

Communications Committee

Agenda

Weds., Nov. 11th, 2020 4:30pm - 5:30pm

Meeting ID/Password: <https://zoom.us/j/92905975979?pwd=Nzd1TS9vV2dEcExXeFBhN3I5ZGJpUT09>

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

Purpose of Committee

1. to create and maintain procedures and guidelines relating to MSA's branding, marketing and external communications.
 2. to ensure the effectiveness of communication between different school related groups.
 3. to ensure the effectiveness of communication between school community members.
 4. to review MSA website components for accuracy and standardization.
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- I. On-line Press Release Guidelines Update (Joell)
 - II. Preferred Communication Modes (Zoom, Google Classroom)- will additional training of these be needed if the learning model changes?
 - III. Create procedures for website changes - discussion
 - IV. Communication Concerns from Parents
 - A. School Pictures
 - B. Student Directory (includes MSA graduates)
 - C. Facebook pages/Twitter Accounts - where are the accounts sponsored by MSA listed? who is updating?
 - D. Fall School Opening Tab - When will the fall plan be updated with the WIN Friday information and who is updating it?

Next meeting: Wednesday, Dec. 9th 4:30-5:30pm