

Communications Committee

Minutes

Weds., Aug. 12, 8 am

link: <https://us04web.zoom.us/j/71543208063?pwd=TTgvaEFiWmhsd3pEeW0vTkNlOHU1dz09>

Meeting ID: 715 4320 8063

Passcode: Kmkp6E

Present (underlined): Tammy B., Maggie B., Shannon F., John G., Justin G., Carrie H., Jen H., Jessie H., Cheri H., Girish J., Heather K., Joelle P., Amanda S., Teresa W., Tom J. (guest)

I. 2020-21 MSA School Planning

A. Update on MSA School Plan and Sports/Activity Plan

1. **Fall Plan** - plan went live on Mon 8/10 - sent to community/posted to website, no requirement to send to MDE; it's a fluid document that will change-all updates will go through John; when updated, new items will be highlighted on a cover sheet and incorporated into document - responsibility: Carrie/Justin
2. **Distance Learning Communication** -
 - a) Announcements - while community members can always unsubscribe from announcements, it will be recommended to the community that at least one person in the household should be subscribed so they don't miss out on important information;
 - b) all families should be receiving emails
 - c) MSA plan, announcements, Skyward announcements will be available on the website; Carrie updates calendars and what goes on each calendar
 - d) Teachers will load their zoom meeting links in the teacher-parent weekly update that will go out before school so students know where to go online for each class-put on agenda for teacher workshop
 - e) the 1st week of school will be non academic for ½ or whole week to address social-emotional needs and classroom training and procedures;
 - f) will find out if there are families who are not able to receive electronic information and need paper communications, etc.
 - g) School registration going out; deadline for registration is Aug. 21, will start calling families on Mon. Aug. 24 if they haven't registered
3. **Sports/Activities Communication** -
 - a) email went out to families regarding Cross Country (MSHSL forms now on website). Shannon compiling an email to attach form; getting a 2nd email generally about fall sports
 - b) links for students to access, decisions about where will they be posted to sign up/log in to things will be discussed at advisor meeting tomorrow
 - c) need a sign-in sheet for those entering buildings (back up for contact tracing); John working with Justin to have electronic sign-in, still need to figure out how to sanitize keyboard between uses; staff will sign in electronically (tweak existing sign in-out system); may need to do paper option until electronic system figured out
 - d) Tom has a draft form to Amy Block, school nurse regarding symptom checks questions (to go on sign in sheet?)

- e) sports/activity handbooks are not updated with COVID information - will send out additional guidance and procedures through announcements without changing handbook (that would need BOD approval)
 - f) handbook book updates - list different handbooks and their updates
 - g) how will parents make appts for coming into school - who to contact? procedure will be put into place where they will need to call high school or middle school office managers to arrange; starting 8/17 both Amanda and Carrie will be in the buildings.
4. **Open House Update** - changed to 'Back to School Material Pickup'
- a) will happen Aug. 26-28; only students will be allowed in gym to pick up stuff (by advisory and grade level, but students in same families with different grades can come on the same day); 6th graders will have their own day to pick up materials
 - b) how will families/students sign up for committees, events, activities, pay school fees? Justin trying to make everything so papers are turned in online, fees paid online (mid-Sept); exception to no paper might be for the photographer? We don't know about how students will sign up for activities yet
 - c) grades 6-8 will have a planner; grades 9-12 can purchase one if they want to (will put on registration form)
 - d) medication letters - do parents need to send in meds when in distance learning? No
 - e) community/classroom school supplies - parents will be asked to bring them in now so we'll be ready for in-person scenario sometime; will remind parents again when that happens
 - f) BOD committee sign up - Cheri to contact BOD to think about how they can recruit parents online for various committees
5. **Hybrid and In-Person Planning Update** - the board would have to approve these scenarios; can have up to 5 days to transition (considered instructional time-hopefully have more time; would give parents a 2 week warning about transition to make adjustments; planning is till begin put into place to get MSA ready for less restrictive scenarios; there's a school operations meeting tomorrow, will discuss; planning will fall on admin shoulders; Joell - teachers were given hybrid schedules, so that's already to go

B. Parent Needs Survey Update

1. Communication Committee create, administer, gather data? - parens have survey fatigue, John (with help from a group) will create and send out a parent needs survey after school starts, will then do surveys once a month per BOD; -do evaluations every month, what is that and what does that look like; Group will include Thom, John, Shannon, Maggie, Girish, Heather
2. Timing - after school begins
3. SPED/EL questions included in survey or separate survey? - might have a generic question, but EL and SpEd are sending their own surveys
4. Tutoring? How will the NHS and Spanish communicate and can they be 1:1? - John-1:1 parental agreement needed ahead of time; NHS is working on it; Look for information, may begin at end of Sept.
5. Prior parent survey results - Results included in BOD packet, once approved will go public; they will be under the BOD information-

C. Informational documents and Schedules Update - schedules are 99% done; math positions and TA positions still being worked on, there are some SpEd changes; waiting for Justin to send out passwords, will send out "how best to read your schedule" and put online, don't need a set training time for understanding schedules

D. Website Updates

1. Fall Opening Microsite - organization - Heather, Cheri, Justin - update
 - a) FAQs
 - b) Who to contact for questions;
 - c) Activities/Athletics Tab - what is available

E. Distance Learning Technology

1. Which platform for teaching - Zoom, getting paid accounts (Enterprise) more features - breakout rooms ; put together plan (Who is putting together the plan-Justin?) so standardize how to use, if we have parent activity advisors would they be able to use an MSA zoom account? Depends on number of license - could be group account shared with advisors
2. Who is responsible for creating and conducting training and where is it posted? Justin will be putting something together (ie-registration sent out); training folders will be put on student and parent dashboards; there are some training videos in their; add additional ones: zoom, google classroom; also teachers will instruct their students on the different platforms or technologies used in their individual classrooms

II. **Video Conference Best Practice Needs** - students need to know their expectations; asked John to have counselors put together a draft for teachers to review and have input into at Teacher workshop; Justin to share the draft info Michelle K and he started working on last spring

III. **Global external communications guideline plan** - tabled

IV. **Review committee's final report** (last school year) - tabled to next meeting

V. Committee Membership

- A. Community Interest - how will BOD reach out? If we know anyone (teacher, parent) who would be interested in joining, reach out to them
- B. Will 2nd Wednesday at 4:30 via zoom work? still don't know John's schedule but will schedule Weds. 9/9, 4:30-6:30 pm

VI. Old Business

- A. Activities description pages and rSchool calendar updates (Carrie and Shannon) - working on right now, 8/14 advisors meeting will find out more about activities; need to determine a timeline to know when everything will be updated and online
- B. Weekend Update - teacher alert system (Justin) - initial one will be sent out before school begins with teacher's classroom zoom links, so they know where to show up the 1st days of school!
- C. Calendar - Important Religious Holiday updates - On hold? (John) Michelle K. talk to John
- D. Calendar and Website Task Force- Update (Justin) - no update

Next meeting: Weds. 9/9, 4:30-6:30 pm

- Website Content Management Task Force - Update w/ Technology Committee