

AHS Building Committee, Communications Subcommittee

Met 7/27/17 at 9am

Superintendent's Office

Present: Kathleen Bodie, Amy Speare, Kirsi Allison-Ampe, Tobey Jackson, Joan Roman, Karen Tassone

Minutes:

Approved sub-committee meeting minutes from 7/11/17 and 7/18/17 meetings

Website content review:

- Team all working individually on creating content for Web site and reviewed Home Page content together
- Menu item – change 'RFPs and Contracts' to 'Requests for Proposals'. Contracts can be provided upon request
- Discussed option of turning sidebar on/off for increased usability on pages with large diagrams
- Discussion of who on committee will address which types of questions:
 - Adam Chapdelaine will handle all inquiries related to the physical building or the process – Owner's Project Manager, MSBA, finances, etc.
 - Kathy Bodie will handle all inquiries related to the Arlington Public Schools and the curriculum – enrollment, educational programming, etc.
 - Karen Tassone will receive ahsbuilding@arlington.k12.ma.us emails and will forward to appropriate person
- Claudia Bertoli – APS Webmaster – should be included in training for new site
- Team decided to launch Web site at School Committee meeting on 9/14/17

Action Items

- Joan will create Facebook page week of 8/28/17
- Joan will create code for developer to include Google Analytics into new site

Next meeting:

Scheduled for 8/28/17, 2pm

Meeting adjourned at 9:30am