DAC Mtg Minutes  
9/22/14  
Manual Tech  
Schools Present: AC Prep - Secondary, Border Star, Central FLA, Garfield, King, Lincoln, NE Middle, Paseo, SWECC  

Meeting called to order by Chair Miriam King at 6:05 pm  

Ms King welcomed attendees and each person introduced themselves and their school.  

Approval of meeting minutes were tabled.  

**Speakers**  
Dr Murillo and Dr Sanders: Presentation regarding School Improvement Advisory Committee (SIAC)  
Andrea Flinders: Explained role and responsibility of teachers’ union; spoke about upcoming ballot measure Amendment 3  

**Committee Reports**  
President’s/DACX report  
- See the DAC website for links to presentations/handouts, to sign up for DAC e-newsletter  
- Be sure to check out each school’s athletic calendar on school websites for most up-to-date game dates/times/locations. Inform parents/students with smartphones to utilize the calendar subscription feature.  
- Middle school ribbon cuttings - be sure to check out Central and Northeast Middle Schools; this is their first year; they currently have 7th graders and are above projected enrollment  

Communication Brainstorm led by Steve Burton  
1. What the school uses to communicate with parents  
2. Barriers to effective school-to-parent communication  
3. Solutions  

**All Speaker and Committee Presentations and Handouts are available on the DAC website.**

There was no Old or New Business.  

Meeting was adjourned by Miriam King at 7:30 pm. 
Brainstorm | School-to-Parent Communication

How does your school communicate w/ parents?
Phone blast, texts, emails, Tyler, Class Dojo, weekly classroom newsletters, flyers, school website

Barriers/challenges
- Not knowing WHO is responsible at the school for communications OR multiple people at school responsible for communication and they are not in sync
- Not using the preferred means of communication
- Lack of consistency school-to-school
- Not knowing where to GET information to send home to parents
- Parental lack of access to e-forms of communication
- Little-to-no ADVANCE notice; no reminders
- Not all schools have tools to send emails

Suggested Solutions
- Found a consistent day-of-the-week for communications is helpful
- Need to take into account whether communicating through elementary or secondary channel
- Ensure message is identical when repeating via multiple channels: phone blast and email
- Requires specific person to be responsible for communication
- Listing of all teachers/staff w/ email and phone ext on school website>staff directory; must include their function, ie what they do
- Get automated phone system with extensions at each school (ie Border Star)
  - Publish directory (online/offline)
  - Establish expectation phone calls will be returned in 24 hrs; don’t need to have an answer, but do need to acknowledge the call