

Committee Name: Communications

Date of Report: 3/27/09

**Sixth Grade Transition
Committee Work and Reporting Sheet
2008-09**

Committee Members: Diane Ostrowski Traci Matters	Additional Persons Involved as Resources: Marty Shudak Joy Stein Jerri Larsen Martha Bruckner
Meeting Dates: Small group discussions to date	Major Tasks: <ul style="list-style-type: none">• Determine any policy changes necessary• Create call list for questions related to transition• Create webpage for updates• Inform internal and external audiences of major decisions, accomplishments• Create virtual tour of Schools
Accomplishments to Date: <ul style="list-style-type: none">• E-mail communication to all staff• 10/31 request to principals to insert article in school newsletters• Website articles• Nonpareil coverage (about one per month to date)• Sixth Grade Move webpage created• Promise to Succeed Material Produced<ul style="list-style-type: none">○ Buttons○ Invitations○ Certificates○ List of Dates on Webpage• Photo of Class of 2015• Facilitated the change to two policies with references to K-6 or 7-12• Finalized the Middle School Program Brochure for 2009-10	Minor Immediate Tasks: <ul style="list-style-type: none">• Continue to create awareness of dates of upcoming orientations and events related to transition• Order photos of Class of 2015• Confirm Photographer for Class of 2016 photo on May 1st• Publicize the May 1st 5th Grade Music Festival• Determine which other policies may need adapted• Add names of teachers with group photos (already taken) on the Sixth Grade webpage
Next Steps: <ul style="list-style-type: none">• Determine additional ways to communicate updates—consider interactive opps• Request news media coverage related to Promise to Succeed Ceremonies (next week is the first one at Washington)• Prepare add'l school newsletter articles	Significant Obstacles to Accomplishments or to Next Steps:
Questions Needing Clarification: What is the process for getting the Promise to Succeed certificates finally in students' hands?	Time Frame for Next Steps: