

## Communications Committee

### Minutes

Weds., April 1, 2020, 4:30 pm

Zoom video conference

link: <https://us04web.zoom.us/j/248722438>

**Present:** Tammy B., Shannon F., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Michelle K., Joell P., Amanda S., Teresa W.; Lisa A.

#### I. Distance Learning Communications Update

##### A. Executive Plan - are parts fluid/need updating?

- Links may be fluid and then have to change in some places. As things change a process will be created to communicate and update as needed
- DL Executive Summary posted 9:30 pm Sun. night.
- Justin has not heard back from any about any changes - he will update microsite as needed with changes (office hours may be changing)
- Materials Pickup - process needed. First week - teachers contact families who need to do a pick up >if families cannot pick up materials for legitimate reasons, they tell teachers who tell Shannon who has a group of volunteers who can drop off (probably not the same day).
- DL plan will be maintained by the group in charge. The DL Plan will be fleshed out more as needed (Not clear which group this is - DL group headed by Shannon? group of 'others'?)

##### B. Emails Parents - from director 2x/week? will now send a brief email at the end of each week.

##### C. Emails Staff - from director 3/x week? will now update in email at the end of each week.

##### D. Newsletter/Announcements?

- The newsletter will begin again at the beginning of May.
- Shannon will ask at Thurs. director's meeting about resuming announcements. Could this help to improve communications and expectations to students? families?

##### E. Website information (see below)

- Video conference recording with students - the DL Exec. Plan states that students will be in a recorded online classroom. John received legal advice on recording: a recording is OK as long as student data is not present. Though it's legal that only one person (in this case, the teacher) needs to know recording is taking place, it is best practice to say they are recording. 'Zoom bombing' has been an issue in the news.
  - Best-practices information will continue to be given to teachers. Should this be part of our 4/29 teacher PD time?

- Password protections needed. Someone should go through each week making sure passwords are not posted. Shannon will check links once/week.
- Others(?)/(Communications(?)) committee can assist John with communicating to staff that they are putting together guidelines. (Justin, Michelle K, Heather, John(?) will work on putting together guidelines)
- The video conferencing best practice guidelines can be put on the Teacher dashboard along with the Zoom, Google Meets, and other trainings.
- Verify with parents that they consent to students being recorded in virtual classrooms?

## II. Distance Learning Microsite

- A. Updates - who's responsible for which updates? Justin is responsible for adding all updates sent to families on the microsite and will get other updates approved by John
- Distance Learning (group?). Group will meet sometime next week to update.
- B. FAQ - where will questions come from?
- Joell has gotten questions regarding student schedules. She will make a list of questions she is getting and the answers and Justin will post as FAQ on DL site. (Postscript - Justin updated microsite with Joell's questions)
  - Teacher collaboration form is what staff should be working on with questions they have.

## III. Lessons learned from planning process to better inform future crisis communication planning

- Some parents were confused Monday morning. They thought that school began at 9 am and it would go as a somewhat regular day. They were discovering that students only have to be online with classes that were live or scheduled. What classes are live and can all students attend the live classes?
- DL plan says classes only 2 days a week, when some classes are every day.
- DL Executive plan came out late on Sunday night, too little time for MSA community to absorb and prepare for Monday's start day of school.
- Planning for distance learning could have begun earlier; the committee brought up the question as to what communication plan MSA had in effect for a pandemic in February, but didn't hear.
- Parents and staff wanted earlier communications saying what was being done and wanted a check in to see if they were doing ok

### Now that DL plan has begun, what feedback is there?

- students would like more communication from teachers. Not all teachers are posting instructions by 9 am/following DL Exec. Plan; can students get reminders from teachers that classes are coming on; can teachers email students once a day; would daily announcements help with this

- students seeking clarification of 'days' (1,2,6..) and what exactly is happening daily. What are classroom expectations? (know that some teachers are in communication with students who are reaching out for clarifications on class info)
- the question was asked if assignment due time could be changed to 10 am instead of 9 am so students could ask teacher questions before the deadline. Discussed that many teachers are online well before 9 am to answer questions. Students should feel free to email questions to their teachers-they're open to that. Students don't have to wait for the Zoom class to be online to ask questions.
- Maybe John can convey in his weekly update that teachers are only teaching online certain days/times so that they can converse and help all the various students during the week. Teachers give assignments for the day. Students should be online during live class times, if they are scheduled. The rest of the learning time allotted for each class is for students to complete work.
  - Parent Question: Are there live class times? Most teachers have online hours on the day the class is held, but students can email anytime. DLP says teachers give assignments for the day and assignments are due the next day at 9am.
- How will we communicate events coming up? Remote activities? regarding: enrollment, 6th grade info night, 9th grade orientation,.. what can be communicated to new and incoming families? Academic Committee will discuss at their next meeting.
- Parent input - Parents aren't clear what their student's home schedule should look like for distance learning. Discussed that a family's schedule will look different for different families;
  - Parents are not responsible for teaching their students (that's teacher's responsibility); parent job is to help facilitate the process/organize their learning day
  - Can there be an "expectation letter" go out to parents from John so they clearly understand what the teachers/admin expect from parents during DL?
  - Amanda S. will contact PTO to see if they can help be part of the communication process (specifics?)

### III. Other Communication Needs - have 2 meetings left

#### A. Old Business

1. activities/athletics info that needs to be discussed within admin; info to go in handbooks (work on 2020-21 handbooks is beginning now) Is there a task force for activities/athletics/coaches handbook? Is the handbook being updated for next year? Heather K. willing to be part of a task force.
2. develop global external communications guideline plan - address later Calendar and handbook issues much more pressing at this time.

### IV. Next meeting: scheduled for Tues., May 12, 4:30 pm

- We should have an update from the governor by this time as to whether classes will be resuming in May and what things will look like.