

Regional District 13  
Board of Education  
Communications Committee Meeting Minutes  
September 11, 2012

Meeting called to order at 7:05pm.

Members in Attendance: Merrill Adams, Eileen Buckheit, Nancy Boyle, Robert Fulton  
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 August 14, 2012 meeting. Ms. Buckheit seconded the motion. By voice vote with all in favor, the motion passed.

Ms. Viccaro gave an update on the website. All the data has been migrated to the new site. All the templates have been completed. The Oct 1<sup>st</sup> date is still the target launch, but cannot be guaranteed. This is due to training and staffing coverage by the secretaries at the schools. First staff at the central office will be trained, then staff at the schools. Discussion by the members included how to provide coverage or to examine ways to pay for overtime if training needs to be done after hours. Mr. Fulton asked that it be stressed that the Committee would like to stick to the Oct 1<sup>st</sup> deadline. Next steps include a thorough review of all the data to ensure there are no mistakes and also to complete a plan to contact media to promote the new site.

Ms. Viccaro will keep the committee informed about the training dates and will look into costs of training after hours or extra training sessions.

Discussion of Goals and Objectives. – Recent publicity of Board issues regarding the Field House construction is a good example of the necessity of good communication. Board members must be mindful of public comments.

Goals for this year were agreed upon. They include:

1. Complete a forum on the demographic study
2. Budget presentations
3. Website implementation and ongoing enhancement of the website and
4. Creation of a Board “Corner” on the website which would include information on the Board and also serve to channel information regarding subcommittees.

The Committee goals are consistent with the BOE goals as discussed at the BOE meeting of September 5, 2012

Action items: Ms. Boyle will be completing an organizational chart to explain how the Communications Committee will function

Mr. Fulton will complete a review of other Board of Education webpages

Next meeting: October 2, 2012 at 7:00 p.m. at Central Office.

Meeting adjourned at 8:30 pm.

Respectfully Submitted,  
Eileen Buckheit