

## Collaboration & Communication Committee (CCC) Notes 10/23/13

In attendance – Julie, Margie, Kim, Kelly, Traci, Tammy, Jen, Jeanie, Angie, Jan

Suggestion Boxes – Comments were from Better Brew and the bank. Reviewed and Tammy/Kim were going to forward them on to the facilities committee and to Kevin (regarding the Pledge of Allegiance). Julie is going to bring the box at Hardware Hank to school for the concession stand.

Internal Survey – Decided to review the preliminary results at the Dec. meeting. Should have more surveys completed at the Nov. conferences.

Survey Suggestion – Have students set up at all three entrances (front, Panther, old elem.) with the survey.

Commencement Program – Discussion regarding staff list. Suggestion to have K-8 staff listed on some other venue (i.e. 8<sup>th</sup> grade graduation).

Do not photograph list – Given to Jen to pass on to Audra DePestal (4 students K-12)

Transition from grade to grade – Jeanie shared an email from Byron. Discussion about our programs. Team believes we do a good job at this task already.

New Students & Transition - Margie is going to ask the counselors to let us know what they do to help new students adjust/transition to PI.

School Board Meeting – Angie and Jan will present a short Powerpoint on our initiatives, projects, and membership on Nov. 7.

Next meeting – Wednesday, Nov. 20 at 7:00 a.m.

## Collaboration & Communication Committee (CCC) Notes 11/20/13

In attendance – Julie, Kevin, Nicole, Kelly, Traci, Tammy, Jen, Jeanie, Angie, Jan

Suggestion Box Comments – Discussion regarding student comments on this year's food quality, food temperature, selection. Also, briefly discussed parent concerns with discipline techniques on playground. The Hardware Hank box will be set near the concession stand for the winter sports season.

Survey – Still in progress. Will continue to be available on line, and also at Breakfast with Santa. Following that, Nicole will print out the results for the December CCC meeting.

In the News – We are encouraged to keep promoting good things happening in our classrooms and at school. Let Audra know of any things that could go in the paper. Let Jeanie know of things that could go on FB.

Community Outreach Initiative – 1) Kevin asked for assistance in updating the Business Link to School brochure. He would like new businesses, information on outdated information, etc. He is going to also contact Kelly Barker and the Chamber for their similar lists. Kevin will then send a letter to each business, asking how they might be able to connect with our students and school. 2) Kevin also asked for assistance on the Class Description Handbook. We are asked to read it “as a parent” and let him know if any descriptions are vague, need more details, etc. We also discussed possibly adding a feature that describes the level of e-learning in certain courses.

Next meeting – Wednesday, December 18 – 7:00 a.m.

## Collaboration & Communication Committee (CCC) Notes 12/18/13

In attendance – Julie, Nicole, Kelly, Traci, Tammy, Jen, Jeanie, Kim, Jan

### Suggestion Boxes

Discussion regarding the number of suggestions declining. Jeanie will put a reminder on FB to remind patrons that the boxes are available. We will keep the current locations at this time.

### External Survey

400 comments were added to the surveys – many positive and many regarding personnel issues. The personnel issues will be kept confidential, with them being addressed privately with the staff involved.

Main areas for negative comments – Website & Food Service

Summary of the survey results (Rough number)

When communicating with staff, you are treated in professional manner –

175 – strongly agree

175 – agree

20 – neutral, disagree, and strongly disagree (all three areas were around 20)

Feel welcomed to share concerns with faculty –

215 – agree

125 – strongly agree

25 – neutral

20 – disagree and strongly disagree

Atmosphere of respect exists at PI Schools –

210 – agree

115 – strongly agree

55 – neutral

20 – disagree

15 – strongly disagree

Social and cultural differences are respected at PI Schools –

210 – agree

110 – strongly agree

70 – neutral

15 – disagree and strongly disagree

PI provides a safe environment for students –

200 – agree  
155 – strongly agree  
30 – neutral  
20 – disagree  
5 – strongly disagree

Best way to communicate with community and parents –

90% - email  
58% - School Reach  
47% - telephone  
35% - district website  
26% - text  
20% - electronic newsletter  
19% - News Record  
19% - paper newsletter  
8% - Channel 8  
5 % - Moodle

Updated Chamber list – Finished

Handbooks that Kevin would like input on – Discuss in January

Transition Plans

HS & K-5 – Gave Margie their lists of transition activities for grade to grade and for new students – More discussion in January

January Meetings (2) – January 8 and January 29

## Collaboration & Communication Committee (CCC) Notes 1/29/14

In attendance – Nicole, Kelly, Angie, Margie, Traci, Tammy, Jen, Kim, Jan, Kevin

Student Surveys on Facilities

The CCC subcommittee has a survey ready to distribute. The survey will be on hold based upon the recommendation of an Ed MN consultant. The recommendation was to not ask for student input at this time due to the potential negative impact. Teachers are encouraged to refrain from promoting the referendum during class time. If the referendum passes, the survey can be quickly distributed, then asking for student input on the new facilities. The subcommittee will make some minor changes to the survey.

The referendum is set for May 13 from 8-8 at St. Paul's Lutheran Church.

#### External Survey Results

Nicole and Tammy presented the data and comments from the surveys from this Fall 2013 – Dec. 2013. There was a value of approx. 90% satisfaction on all areas of the survey, with the exception of questions regarding the food service program. The committee is reminded to keep comments from the survey confidential as the appropriate parties will deal directly with those concerns as needed.

#### Facilities Team Update

The facilities team has decided to pursue more bids in order to make sure they are using tax dollars as appropriately as possible. The team is hoping to have all bids determined by mid-March. At that time, they will present the information to various groups, including staff, churches, retirement community, etc. They plan to present what the facility might look like as well as have an open forum for questions.

#### Transition – Goal completed

Overall, the counselors and CCC appear well satisfied with the supports offered in both grade-to-grade transition, as well as in how PI supports new students.

#### HS Handbook – Goal completed

The team offered some suggestions for Kevin.

#### Suggestion Box Comments

The number of individual comments is still low from Better Brew and the bank, but there was no discussion on discontinuing these locations. The

concession stand received many comments. Discussion entertained the possibility of nachos in the concession stand, as well as the recent shortage of popcorn bags and the pop expiring. Kim will distribute the comments to the other committees as appropriate.

Next Meeting – Wednesday, February 26 at 7:00 a.m. (HS Conference Room)

## Collaboration & Communication Committee (CCC) Notes 2/26/2014

Members Present – New member Carmen Garness – Welcome!  
Kevin, Angie, Jen, Julie, Carmen, Margie, Traci, Jeanie, Tammy, Kim, Jan  
Student Facility Survey – Locker room questions have been added. The survey will be used after the referendum vote.

Website – Jeanie reported that there have been improvements made to the district website.

Volunteer Recognition – Decision to continue with the public recognition of names in the News Record. Will also put up posters with the names in a few businesses. The district will host an open house for the volunteers in the Community Ed. room on April 10 (all day). There will be coffee cake/cookies, beverages, and a small gift for each volunteer. This invitation will be posted on the FB site, school web page, and in the

News Record. Jan will update the volunteer list for the News Record. Nicole and Angie will take care of the posters. Jen will check on pricing for the ad in the News Record.

Facility Communication – Kim and Tammy reported that there will be as many meetings/forums as possible. They will meet with many groups. There may be a PowerPoint/e-presentation prepared for conference nights. There may be an email/some communication sent out for any volunteers that would like to be part of a vote yes committee.

Suggestion Boxes – No comments at both the library (2 months) and bank. Only one at the Better Brew. The items discussed were regarding having a couple volunteer reserved parking spots (Tammy will check on potential locations), fruit in the concession stand (Kevin said it was tried – was an expensive option that was not very popular), nacho machine (Kevin is continuing to look into this), 7-8 grade honor roll being outdated (Tammy will bring up at admin. meeting), pictures on the wall of fame by concession stand (difficulty is that each activity has a different “year” – some are mid-year activities, so those will always appear outdated when they are actually not), scoreboard light bulbs (old scoreboard is the issue as new bulbs did not work).

Next Meeting – Wednesday, March 19, 2014 (Note new date)

## Collaboration & Communication Committee (CCC) Notes 3/19/2014

In attendance – Kim, Kelly, Nicole, Traci, Jen, Jeanie, Angie, Kevin, Jan

### Volunteer Recognition

Jen and Jan are finalizing the ad for the News Record. Will add info on the volunteer recognition day to the ad. Teachers, paras, school board members that were on the list have been taken off the list as we'd need to list all school employees as all volunteer in one capacity or another.

Nicole will take the ad and make it into posters.

Angie will put them up around town during 1<sup>st</sup> week of April – 6-8 locations

The reception is set for all day on April 16. Anyone from the district is invited to attend, not just volunteers.

### Facility Communication

Kim shared about the plan for the Facilities Committee/School Board to present information regarding the referendum. Informational meetings will be held at school on March 25, April 23, and May 4. Informal meet-and-greet type of sessions will be at Better Brew on March 26 and April 9. There will be three sessions on each date at Better Brew in order to catch each coffee group. There are also plans for meeting with the senior citizens, Lions, St. Michael's congregation, St. Paul's congregation, and one or two groups in Oronoco. This will also be presented to PI staff on Friday, March 21 during the staff development day.

### Suggestion Boxes

Not collected this month

### Other Follow-Up Information

Nacho machine – Not an option at this time due to availability of the products, keeping leftovers fresh, and expense.

Wall photos – FCCLA is in charge of this task.

Next Meeting – April 30, 2014

## **Collaboration & Communication Committee (CCC) Notes 4/3/2014**

In attendance – April, Margie, Kelly, Jeanie, Traci, Tammy, Jen, Kevin, Carmen, Julie, Jan

School Board Presentation – Margie and Angie were nominated to present our year's progress on goals to the school board on May 19 at 6:00 p.m. Thank you Margie and Angie!!

Volunteer Recognition – Five people attended the open house in April. Discussion held regarding what changes to make next year. Possible ideas included changing the location – to a more accessible location, moving the event to a time prior to a school event (i.e.



concert), have each staff person send a personal email to their volunteers. This will be revisited next year.

Online Auction from Metrodome Stadium – An auction company from Spring Valley has mass purchased all of the remaining items from the concession stands at the Metrodome. Traci will forward auction site info to CCC members. Let Tammy know if you see any items of interest.

Facility Communication – There have been 30 public meetings. The last meetings are coming up at school and with the Senior Citizen group. The Oronoco group was small, yet passionate. The last meeting in the cafeteria lasted 90 minutes. Many questions have been regarding utilities/sewer to the new site. The feeling of the “No Camp” is that they have a presence, but they appear to be less negative than other years.

Review of handbooks – Discussion was brief. Members are asked to continue to review and send Kevin any feedback.

Updates from Suggestion Boxes –

Margie says the update for the wall group photos is “in progress” and making gains towards completion.

The honor roll issue was a technology glitch. Also “in progress”.

Traci will talk to someone at the Legion for any possible parking spots.

The scoreboards may depend upon the funds from the referendum.

Website/Facebook will be used for info on signing up for free and reduced lunches – along with many attempts by teachers and in newsletter in August.

**Collaboration & Communication Committee (CCC) Notes  
5/21/2014** – Kevin, Jen, Kim, Jeanie, Traci, Kelly, Julie, Carmen, Jan

CCC Committee – All members should email Traci if you plan to continue on the CCC committee or if you want to end your time on the committee. If you are going to exit, please try to find a replacement. We need a new chairperson and secretary. Please let Traci know if you are interested.

School Board Presentation – We will cancel our CCC update presentation.

Student Facility Survey – The goal is to have the survey completed by next Wednesday, May 28. Traci, Kelly, Kevin will get information to their respective levels (Elem, MS, HS) to have students take the survey. Kim will get the survey results to the Facilities Committee.

Facility Communication – Kim thanked the staff for all of their work and efforts in passing the referendum. There will be continued communication as to timelines and plans for the building/renovation. There will be a group going to visit schools with weight rooms and auditoriums.

Suggestion Boxes – Only one suggestion this month from all four boxes.

Updates –

The pictures in the hallway by the gyms will all be updated by graduation.

Jen will check with the MS office to see if the honor roll glitch has been resolved. She will help out as needed, since she runs the HS one.

The Legion has offered to give 2 parking spaces for PI School Volunteers. Jan will contact Beau to have 2 signs made for the parking spots.

Free/Reduced Lunch – Jeanie will look into exactly what the district benefit is for completing the application and will add that information to the newsletter/FB. Traci will speak with Cindy regarding adding this to the August staff meeting agenda so that all teachers know to promote completing the application.

Community Ed. receives many calls regarding programs they are not in charge of. They are wondering if they can put a link to the various organizations (i.e. Youth Softball) on their webpage. Jeanie will assist them.

Next Meeting – 4<sup>th</sup> Wed. in September (Sept. 24)

Collaboration & Communication Committee  
Meeting Minutes – September 24, 2014  
Submitted by Kim Fall

Attendees: Dawn Lenz, Margie Berg, Julie Horkey, Julie Kuball, Traci Bauer, Kelly Ganrud, Jeanie

Rucker, Carmen Garness, Kim Fall, Kevin Cardille, Nicole Mentjes, Tammy Berg-Beniak.

Chairperson Traci called the meeting to order at 7am.

Introductions: Traci requested that we begin the meeting with introductions since we have new committee members. Community member Julie Horkey has agreed to participate on the committee in place of a high school faculty representative. Dawn Lenz is joining our committee as the Special Education representative.

Mentor Program: Traci read a report from K-4 Principal Cindy Hanson regarding the mentor program. Dawn and Kelly are both currently participating in the mentor program and spoke positively about their experiences so far.

Suggestion Boxes: Traci checked on the boxes and noted that most of them didn't have cards in them for comments so we need to stock them. It was also suggested that we create a sign to have by the boxes that would hopefully generate more comments. Nicole volunteered to create signs for the boxes. The boxes are currently at Better Brew, Pine Island Bank and in the school lobby. There were no comments in the Better Brew box. The box in the school lobby had two comments: 1) please put chairs on the floor for programs not use just bleachers and 2) please get all lights in the scoreboards working. Kevin noted that the bulbs burn out constantly. He said that the custodial staff replaces them often and they burn out so quickly that it seems that we aren't addressing it when we really are. He mentioned that we could really use new scoreboards but they are expensive. Kim mentioned that the facility team will add the need for scoreboards to the prioritized list of additional items and as we work through the renovations on the existing site we can consider that if we have funds available. There were no suggestions from the Pine Island Bank suggestion box. Traci will send Kim the comments received and Kim will forward them on to interested parties/committees outside of our own (as we did last year) so they are addressed. Traci asked for a volunteer to keep the boxes stocked with cards and pick up the suggestions each month prior to our meeting (Jan Giesen was in charge of that last year). Dawn Lenz volunteered to coordinate the suggestion boxes. The committee discussed moving the boxes to new locations. Dawn will work with Kevin to relocate the box at the bank and also set up a box at the concession stand.

Volunteer Parking Spots: Three volunteer parking spots have been provided and are being used.

School Lunch Concerns: The group briefly discussed the concerns regarding school lunches. Superintendent Berg-Beniak is working with the food service provider (Chartwells), the Cabinet and the Effective and Efficient Operations committee to find a solution. She will work with Jeanie to put information on the web site regarding the issue.

Internal Survey: Traci asked the committee if there was a need for an internal survey this year. Margie noted that it would be good to do one so that people feel they have a way to voice their opinion. Julie H. asked if we had the results from our last one and also noted that if we do a survey it's important to make sure we address issues that arise. Tammy noted that in the past any issues were addressed and that we will do that this time as well. Nicole will send the

committee the survey we used before so we can review it and discuss in greater detail at our next meeting.

External Survey: Kim asked about the timeline for the external survey as that is usually done in the fall and may need to be a top priority at our next meeting. The plan is to offer it again at conferences, Breakfast with Santa, and have a link on the web site again. We will discuss at our October meeting.

CCC presentations at Board Meetings: Our committee is scheduled to provide an update to the board on November 6th and May 7th. Nicole and Margie offered to present, but need help defining what should be in the presentation. We will discuss further during our next meeting.

District Vision and Mission Statements: The school board is planning to update the district vision and mission statements and is looking for help from the district aim committees, staff, students and community members. Tammy noted that the mission statement is fairly solid, but the vision statement needs a lot of work. The board is asking committees to consider core values and provide ideas for changes to the vision statement. Kim mentioned that the vision statement should state where we want to be in the future, as well as motivate and challenge employees. It's important to the board to hear ideas from staff. Kevin will send the definitions to the committee members and we will participate in a core value exercise at our next meeting to generate ideas.

World's Best Workforce Committee: Tammy provided more information on the World's Best Workforce requirements and the newly created committee. She would like a representative from our committee to participate on the World's Best Workforce committee. Dawn volunteered to participate on our behalf.

Future meetings: Our next meeting will be held on Wednesday, October 29th at 7:00am in the District Conference Room. They are generally held on the last Wednesday of each month. There are a few exceptions: November 19th (early due to Thanksgiving), December 17th (early due to winter break) and May 13 (due to early summer break/construction).