

Keystone Oaks School District
Communications Committee Meeting
September 9, 2024 | 6 pm
Board Room

Minutes

1. School Photography Update

- a. District photographer for 2023-2024 notified the district that they are not able to fulfill the same contract for 2024-2025.
- b. District re-issued the RFP. As of September 9, no responses have been received.
- c. Redford Photography is filling in some gaps.
- d. Booster groups and sports teams have been notified and have been asked to submit photos for the yearbook.
- e. A few parents who take photographs have reached out that they can help fill in when needed.

2. Website Transparency / ADA Compliance

- a. A citizen reached out to the Communications Committee chairperson regarding some financial documents that have not been updated on the district's website.
- b. The Coordinator of Communications & Public Relations has been reviewing the website, especially as it comes to documents that do not meet ADA compliance requirements.
- c. Most PDF documents are not ADA compliant and should not be available on the website. These documents are available to the public through a Right to Know Request.
- d. The Committee discussed removing these documents from the website and including a statement that they have been removed because they don't meet ADA requirements.
- e. The following resources were also share with the Communications Committee:
 - i. [Resource for understanding ADA compliance](#)
 - ii. [Department of Justice Ruling](#)
 - iii. [Article from K12Dive](#)

3. Alumni Achievement Award

- a. The Communications Committee received an email from a citizen about the status of the Alumni Achievement Award.
- b. Since many District events have changed since the pandemic, it has been difficult to find the appropriate event to recognize award recipients.
- c. The Coordinator of Communications & Public Relations will re-start the conversation with district administrators to determine how to best reinstate this program.

4. Foundation Update

- a. The Coordinator of Communications & Public Relations provided a brief update on the grants that had been awarded and shared information about KOFEE's upcoming fundraiser.

5. Employee Appreciation 2024-2025

- a. The Coordinator of Communications & Public Relations asked the Communications Committee for feedback on the Employee Appreciation event, which is typically held in May during Teacher Appreciation Week.
- b. Instead of holding five events in one week, the Coordinator of Communications & Public Relations will explore hosting a monthly event in each building.