

Communications Committee

Meeting Minutes

Thurs, Nov. 7, 2019 4:30 p.m.

Room 10A

Members Present (underlined): Michelle Kurkoski, Jeff Eng, Cheri Howe, John Gawarecki, Shannon Froberg, Carrie Hamm, Joell Pundsack, Amanda Stout, Justin Gehring, Jenn Heydt-Nelson, Jessie Heydt, Teresa Ward, Heather Krisko, Tammy Barnaby, Girish Jorapurka;

Agenda Heading	Discussion Descriptions	Actions
I. Old Business	<p>A. Teacher-Parent Weekly Update - Justin Over 110 families; making minor improvements; this is a success</p> <p>B. Digital Signage Update - Justin Computer Club is working on this; eleven locations; first few will be up by Thanksgiving</p> <p>C. MSA Activities/Website Communication Sub-Committee (working group) - Justin All of the info about activities and website updates will be the responsibility of this group, and they will report progress at Communication meetings. Shannon is the chair, other members are Carrie, Amanda, and Justin; they meet during the school day. Any questions regarding that work should go to the sub-committee..</p> <p>D. Culturally Significant Calendar Task Force - Michelle K Two respondents volunteered to help put together the calendar; Hindu, Muslim, and Jewish holidays will be the focus. It was suggested that a checkbox be added to the community calendar to have the option to show or hide cultural day info.</p>	<ul style="list-style-type: none">• Justin - another listserv to parents on how to opt in to get more parents using it• next year - beginning of school year when families choose communication options, have them 'opt out', instead of 'opt in' <p>Task Force will research/put together initial calendar</p>

<p>II. New Business</p>	<p>Appoint someone to check these yearly and make a new calendar each year. This will be added to the summer office tasks.</p> <p>A. rSchool website tour - Shannon</p> <p>B. rSchool Calendar and Community Calendar - need to determine what we are trying to accomplish with them, do we need two calendars</p> <ul style="list-style-type: none"> ● Discussion about what criteria determines what events go on which calendar > Community Calendar public events (external?), rSchool > internal for specific groups, procedures ● events from Community Calendar get pushed to front of MSA website (on bottom half of screen) ● Factors to consider for calendar system: streamlining, access by parents, differentiate by log-in, integrate with website, user interface, ability to filter <p>Weds, Dec. 11, 2019, 10A</p>	<p>The calendar will be updated/maintained by Carrie during the summer for the next school year (as some dates fluctuate from year to year)</p> <p>Shannon will set a meeting with the advisors and coaches for discussion/action about updating their webpages on rSchool; participants will need to bring their laptops?</p> <p>Continue discussion next month</p>
<p>III. Next Meeting</p>		