

APPROVED

1/15/13

Ad hoc Communications Committee Meeting
Tuesday, December 18, 2012
501 Kings Highway, 2nd floor, HR Conference Room

I. Call to order

9:24AM meeting came to order. Jessica Gerber, Perry Liu and Philip Dwyer all present as well as Nancy Byrnes from CO.

II. Approval of minutes

Minutes from meeting of November 20 were approved unanimously, 3-0.

III. Review of goals

Further discussion took place regarding FAQs; what we want to have on website, how/when to contact BoE members. There was the thought to change meeting minutes to put the motions and votes in boldface, to stand out more. It was decided to ask the Board members for their opinions/input on that. For the possible newsletter, it was thought that a "Cliff Notes" type of setup might work - to synopsise the previous meeting's minutes in a few paragraphs. Mrs. Gerber offered to write something up for the committee to review. Also might be helpful to describe meetings for the year, budget calendar, curriculum calendar, to give people a sense of what we cover throughout the course of a year. Also a "kudos" page - good news from schools in the district; have list of colleges that graduates plan to attend.

At next meeting we could give Board members an example of the type of personal info we think might be helpful (maybe use info from BoE campaigns).

More discussion of roles and responsibilities, in terms of differentiating between BoE and CO. Need to make sure we're all on the same page. Mr. Liu offered to work on some language to present to the committee and to the Board.

Regarding PTA visits: Mrs. Gerber offered to reach out to PTAs and set up a schedule for committee members to attend PTA meetings in January-March. A list of talking points could be used.

IV. Discussion of future meetings/set dates

Dates set for future meetings. Will pass along to Meg Brown to post on town website.

V. Open discussion/public comment

None

VI. Adjournment.

Meeting adjourned at 10:34AM

Next meeting set for Tuesday, January 15 at 9:30AM