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Communications Committee
Agenda
Weds., Aug. 12, 8 am

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link: https://us04web.zoom.us/j/71543208063?pwd=TTgvaEFiWmhsd3pEeW0vTkNlOHU1dz09
Meeting ID: 715 4320 8063
Passcode: Kmkp6E

Present (underlined): Tammy B., Maggie B., Shannon F., John G., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Joelle P., Amanda S., Teresa W., Tom J. (guest)

I. 2020-21 MSA School Planning
   A. Update on MSA School Plan and Sports/Activity Plan
      1. Fall Plan - when due to state and how to communicate it to MSA community
      2. Distance Learning Communication
      3. Sports/Activities Communication
      4. Open House Update
      5. Hybrid and In-Person Planning Update
   B. Parent Needs Survey Update
      1. Communication Committee create, administer, gather data?
      2. Timing - some needs prior to school others don't know til school started (ie technology and school supplies before school)
      3. SPED/EL questions included in survey or separate survey?
      4. Tutoring? How will the NHS and Spanish communicate and can they be 1:1?
   C. Informational documents and Schedules Update
   D. Website Updates
      1. Fall Opening Microsite - organization
      2. Activities/Athletics
   E. Distance Learning Technology
      1. Which platform for teaching? Zoom, Meets, etc?
      2. Who is responsible for creating and conducting training and where is it posted?
II. Video Conference Best Practice Needs (Justin?)
III. Global external communications guideline plan
IV. Review committee's final report (last school year)
V. Committee Membership
   A. Community Interest
   B. Will 2nd Wednesday at 4:30 via zoom work?
VI. Old Business
   A. Activities description pages and rSchool calendar updates (Carrie and Shannon)
   B. Weekend Update - teacher alert system (Justin)
   C. Calendar - Important Religious Holiday updates - On hold? (John)
   D. Calendar and Website Task Force- Update (Justin)

Next meeting: (usually 2nd Wednesday of the month)
   ● Website Content Management Task Force - Update w/ Technology Committee