

Communications Committee

Minutes

Weds., Dec. 12, 2018, 4:30 p.m.

Room 10A

Members Present (underlined): Cheri Howe, Jeff Eng, John Gawarecki, Shannon Froberg, Christine Morrison, Joell Pundsack, Justin Gehring, Jen Heydt-Nelson, Jessie Heydt, Teresa Ward, Heather Krisko, Michelle McManus

Agenda Topic	Description/Discussion Content	Assignment/Action
I. Recruitment	Recruit 2 parents to join Committee	Cheri Howe/send an email to the community
II. Old Business	<p>A. Update on progress of tasks/actions discussed at October meeting:</p> <ol style="list-style-type: none"> 1. Skyward/Activities Rosters loaded into Skyward - review actions/who assigned (from November meeting) - <i>We have an Activities Task Force and there will be a handbook in the Fall. The Task Force is working on it.</i> 2. Contribution and receipt - thank you note; legally a donation letter should be sent from the school. <i>Cheri brought to the attention of the Finance chair, and AFC.</i> 3. Full implementation of School Messenger - done? - <i>Six hundred people have enrolled in the School Messenger. All employees have responded. Everyone is checked and marked and everything is good.</i> 4. Improved Calendar System - Activities - Justin and John - <i>not at mtg no discussion</i> 5. Archive creation for retired BOD links and/or web page data - Christine 6. Amer. with Disabilities Act (ADA)/Web Content Access. Guidelines (WCAG) compliance - working with BOD chair on policy; Heather - research on 833 policy - <i>In 833, all users have to make sure they have alternate text - three or four word description of the photo; add text. This would apply to all websites and pages. State of MN has a separate portal for ADA. Idea of possibly making an identical website but ADA compliant. Cheri has a great planning guide for school websites. Any PDF that is scanned will need a written description on what it says on the</i> 	Cheri review over Winter Break

	<p><i>website. Teachers can also indicate on the web page to contact the teacher for more information. Have a step by step instructional process to go through for teachers on how to be ADA compliant. Action on this issue will be addressed in MSA's Communication Plan</i></p> <p>B. Continue discussion on communication plan</p> <p>1. Develop goals, strategies, and tactics - <i>The group worked on adding communication goals, including ideas of a survey to MSA groups.</i></p>	<p>See draft Communications Goal document for more information.</p>
<p>IV. Next Meeting</p>	<p>Weds., Jan. 16, 2019, Room 10A</p>	