

Meeting Minutes

-- [Communications Subcommittee Meeting September 17, 2004](#)

Minutes Communications Committee September 17, 2004

Present: Rebecca Millett, Trish Brigham, Anne Belden

The goal of the meeting was to review the Communication Committee Action Plan as approved by the School Board last Spring. Anne Belden, former Chair provided insight into the background and thoughts behind each action.

To review, the action items are:

Item 1. Have School Board representation at 2-3 parent association meetings each year to give updates/answer questions.

Item 2. Place School Board on High School and Middle School weekly email mailing list.

Item 3. Encourage staff communication to School Board of special activities/items of interest going on in classrooms.

Item 4. Extend an open invitation to teachers to give a presentation at a School Board meeting to share a classroom project, endeavor or aspect of their curriculum .

Item 5. Develop a series of informational flyers on a range of issues

Item 6. Post sub-committee minutes onto school website

Item 7. Post sub-committee meeting agendas onto school website

Having a better understanding of the action plan, Trish Brigham and Rebecca Millett agreed to divide up the work to begin implementation.

The parent associations will be contacted to request dates when school board members may attend meetings.

It will be confirmed that the school board is on the high school and middle school weekly email list.

Principals will be contacted to begin the process of inviting teachers to present an aspect of their work of interest and which they would like to share.

Previous non-school board committee members will be contacted to determine interest in continuing to serve on the committee.

An efficient manner of getting all committee agendas and minutes posted on the school website will be determined.