



# COMMUNICATIONS COMMITTEE MEETING MINUTES

October 17, 2019

Central Office Conference Room

4:00 p.m.

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Those present included: Amy Lydic, Tonya Bruns, Sarah Schorr, Denise Davis, Carol Hendricksen, Jody Neulinger, Julie Cackowski, Kari Sturch, Joe Franklin, Bill Link, Chris Mullis, Debby Smith, Ty Goss, Marc Fogal, Vickie Armbrust

## Agenda Items:

### I. Discussion Topics

- a. Meeting Schedule – Committee will continue to meet as necessary during the 19-20 school year.
- b. Secretary Work Load Commitment – DHR Franklin reviewed the Commitments around Secretary Workload. In addition to ensuring that offices and phones are covered during secretary lunches, there is a commitment to addressing concerns around secretaries and clerks supervising students serving in-school suspensions and detentions in the school offices. Privacy/Confidentiality concerns exist with students in the office vicinity. EAP requested this to be added for an agenda item and it was shared that this continues to be a concern especially at the Intermediate Level. This issue will need continued attention and discussion as we work together to address this commitment. Dr. Link also shared information related to the principals identifying a Person on Call for each building.
- c. District Attendance Update – DHR Franklin provided an update on attendance/absence trends over the past 3 years for the first 43 days of school. FMLA use has run slightly higher this year than in years past. As expected per trends, the district experiences the highest absence rate on Fridays. One factor is that most personal day use occurs on Fridays. At the district level, we try to avoid scheduling PD on Fridays and ask that staff (if at all possible) try to avoid scheduling non-emergency appointments on Fridays.

### II. Consideration for Resolution

- a. Affirm the WIP Document

### III. Pending Resolution

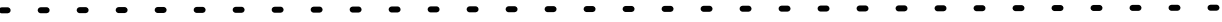
- a. Nothing at this time

IV. Board of Education Meeting Update

- a. Agenda Review – Dr. Link reviewed the BOE meeting agenda for October 21, 2019.

V. Other Topics/Misc. – Next Meeting is on November 14 (if needed)

VI. Adjourn – Adjourned at 4:32 p.m.



**Notes:**

- I. a..... Tentative meeting dates are as follows: September 20, October 17, November 14 , December 12, January 23, February 20, March 19, April 16, May 14, June TBA (if needed). It has been past practice to only meet as needed.
- I.b.....This is an opportunity for a brief discussion update on the progress regarding work on the Secretary Work Load Commitment.
- I.c. ....This is an opportunity to review the district-wide attendance information for approximately the first quarter.
- II.a. ....The **Work in Progress** document has been distributed to committee in an electronic format for members to review. In accordance with the WIP guidelines the document will be reviewed (revised if necessary) and reaffirmed at the third Communications Committee Meeting of the school year which is slated for this meeting.