

# MEETING MINUTES

## [COMMUNICATIONS COMMITTEE]

Date	Start Time	End Time	Next Meeting	Next Time	Prepared by
1/20/2022	6:00 P.M.	7:00 P.M.	TBD	TBD	J.Morehouse

Attendees	
<u>Board Committee Members</u> Z. Karagiannakis, Chair D. Morris R. Chiavacci R. Hayman D. Frank	<u>WSD Administrative Liaisons</u> J. Crisfield M. Dawan K. Rawlings J. Morehouse

Summary of Meeting	
1.	<b>WSD Website Redesign Follow-Up</b>
	The committee reviewed the timeline for the district website redesign, the different stages of this process and our current contract. Ms. Rawlings shared details of the process of revising and creating content before transitioning to a new design. As the committee reviewed other websites they shared the following website goals and preferences: concise webpages, “Find It Fast” tool, clean homepage, translation feature location, important items in prominent locations, ability to find information with least possible clicks, effective searchability, use of photos and layout.
2.	<b>Additional Communication Topics/Ideas of Interest to the Board</b>
	The committee discussed the format and website location for major ongoing district initiatives. The discussion of meeting briefs was revisited and a sample will be reviewed. Zoom features were also discussed for ensuring that recognized students are viewable during future meetings.