

## Communications Committee

### Minutes

Tues., May 12, 2020, 4:30 pm

Zoom video conference

link:

<https://us04web.zoom.us/j/71640442121?pwd=Q0QrUkZNMkpOaVlVMUwrOEoyWEIaUT09>

**Present** (underlined): Tammy B., Shannon F., John G. Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Michelle K., Joell P., Amanda S., Teresa W.; Lisa A

- Distance Learning Communications Update
  - Distance Learning Website
    - Updated Executive Plan on DL microsite
      - not completed yet; draft needs to go to staff for review, then post on website
      - 'latest updates' for month of April did not get posted on website; Justin found and posted them
    - FAQs
      - questions from families have slowed/stopped, haven't posted any new FAQs
    - Feedback from parents about communications (DL) from school (from DL Planning group)
      - most parents satisfied with DL, no recommendations came from survey
      - teachers got into a routine after several weeks of DL
  - Distance Learning - Remote
    - Video Conference Best Practices Guidelines group
      - Soon after group put together draft of guidelines to address Zoom security concerns, Zoom came out with an update that fixed most of the issues
      - Google Meet/Hangouts making changes this Fri-will need to look at that
      - Group will work on guidelines later to be ready for next school year
      - When video conferencing, may have bandwidth issues if video is 'on', or possibly from using 'backgrounds.'
    - Learning Platform - feedback from staff meeting (put on agenda when thought the meeting was Weds-staff meeting is tomorrow morning)
      - last fall we discussed moving to one learning platform
      - will need to think about how activities/Rschool/other external communications would integrate into that
      - need to make decisions as soon as possible on choosing and moving forward with a learning platform so other pieces can be put into place
      - on the agenda for staff meeting tomorrow

- Communication to families on what's happening with MSA's year-end plans and planning for the next school year
  - parents/students anxious to know about graduation, NHS for next year, materials pickup/dropoff, summer Math/Spanish packets, etc.
  - staff and admin working on plans; DL Materials group to discuss plans at staff meeting tomorrow
  - will communicate planning/plans through announcements/emails
  - next school year planning to be discussed at Director's meeting this Friday; BOD will receive update at meeting next Monday
  - communication to families from Joell regarding info/processes for next school year notes that with the fluidity of the COVID-19 situation, current info/processes may change

## II. Other Communication Needs

### A. Old Business

1. Weekend Update-teacher reminder (Justin)
  - not sure why it is not going out consistently, need to investigate deeper
  - in the meantime, it is set to go out at noon on Thursdays; Cheri will note if it is not going out, and alert Justin to manually send it
2. Handbooks-activities/athletics/coaches update
  - in draft, other items were suggested to be included in handbook, will discuss items at tomorrow's staff meeting
3. Global external communications guideline plan
  - more discussion next school year after we see what school will look like in the fall, and impacts on communication, including using one learning platform
4. Website Content Management Task Force
  - momentum of TF interrupted by COVID-19; top goal to rid website of invalid information
  - if we don't go back to school as normal, may need to make alterations to the website
  - TF will get together over the summer
5. Activities/Website Communication Working Group - update
  - a. Update website activity pages with description of activities
    - earlier this year activity list created, forms were sent out to activity leaders to complete to update the website - progress made
    - more information needed for activities - new students don't know what some activities are and what age groups can join
    - Group will send out Google form again (5/15) to activity leaders (due 5/22) so they can include a description/more information about their activity
    - No one person is responsible to oversee that activity pages; if you notice errors contact Carrie - need to make MSA community aware of the process for correcting errors - notice in announcements, other communications

- at one point activity leaders were going to have the ability to manage their sections, but ultimately it was decided that the best way to manage this was to have 1 person update (Carrie)
  - if one learning platform is decided on will need to see how to run activities through the platform -- some activities are already going through Google Classroom
  - Activities site on MSA webpage would still be maintained
6. Calendar - Important Religious Holidays - did not discuss

III. Next Meeting: last week in July (after Website Content Mgmt TF, and Activities/Website Communication Working Group)

- FYI - next school year begins before Labor Day on Aug. 31.
- back to school info will be released online and by mail in August, so need to meet before that