

Communications Committee

Meeting Minutes

Thurs, Dec. 11, 2019 4:30 p.m.

Room 10A

Members Present (underlined): Michelle Kurkoski, Jeff Eng, Cheri Howe, John Gawarecki, Shannon Froberg, Carrie Hamm, Joell Pundsack, 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) Has gone out every week since we launched with over 130 families receiving it. About 70% are able to be tracked as unique opens. About 10% are using the email to get somewhere on the MSA website (teacher webpage links for example). Teacher's have been staying on top of it as well.</p> <p>Working on 2 features after the break: Looking to improve it by hopefully adding a "relevant dates" to the end of the message in the coming weeks (already populated by rSchool), as well as a way for parents to "tweak" their own message. Overall it should lessen emails, and could be used for others to send out info-counselors.</p> <p>Requests were made to expand the marketing of it/how to register for it. The following has been done:</p> <ol style="list-style-type: none">1. Added a "blurb" to the top of the parent portal pointing people to the right spot for the weekly update.2. Created a page introducing the weekly update.3. Drafted an email for Tom to send inviting more parents to join it.	<p>Email will go out before or after break</p>
	<p>B. Culturally Significant Calendar Task Force (Michelle) - haven't met, still trying to schedule.</p>	

C. MSA Activities Sub Group (Justin)

1. We met on Dec. 4th. The following things have been put into action:
 - a. A google form has been created for coaches/advisors to update their page, it hasn't been sent yet, but it will be soon
 - b. We've added categories to the activities to break them apart a little bit, (Athletics, Activities, Co-ops, Out of Season)
 - c. Drop down has been redone to send people to the new page
 - d. Rosters are getting updated for future communication (post meeting, will need to have another conversation about School Messenger - no documented procedures available on how to use School messenger - Justin training Carrie to use it.
 - e. Cancel issue has been resolved between rSchool and MSA.
 - f. Clarification: Coop info is managed by whatever coop is running the activity/managing the schedule.
 - g. rSchool training--Dec. 9: Only 2 people registered. It was reported that most want Carrie to do updates. However, teachers at the Communications meeting who run activities don't recall being asked about whether they wanted to update their sites or not. Also meeting was set up too soon in advance of meeting and many already had other commitments so couldn't attend.
- h. Question for the group: What goes on the community calendar – Suggested: School wide/public only.

D. Digital Media (Justin)

1. **Digital Signage Project** - Signs are ready to be installed minus some mounts. Building A will get them first. Got approval from John regarding locations.
2. **BOD Profiles** - A profile request form was sent out TODAY to all the BOD reps to fill out. Justin will load the data in as he gets it.

To clarify what rSchool is, how activity facilitators can use it, and if they want to manage their page or not, at the next staff meeting Shannon should roll out what is trying to be accomplished (5 min or less) and let staff know how they can get training to manage websites

Agreed with suggestion

Justin hopes to install the 1st one over winter break

<p>II. New Business</p>	<p>3. Chatbot - No update at this time. It is still on Computer Clubs plan, but probably after the new year before we start really diving into it. (They are still setting up linux boxes)</p> <p>4. BOD Blog Progress - Justin still working on this one. Doesn't have anything to show yet.</p> <p>E. MSA email reduction - observations - none</p> <p>A. Website Content Management Task Force - after discussion on responsibility for oversight on some web pages and sections, it was mentioned that the task force should meet again in January; need to look at mobile version of website Justin has been working on and then bring back to Communications Committee</p> <p>B. School Closing information - members would like to see a school closing link on webpage for information regarding school closings. It was mentioned that it is in the handbook, but still would like to see it on our website</p> <p>C. Graduation Information Page - Carrie H. asking to have a web page for graduation information</p> <p>Weds., Jan. 8, 2019, Room 10A</p>	<p>Website Task Force meeting to be scheduled sometime in January Justin will discuss the document of previously assigned responsibilities with the MSA Activities Sub Group and then bring back to the Communications Committee</p> <p>Justin to confirm with John G. if okay</p> <p>page is already made up, Justin can post</p>
<p>III. Next Meeting</p>		