

Regional District 13
Board of Education
Communications Committee Meeting Minutes
October 2, 2012

Meeting called to order at 7:10pm.

Members in Attendance: Merrill Adams, Eileen Buckheit, Nancy Boyle, Robert Fulton, Kerrie Flanagan, Superintendent Susan Viccaro.

Ms. Adams made a motion to accept the agenda, Ms. Boyle seconded the motion. By voice vote with all in favor, the motion passed.

Ms. Adams made a motion to accept the minutes of the September 11, 2012 meeting. Ms. Boyle seconded the motion. By voice vote with all in favor, the motion passed.

The members agreed to a monthly meeting schedule of the first Tuesday of the month – Nov 6, Dec 4, Jan 8, Feb 5, March 5, April 2, and May 7.

Ms. Viccaro gave an update on the website. The new website went live today. Feedback has been positive. Patch has posted the news to its website and Facebook. Members had a discussion of what to place on the Board of Education page. It was agreed to add the demographic study and Ms. Viccaro will follow up on that item. Mr. Fulton passed out examples of other regional school district Board pages. Ms. Flanagan will review them and consider monthly or quarterly Board updates with input from committee chairs.

Ms. Viccaro will be reviewing staff expectations for updating the individual school pages as well as at the teachers' level.

Ms. Flanagan asked that the Board of Education page display a thank you letter from the Board to staff who were involved in launching the website. Ms. Viccaro will follow up.

Discussion regarding minutes of meetings. Minutes should be sent to Rosemary to ensure uniformity. The committee will find examples of proper minutes. This item will be added to the agenda of the October 17th retreat agenda.

The committee will also consider an update on FOI training.

The website and Board of Education page content will be added to the Oct 24th Board of Education agenda.

Ms. Boyle passed out a draft organization chart for communications. The committee will review other charts and determine how specific or general they should be for the website.

Facility utilization study – The process has begun to consider parameters of the study and general costs.

General discussion of Board of Ed press protocol.

Next meeting: November 6, 2012 at 7:00 p.m. at Central Office.

Meeting adjourned at 8:36 pm.

Respectfully Submitted,
Eileen Buckheit