

Minutes of the School District of Manawa Long Range Planning
Fostering Positive Communication
February 10, 2015

Called to Order at 6 pm by Chairperson Stephanie Riske
Joanne Johnson Note Taker & Timer

In attendance: Stephanie Riske, Floyd Gerald, Glen Poole, Russ Johnson, and Joanne Johnson

Communication Action Team Work Session:

1. School Communication Protocol: Staff need mentor training to help foster positive communication. Teachers need training on how to deal with difficult communications. Training of office secretaries on how to direct/respond to complains as they receive them. Form a communication log to track complaints, trends, issues, & resolutions. Committee is recommending that the name of the Communication Protocol be changed to Organizational Structure. Joanne Johnson to determine where the Communication Protocol was developed to refer the change: committee or full board.
2. Communication from district: Stephanie Riske & Joanne Johnson handed out flyers with a survey during P/T conferences on 2/10/15. Joanne Johnson will tabulate the results and report back on preferred communication at the next committee meeting. A newsletter example was presented that is currently in use by the Bowler School District, as well as funding ideas on how to reach all taxpayers/residents of the district. No action or recommendations until more data is collected and presented at the next meeting.

Confirm Next Meeting Date:

February 24, 2015 6-7:30 pm in Media Center (Elementary Library)

Meeting adjourned at 7:30 pm

Joanne L. Johnson, Recording Secretary