



# SCHOOL/HOME COMMUNICATIONS TASK FORCE

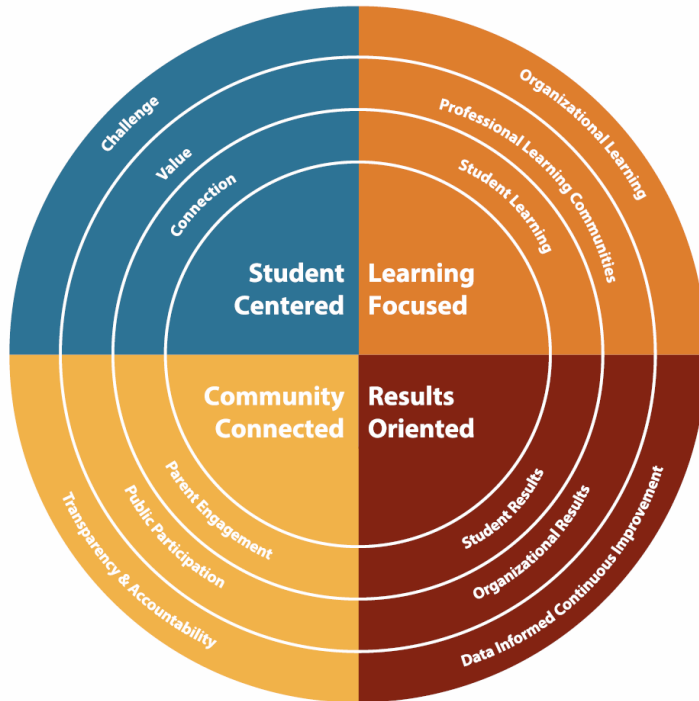
# Today's Agenda:



1. Introductions
2. Review of January meeting discussions
3. Small group analysis of school newsletter samples
  - a. School newsletter items based on best practices
  - b. PTSA newsletter items

# Achieving our Mission and Vision

## Values



## Goals

- 1 Ensure academic success for every student
- 2 Provide safe & innovative learning environments
- 3 Recruit, hire & retain highly effective personnel
- 4 Use resources effectively & be fiscally responsible
- 5 Engage our communities

# Purpose

The main purposes of the Task Force are to:

- Collaborate with the district to develop recommendation for standard of mass communications for schools and families, including recommended tools, frequency, methods of communication.
- Learn about best practices and current school practices in school/home mass communications.
- Clarify the roles of the school and the PTSA with regard to school/home communication.
- Provide a forum for parents to give meaningful input on the Task Force's work.

# Meeting ground rules

- The Task Force members will:
- Start/end on time.
- Silence electronics.
- Ask questions of each other for the purposes of gaining clarity and understanding.
- Express ourselves in terms of personal needs, interests and outcomes.
- Listen respectfully, and sincerely try to understand the other person's needs and interests.
- Come with curiosity and a willingness to learn.



# January discussions review

# School survey

- Weekly is the most common frequency
- Schools are split between separate newsletters and combined PTSA/school newsletters
- Principals, office managers, PTSA Communications VPs are most involved in editing them



# Newsletter analysis



# School newsletters

- Divide up into small groups
- Two forms:
  - ▣ Form 1: Check newsletters to determine if any of these categories are represented. Star any that you think are especially good examples.
  - ▣ Form 2: Review newsletters to determine copy that belongs in a PTSA newsletter as opposed to a school newsletter

# Next meeting

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- March 10, 4-6 p.m.