

## District Learning Team Communication “Hub”

- **Goal**

To be inclusive and transparent by providing opportunities for all district staff and community members an opportunity to stay up-to-date on conversations and ongoing discussions at the district level that impact their work and children. Originally envisioned for staff, in 2018 this information was made available to the community at large.

- **Audience**

All district staff and interested community members

- **Group profiles and minutes**

Provide consistent information and labeling on the WSD website.

- **Timing & Format**

**Staff:** Approximately every 2-3 weeks a notification email is “pushed out” to all WSD staff containing names of teams/committees that met during that period, the date of the meeting, a list of the topics discussed, and a link to full minutes/notes of the meeting. *For example:*

**District Learning Team 10/20/17**

Listening & Learning Tour Planning

Identification of data sources

Planning for upcoming LIT training

Communication system planning

[Link to full minutes.share/org/allthedetails/youwant&need](#)

**Community:** Meeting information is updated and available at the “Communication Hub” link on the WSD website for community members by clicking on the name of the team/committee. A group profile is provided, as well as meeting dates, minutes/notes. If notes or minutes have not been posted within two weeks of a meeting date, please report to Maria Iñíguez at the District Office, 663-8161.