Communications Committee
Agenda
Weds., Jan. 16, 2019, 4:30 p.m.
Room 10A
Members Present (underlined): Cheri Howe, Jeff Eng, John Gawarecki, Shannon Froberg, Christine Morrison, Joell Pundsack, Justin Gehring, Jenn Heydt-Nelson, Jessi Heydt, Teresa Ward, Heather Krisko

Agenda Topic	Description of Discussion Content	Assignments/Action Responsibility
I. Old Business A. Update	1. Skyward/Activities Rosters loaded into Skyward - *review actions/who assigned (from November meeting)* *Anything affected by early dismissal or lettered in will be listed in Skyward under activities.* *Can we have all other activities in the Skyward? For liability reasons if a student was supposed to be there and we didn't know they were absent.* 2. Improved Calendar System - Activities - Justin and John *Will be ready soon. The activities will be pulled from the activities calendar and be added to the general MSA calendar.*	Amanda Stout/Shannon Froberg Shannon will look into whether these should be added to Skyward Justin Gehring work on

B. Communication Plan	1. Work on Goal 1, Strategy 1: Identify user group. . .needs (Survey)
	   a) develop timeline, plan and responsibilities for administering survey and analyzing results - *Survey will include questions about general communication needs and specific to website. First survey will go to all parents/guardians Jan. 30th, deadline for response, will review results at next Comm. Comm. mtg - Feb. 13; next survey will go to new families*
	   b) Review current survey questions, add more, refine -- general across user groups and user group-specific
	   c) Web design budget?
		Christine, Shannon, Joelle - develop family survey (Cheri, Jessie, Teresa may make comments)
		
		Cheri - develop survey email
		
		Joelle - develop survey questions for new families

	2. Work on Goal 1, Strategy 2: Improve MSA website a) Discussion - MSA Website critique - *Justin asked for comments from group re: needs -- comments: needs refreshing, streamlining, increase usability, archive unnecessary information*	

	b) Assign research on other school websites - *Did not address*	
	3. Discuss Goal 1 Strategy 2 Tactic 2- website ADA compliance - do we need a subcommittee to work on this? (see Communications Implementation Plan) - *Did not address*	
II. Next Meeting	Feb. 13, 2019, 4:30 pm, Room 10A	