

## Communication Advisory Task Force

### Agenda

Wednesday, January 12, 2022 from 4:15-5:15 pm

MSA Room 2A

Join Zoom Meeting

<https://us06web.zoom.us/j/81767265541?pwd=SWhUMnc3NVZobFZiRzRzdU1jQ1ZPOT09>

Meeting ID: 817 6726 5541

Passcode: 115899

Present (underlined): Tammy B., Maggie B., Cecelia D., Justin G., Jen H., Jessie H., Kate H., Girish J., Heather K., Ali M., Joell P., Teresa W.

#### **Purpose of Committee (updated after September 2021 Meeting)**

1. to advise and maintain procedures and guidelines relating to MSA's branding, marketing and external communications.
2. to give feedback on communication between different school related groups.
3. to give feedback on communication between school community members.
4. to review MSA website components for accuracy and standardization.

#### **Agenda Items**

- I. Look at draft school profile
- II. Discuss roll out of strategic plan (anticipate a January or February approval by BOD)
- III. Discuss roll out of information for proposed schedule changes
  - A. In person meeting challenges
  - B. Staff survey results
- IV. Review MSA website, as time allows

Next meeting: February 9, 2022 at 4:15 PM.