

Minutes of the School District of Manawa Long Range Planning
Fostering Positive Communication
February 24, 2015

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

In attendance: Stephanie Riske, Floyd Geral, Glen Poole, Russ Johnson, Joanne Johnson, Matt Beyer, Cara Griesbach, Scott Rice.

1. Action Team Reports to Whole Group:

- a. **Fostering Positive Communication:** Highlighted the three items chosen for high priority and reported on the results so far:
 - i. The Communication Protocol will be referred to Policy and Personnel to have the name changed to “Organizational Structure” and it will be come an internal document. Training will be recommended to implement proper steps for dealing with situations. An administrative procedure is suggested to detail how to respond to and track complaints. This group will prepare a document highlighting the features we would like to see in the procedure.
 - ii. How Stakeholders Would Like to Communicate With The District. A survey was handed out at parent/teacher conferences, as well as going home with every elementary child. The results of those have been tabulated and that was shared with the group. The majority of parents prefer text or email. Many of our older stakeholders prefer a newsletter, as Internet access could be limited or they may not feel comfortable accessing information via email or text.
 - iii. Boosting Communication. We have not yet as a group been able to tackle this subject, however it is apparent that other groups have identified this as well. It will be addressed in the coming meetings.
- b. **Leadership:** Identified two priorities that they are currently working on:
 - i. Designing a program to bridge entrepreneurs with the school. Students would pair with businesses to learn and shadow business owners in the community. This would help students gain knowledge and job skills.
 - ii. Establish a Leadership Counsel. This counsel would be made up of leaders in the community including from businesses and city government and would advise the school board and administrators with ideas and suggestions. It is hoped this group would be able to meet four times per year.
- c. **Academic Success:** Identified and are working on five priorities:

- i. "Front End Loading." Focus on lower grades to help students feel successful and get good academic strength. The idea being that students have built their feelings of success by the time they leave the elementary school, not while in high school.
- ii. Full RTI & PBIS. RTI (Response to Intervention) and PBIS (Positive Behavior Intervention and Supports) would be fully implemented and target students appropriately for those specific interventions based on student needs.
- iii. Make school a fun place to work and learn.
- iv. Build relationships between all: staff, administrators, Board of Education, students, and parents.
- v. Communication: Setting goals, and having staff be able to communicate what is working, what is not. Make sure that staff is comfortable being able to communicate.

2. Action Team Work Session:

- a. **Communication Protocol:** Communication Protocol changes will be referred to Policy and Personnel. It will become an internal document and policy for complaints are already a part of board policy. Glen supplied the information from DDI, which provides training on how to communicate effectively. Cara explained how her employer implemented a successful communication plan. She will forward some information to Dr. Oppor that we could utilize which would not be at an additional cost to the district. Cara explained utilizing a values & beliefs system would be beneficial. Joanne suggested that the proposed board of education guiding principles could be used. This group will put together a list of things we would like to see as far as administrative guidelines for dealing with issues and forward that to Dr. Oppor.

3. Confirm Next Meeting Date:

March 10, 2015 6-7:30 pm in Media Center (Elementary Library)

Meeting adjourned at 7:30 pm

Joanne L. Johnson, recording secretary.