



# The GLOBE Academy

## Minutes

### Communications Committee Meeting

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#### **Date and Time**

Thursday September 8, 2022 at 9:30 AM

#### **Location**

<https://meet.google.com/jsy-wmpg-jax>

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#### Vision, Mission and Core Values

Vision: To develop globally minded citizens who have the knowledge, skills, and attitudes to effect positive change in our world.

Mission: The GLOBE Academy fosters Global Learning Opportunities through Balanced Education for children of all backgrounds. With a focus on dual-language immersion, an experiential-learning model, and a constructivist approach, GLOBE inspires students to be high-performing lifelong learners equipped to make a positive impact in the world.

Core Values: The GLOBE Academy's core values are expressed in the acronym, CREST: Community, Respect, Empathy, Sustainability and Trust. These values are expected of the governing board, faculty, staff, parents, and students. They are woven into daily life at GLOBE and incorporated into the curriculum.

- Community: We are inclusive, and we nurture and support one another.
  - Respect: We treat ourselves and each other with kindness and dignity.
  - Empathy: We strive to understand and share the feelings of others.
  - Sustainability: We aim to conserve our resources for optimal use in the present and future.
  - Trust: We are committed to honesty, transparency, and respectfully sharing our thoughts and encouraging others to do the same.
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#### **Committee Members Present**

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L. Long (remote), S. Butler (remote)

**Committee Members Absent**

D. Reynolds

**Guests Present**

C. Elliott-Earby (remote), C. Flowers (remote), Paul Mooring (remote)

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**I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

L. Long called a meeting of the Communications Committee of The GLOBE Academy to order on Thursday Sep 8, 2022 at 9:30 AM.

**C. Approve Minutes**

**II. Communications**

**A. Email Response Times**

L. Long raised concern that parents and other stakeholders are not receiving timely email responses from school staff.

C. Elliott-Earby will follow up with staff directly to reinforce the importance of consistently responding within two school days of receiving any email.

**B. Communications Flow Chart**

Committee discussed making some updates to the communications flow chart and re-socializing it in the community. Flow chart will be paired with key message that the executive director and heads of school are here to help solve problems and remove roadblocks, as needed — i.e., if issues aren't being resolved to parents' satisfaction, they should absolutely escalate.

C. Elliott-Earby and S. Butler will work on this over the next few weeks.

**C. Exit Survey**

Committee reviewed newly drafted exit survey and discussed introductory letter which should convey that the survey is short and the exiting parents' feedback is deeply valued. Will continue to tweak this month, so survey can be formalized and digitized before end of semester.

**D.**

### **GLOBE Trot Communications**

S. Butler will continue to support development committee on GLOBE Trot communications. It will be important that these are cohesive, enthusiastic, and consistent to maximize fundraising and community experience.

#### **E. Security Email**

Committee discussed contents of upcoming security email, addressing heightened anxiety around school security.

L. Long to draft email for C. Elliott-Earby to send in advance of coffee talk with C. Flowers and Officer Mark Bollinger.

### **III. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:30 AM.

Respectfully Submitted,  
L. Long