

Meeting Minutes

-- [Communications Subcommittee Meeting December 15, 2004](#)

Minutes Communications Committee

December 15, 2004

Present: Trish Brigham, Kelly Hasson, Rebecca Millett, Mary Page, Kathy Walsh

I. Committee acknowledged Shari Robinson's resignation for personal reasons

II. Discussion of departmental presentation timeline: committee decided not to pursue a "timeline" per se and leave the opportunity for teacher/staff presentation open ended at least for this year, to see how the school community responds to our invitation to present at School Board business meetings.

III. Committee recognized that Principal Hutton has spoken with the middle school student representatives to the school board regarding their monthly communication and progress was made. Mary Page will discuss with Principal Shedd further developing high school student communication with the school board. High School student newspaper will be provided to school board members through their inboxes.

IV. Sarah Simmonds, professional development facilitator, responded favorably to our inquiry to edit the professional development form filled out by faculty and staff, to include an invitation to present the results of their work at a School Board business meeting. The use of flex time to prepare the presentations remains an open issue/ to be reviewed with Superintendent.

V. Trish Brigham presented a draft school board informational flyer for committee review and comments. The school board and superintendent will be provided the edited version for review and comments.

VI. Committee will recommend to school board that agendas for school board committees' meetings will be made available no later than one week prior to the scheduled meeting date to ensure timely notice to the public. The committee will ask the superintendent for the possibility of sending agendas to the schools for posting.

VII. To enhance communication between schools, committee members will send each other their respective school newsletters.

VIII. New topic for next meeting: begin outlining recommended committee goals and objectives

Next meeting: January 19, 2005 3:15 Pond Cove Media Center