

Communications Committee
Royal Oak High School Transition Team
Progress Report to Royal Oak School Board
1/27/05

The four areas of emphasis for the Communications Committee have been implemented, to make sure the Royal Oak community is informed of the progress of the Royal Oak High School transition teams. Part of our process is to actively seek input from community members, insuring everyone a voice in the future of Royal Oak High School.

Currently on our web site, you will find this report, names of all team members listed by base groups (Parents, Staff, Students and Community), vision statements and contact information if anyone has comments or questions regarding the transition process. Also found are press releases, a letter from the superintendent outlining the consolidation process for the entire district and a frequently asked questions page.

All four of the base groups have prepared a status report that is part of this packet, currently posted on the website, and has been distributed to all administrators in every school building. A copy can also be obtained at the board office. These reports will be submitted periodically, as activities merit.

Our question and answer process is busy soliciting questions and comments and several of those are attached to this report. In January a member of the team visited PTA meetings to seek questions and comments from parents at all the schools. Suggestion boxes have been placed in the office at every school. As previously stated, some frequently asked questions are already posted on the website. Some questions may be combined and then sent to the proper department for the answer. An example might be "Is my student going to ride a bus?" and "What are the bussing plans?" These are really the same question and will be answered at some point by operations. Questions will be directed to the correct person or persons responsible for the answers and are then given back to the communications team to be posted.

The ongoing duties of the communications team:

- ❖ Keep the website up to date
- ❖ Post event notices on the web calendar
- ❖ Create press releases when activities and events warrant
- ❖ Continue to actively seek input from community members
- ❖ Funnel questions and comments to the party/ies responsible for the answers
- ❖ Prepare and present reports to the school board, as events warrant
- ❖ Be a presence in the community

Our next meeting date is February 8, 2005. Our agenda includes mapping out a plan to contact clubs or groups in Royal Oak that would welcome a team member at one of their meetings to accept questions and comments.

Contact Information:

Facilitator

Jennifer Ward	2932 Clawson Ave. RO 48073	248-435-3763 248-435-9888 wards4@earthlink.net
---------------	-------------------------------	---

Recorder

Dean Shipman	1118 Edgewood Dr. RO 48067	248-541-5854 248-701-8544 dshipman@advnetworks.com
--------------	-------------------------------	---