

Action Item	People Responsible	Deadline
Measure how many people and topics of complaints at SAC	Tara Broyd	Monthly as soon as feasible – Dec 2020
Measure how many people and topics of complaints at BOD	Tara Broyd	Monthly as soon as feasible – Dec 2020
Measure how many people and topics of complaints at PTO	Tara Broyd	Monthly as soon as feasible – Dec 2020
Quiz on communications to parents – do you know how to communicate to school and what types of communications are used? This will create first poll questions	Nicole Bostel	as soon as feasible
Baseline data from SAC Survey	Karyn Weiffenbach from Karen Johnson	as soon as feasible
CDE questions for polls		as soon as feasible
Poll questions/results/collation from start – December 2020		Bi Monthly from start – December 2020
Results of discussion on platform for polls/surveys from BOD	Tom Wendling	As soon as possible after BOD makes decision on platform
Communication from poll results to community	Nicole Bostel	Monthly from as soon as feasible – December 2020
Communication Pathways emailed quarterly with real life scenario walk throughs	Nicole Bostel	Quarterly as soon as feasible – December 2020
Email Scripts provided to redirect parents when not following communication pathways for common things like attrition, teacher issues, non response from first try	Jeremy Voytko	as soon as feasible
Education of teachers on how to respond to parents	Karyn Weiffenbach/Stephanie Mendrala	as soon as feasible

Commented [1]: Tara, if you would collate, that would be great. You should be able to pull from minutes 30 days in arrears. For more timely info open a dialogue with Kelly Reyna, sac@stemk12.org, Susan Montgomery, pto@stemk12.org. Tom Wendling (on our committee is our BOD rep as well as a SAC rep)