



**Meeting Information:**

<b>Meeting Name:</b>	CISA Workgroup
<b>Date &amp; Time:</b>	October 5, 2017
<b>Location:</b>	Eagle Ridge Academy Room 1114
<b>Invitees:</b>	Jane Wegener Venema, Amanda Heitzman, Mande Gordon, Missy Madigan, Susan Bloomgren, Cathy Tryggestad
<b>Attendees:</b>	Susan Bloomgren, Jane Wegener Venema, Amanda Hertzman, Missy Madigan, Cathy Tryggestad

**Meeting Agenda / Objective(s):**

Objective(s)	Upon Debrief: Objective Met?
1. Parent Survey Feedback Review	Yes
2.	

**Meeting Minutes:**

1. Communication: feedback regarding communications was in regard to parent to teacher (IC, Planbook, emails). People are looking for consistency in where they can find information. Several noted that teachers use IC/Gradebook/Planbook sporadically or do not reply to emails within 24 hours.
  - a. Current guideline for email response is 24 hours, gradebooks updated weekly, Planbook updated weekly
  - b. Recommendations: Admin verify that teachers are entering grades and have correct settings, Admin verify that Planbook accounts are updated weekly, Upcoming training for parents on how to use Infinite Campus (with translators)
2. Upcoming Events: Upcoming events need to be displayed more clearly.
  - a. Recommendations: Our new website and calendar system should assist with this and make info more manageable. Mary will also going to try to utilize Facebook events much more next year, Verify that emails are going to BOTH parents, Inspect issues with Text Blasts, Booth for Infinite Campus at Conference. Parent Rep. confirmed that events and communications seem to be more timely, frequent, and/or easier to find this year.

**Decisions:**

1.	
2.	
3.	

**Assigned Action Items (What's Next?):**

Task	Accountability	Due Date	Date Completed
Email teachers to inquire regarding IC	Susan & Cathy		



Booth/tables at Fall Conferences?	Susan		
Review the streamlining of communication			

**What's Been Accomplished?**

Task	Who Was Responsible?	Due Date	Date Completed

**Parking Lot / Issues to be resolved in Future Agendas:**

Date	Issue	Priority	Risk	Notes