

Communications Committee

Agenda

Weds., April 1, 2020, 4:30 pm

Zoom video conference

link: <https://us04web.zoom.us/j/248722438>

- I. Distance Learning Communications Update
 - A. Executive Plan - are parts fluid/need updating?
 - B. Emails Parents - from director 2x/week?
 - C. Emails Staff - from director 3/x week?
 - D. Newsletter/Announcements?
 - E. Website information (see below)
 - F. Other?

- II. Distance Learning Microsite
 - A. Updates - who's responsible for which updates?
 - B. FAQ - where will questions come from?
 - C. Other?

- III. Lessons learned from planning process to better inform future crisis communication planning

- III. Other Communication Needs - have 2 meetings left
 - A. Old Business
 - 1. activities/athletics info that needs to be discussed within admin; info to go in handbooks (work on 2020-21 handbooks is beginning now)
 - 2. develop global external communications guideline plan

- IV. Next meeting: scheduled for Weds., May 13, 4;30 pm