

Communications Committee

Agenda

Thurs. July 30, 2020, 9 am

Zoom video conference

link: <https://us04web.zoom.us/j/78113836165?pwd=Y3IIZjFJR0NmNmZ5R05sSVZDQWFnUT09>

- I. 2020-21 MSA School Planning
 - A. Update on MDE School plan, and Sports/Activity plan - are all of the various plans we need to start school in place and being communicated - activities, athletics, field trips, transportation, online fee pay additions
 - B. Preplanning survey process and parent focus groups - what groups received surveys/ how many surveys have they received and when/what other surveys need to go out/what groups are analyzing the data/how is the survey/parent focus groups information being used
 - C. Information document for specific parent guidelines/expectations (gleaned from school plan) specifics need to be added and forms created - who is creating and communicating this? (brought up in School Planning group, but not assigned)
 - D. Process and assigned responsibilities to communicate information to families teachers and community - *How will we ensure consistent, clear communications?*
 - E. Website Needs - take down Spring DL, start 2020-21 school year version

- II. Learning Management System/Hybrid and Remote Concerns
 - A. Google Learning Management System (LMS):
 1. What parts of Google LMS is the school community going to use other than Google Classroom?
 2. Who is responsible for creating and conducting training (for families, students, and staff), and when will that happen?
 3. How are activities/Rschool/other external communications going to be integrated into Google LMS
 - B. Communication with non-staff advisors - needs consistency; how will they have access to zoom or other platforms to conduct activities online and how does that work?
 - C. Video Conference Best Practices Needs (for classroom, staff and group meetings, activities, etc.)

- III. Old Business
 - A. Activities webpage descriptions update process
 - B. Weekend Update-teacher alert system - bugs worked out?
 - C. Calendar - Important Religious Holidays
 - D. Website Content Management Task Force - update
 - E. Calendar and Website Task Force - update

- IV. Committee membership 2020-21 School Year
 - A. Parent signup - Back to School Day
 - B. Teacher signup - Back to School week

- V. Next meeting: TBD
 - Global external communications guideline plan
 - review committee's final report (last school year)

