

**Communications Subcommittee  
Tuesday, January 3, 2017  
Minutes**

The communications subcommittee was called to order at 6:02 pm

**Attendees:** Tara Lerner, Colette Sturm, Steve Harding, Superintendent John Barile and Director of Technology Eric Conklin

**New Business**

**PDF/Links on Website and SchoolMessenger**

Mr. Barile updated the committee on a letter from Mrs. Laura Orban regarding the way that emails are drafted and sent through School Messenger. The district will be making changes for easier accessibility for the community. Mr. Ron Jaffe wrote regarding the method used in posting PDF files on the website. Going forward, the district will only produce PDF's from the original documents verses scanning them (unless otherwise possible).

**Live Streaming Vendor-**

The subcommittee was introduced to the NFHS (National Federation of State High School Association). This is a live streaming site which could be a potential lower cost alternative to streaming events such as Board of Education meetings, Sporting Events, WMS Moving Up Ceremony, etc. Mr. Conklin will look into other vendors and come back to the subcommittee with more information.

Mrs. Lerner questioned formatting and staff contact information on the HHES website. Mr. Conklin said he would address these issues.

The meeting was adjourned at 6:40 pm

Respectfully Submitted,

Tara Lerner, Chair  
Communications subcommittee