda King

Chair - Linda King was nominated and approved to the chair the committee

Weekly E-Newsletters

- Emails were sent in Aug to prepare parents for new school year, Strike info was sent daily
- Newsletter authors: Aug/ Sept – Latoya, Oct – Kisha, Nov – Megan

Email Database

- Kisha added all new students/ parent emails, and updated the graduated students to alumni status
- Mrs. Clark to provide a list of all staff members to be added to database

Website Updates

- Skinnersuperstars.org domain name has been renewed for another 10 years
- Calendars have been updated with the CPS calendar information, website has been updated with each weekly newsletter and various content - Linda
- Gaps – bios, email addresses and teacher pages needed for all new teachers; Paypal for paying school fees needs to be updated (Mrs Robinson); Google teacher pages need to be populated upon training; FAQ sheet
- Suggestions for additions – curriculum, enhanced learning tools to parent link, social emotional needs/ behavior needs, admissions FAQs - Annie to review and draft
- Annie and Linda will review overall website changes needed
- Training is needed for teachers to learn how to update teacher sites and gmail training – Linda to contact Websitings for 11/2 (need to now change due to calendar changes)

Social Media

- Identified as another medium to communicate to parents/ alumni etc
- Ezra to begin posting to Facebook, pending user id/ password
- Gaute to continue posting to Linked In

Front Office – Need to add a suggestion box

Phone System – Mrs Clark to check with corporate on how to expand use of the phone/ announcement system; We now have the ability to record and send broadcast messages to all parents automatically

Room Parent Program

- Latoya introduced a detailed room parent document describing responsibilities – including communication, identifying volunteers, teacher needs, wish lists, etc
- Training will be held on 10/3 and 10/4 pm after open house

Lobby Signage for Daily Events

- Newsletter bulletin board will be replaced with a whiteboard to allow for reminder of daily event (e.g. meeting location, event reminder)
- Newsletter has grown, and will shift to take up ½ of the LSC bulletin board

Parents Guide to Volunteering Brochure/ Parent Volunteers

- 4 page guide has been distributed during Open House to Kindergartners; Pending edits, copies will be distributed to all parents on Open House nights
- Volunteer coordinator is needed to manage greatest need of lunch/ recess and morning help
 - Anna and Linda to draft “how-to” guidelines
 - Room parents are key to implementing and communicating the need

Gym Uniforms Online

- Coaches Westy and Johnson are reviewing different vendors before making a decision for late October orders

Coffee Chat/ SIPAA – Coffee chat discussion on social –emotional needs to be folded into SIPAA committee. Will include stress / anxiety presentation by DePaul

Grant Opportunities

- Latoya suggested improving grant opportunities for the school; identify past successes to use as a basis for future grant writing; link to donors form, and education funding

Monthly Schedule

- The next meeting date is scheduled for Tuesday, November 13th @6:30 pm
- Other suggested dates pending approval in November meeting; Meetings will be held generally@ 6:30pm, the Tuesday before the LSC meeting each month
 - Tuesday, Nov. 13th
 - Tuesday, Dec. 11th
 - Tuesday, Jan. 8th
 - Tuesday, Feb. 19th
 - Tuesday, Mar. 12th
 - Tuesday, Apr. 9th
 - Tuesday, May 14th
 - Tuesday, June 18th

Questions, please contact Linda King @ skinnerwest@gmail.com
All are welcome to attend or submit ideas to skinnerwest@gmail.com