

Communications Committee

Agenda

Weds., Sept 9th, 2020 4:30pm - 6:30pm

Meeting ID: <https://zoom.us/j/97650926843?>

Passcode: M3grcFJUK0szeHNYTG1oc1RvN3luQT09

Present (underlined): Tammy B., Maggie B., Shannon E., John G., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Joelle P., Amanda S., Teresa W., Michael Creighton L., Amelia L., Shannon McG., Mariah S.

I. Welcome to our new members

A. Introduction of our new members - Michael and Amelia

Creighton is a junior at MSA and interested in how things run. Amelia is an MSA parent and interested in improving communication.

B. Scheduling for future meetings--Trying to keep the meeting at one hour--2nd Wednesday of the month from 4:30-5:30

C. Purpose of the group--John read our statement from the website and said we should look at the purpose of this group again and adjust it accordingly so that we can set goals and meet those goals. Heather says we do not want to set goals until we know what we still need to accomplish that was not completed last year due to COVID, but agrees we need to get goals set ASAP and then meet them.

Cheri will resend the Board goals document she prepared two years ago when the committee began.

Heather clarified that the chair will bring our goals to the Board for approval. Heather and Cheri will work together on this.

II. 2020-21 MSA School Planning

A. Update on MSA School Plan and Sports/Activity Plan

1. Synchronous Learning

Our first day of school information (google classroom sign ups and zoom links) did go out later than we had hoped, but many schools were also late with information, so we are still happy with what we provided before the first day. Justin clarified that sending links sooner would have included misinformation that would have had to be corrected/ changed since changes to the roster were still being made at the last minute.

Cheri suggests again that teachers need a Google Classroom.

Jessie and Teresa (teachers) and Girish and Tammy (parents) shared from different perspectives how the signup for Google Classroom worked.

Heather suggests that we take the feedback received thus far and use it to improve communication moving forward so information coming from more than one place doesn't seem so overwhelming

2. Distance Learning Communication (incl. fees due, lots of emails)

All of the students and the parents should be getting the daily announcements. Heather read an email from Carrie Hamm stating Carrie was able to update a lot of activities with information after the Advisors meeting. Most advisors are teachers and their focus has been on getting ready for Distance Learning and will hopefully be able to access their ability to meet with their clubs as the year gets into a groove. The MSHSL Covid Plan is listed at the top of the activities

page. Any clubs that were suspended while in distance learning was the choice of the advisor. Zoom links for virtual extracurriculars will be coming from the advisors. Dates are added to rSchool as they are received from advisors. Advisors are sent periodic reminders for dates.

Cheri says that many students do not read the announcements. Heather reminded us that most teachers read the announcements to students during 1st period in years past. Justin wonders if this should be implemented again. Cheri has begun to do this for the seventh graders. Should all teachers be reading the announcements somewhere during the day? Shannon also stated that students will see early dismissals in the announcements. Justin will update student accounts so that all students will receive the announcements.

3. Extracurricular Updates

Formatting changes are needed on the website and a list will be given to Justin. Shannon and Carrie are working on this, but they are also trying to show grace to the teachers who are advisors. Information will ultimately be coming from the advisors.

Tammy wonders why activities which are suspended have had all of the information removed (eg, Battle of the Books). Shannon says we can have a conversation with the advisors, and this information can be added back to the website if the advisor chooses to do so.

4. Video Conference Best Practice Needs

Teachers have established their own rules for teachers and staff.

John says a document was shared by the counselors --the FIRE matrix--during workshop week. Justin will be sending an updated refinement of practices

5. Progress towards hybrid learning second semester **Tabled for another meeting**

B. Parent Needs Survey Update--There is a meeting tomorrow--September 10th.

C. Website Updates

1. Fall Opening Microsite - organization--Justin will provide this ASAP.
2. Activities/Athletics--
3. BOD packet and survey results location and availability--Safe plan: Carrie will attach it to the agenda and it will be removed after the meeting. Other plan: Carrie will add this to a BOD widget, which Justin will create this.

D. Distance Learning Technology

1. Who is responsible for creating and conducting training, what is the timing and where will it be posted? Much of this has already taken place since we are up and running. Justin will continue to offer training and tips as we move forward.
2. Updates?

III. Global external communications guideline plan (Justin)--skipping this agenda point for now

IV. Review committee's final report (last school year) (Cheri)

https://docs.google.com/document/d/1lc9PxWJlfDSXyASeoUMHG_LKT5DCVHm3L4WtvUJIPe4/edit?usp=sharing

Cheri shared the report. We had many accomplishments. The main one was definition of user groups, surveying their needs, and working with these groups.

Website improvements have been made.

The weekly update was started and will continue this year. Justin added in the most current Zoom link to the teacher updates.

Such things as the multicultural calendar, blog, global communication guideline plan still need to be worked on

Activities website needs to continually be updated and reviewed
Staff biographies on the website need to be updated. New employees need to be trained.

Heather says we need to look at this report and determine which goals were not met due to COVID and determine what our new goals should be. Members should think about the goals they see for this group and bring them to the next meeting.

- V. Parent and Student Involvement - distance learning has provided challenges to how students and parents meet - brainstorm ideas how we can facilitate getting people connected--Heather suggests that we work toward this, especially this year while we are not mixing. How do we communicate with each other and build community while we are in DL? Heather suggests that this needs to be a quick goal. Perhaps PTO could help with accomplishing this goal since they also need to be supported. Creighton suggests we look at *Slack*. PTO does not have to follow the same laws as MSA, so perhaps they could explore an app we could use.

Girish wonders if part of the communication problem is the number of calendars MSA has.

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 - Update (John) John says he has not seen this and that Michelle says the Christian dates have not been added. Heather has those dates and will share the document with John.
- D. Calendar and Website Task Force- Update (Justin)
- E. Website Content Management Task Force - Update w/ Technology Committee

Next meeting: ???

- October 7th, 4:30-5:30 PM since the 14th is a no-school day at MSA.

Meeting adjourned at 5:43 PM