

Communications Committee

Agenda

Weds., Mar 6, 2019, 4:30 p.m.

Room 10A

I. Old Business

A. Skyward/Calendar:

1. Skyward/Activities Rosters loaded into Skyward (Shannon/Amanda)
2. Improved Calendar System (Shannon/Justin)

II. Communication Plan

A. Goal 1, Strategy 1: Identify user group needs

1. "Family" (Parent/Guardian) user group - past survey
 - a) Update - review raw comments divided into areas of concern (taskforce: Teresa, Jess, and Jenn)
 - b) Outcome of administrative staff meeting to discuss how to improve communication pipeline (task force: Joell, Christine, Emily, Tom)
 - c) Determine how concerns are/will be be addressed
 - d) Review potential teacher-parent communication (Justin)
2. "New Family" user group (survey ongoing from Feb. 25 until all new families have finished registration process)
 - a) Review preliminary questions
 - b) Develop timeline for survey development, implementation, and review

B. Goal 1, Strategy 2: Improve MSA website

1. Share comments on research on other school websites
3. ADA compliance update (Justin)

II. Next Meeting: April 10, 2019, 4:30 pm, Room 10A