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## **Minutes Communications Committee**

April 12, 2006

3PM

Members in attendance: Sara Hollowell, Rebecca Millett, Margaret Welch, Trish Brigham

Agend Items:

1. Teacher Recognition- Trish reported that Steve Connolly presented a proposal to the MSPA for a program which will recognize a teacher once/twice per year for special achievements. The MSPA voted to provide some financial support for "awards". Steve will forward details of the proposal to Communications Committee which will then share with Pond Cove and High School.

Sara reported that the Teacher "Appreciation Cup" has been introduced at Faculty Meetings this year. The "cup" which is filled with chocolate is passed from teacher to teacher as a way of thanking/recognizing them for being especially helpful, or having done something worthy of notice.

2. What is role of School Board as advocate for School District?

The Policy Committee has requested that the Communications Committee address this topic.

A review of the Committee's school board approved goal/vision statement includes: "Advance effective communication with all stakeholders in the community... including operational news". The Committee agreed that budgetary information could be considered operational news.

Some of the guidelines which the Committee proposed were:

- a. all communication from school offices must have approval of Building principal
- b. anything generated by a private citizen can not be sent out using the school email system
- c. information publicized should be carefully reviewed and include only fact, rather than opinion

The Committee members will review existing S.B. email guidelines for consistency and add to list at next meeting as appropriate.

### 3.Publicity

The Committee discussed putting together a "fact sheet" about the schools that might address some of the common issues which arise every year, particularly at budget time. This fact sheet could be updated to reflect pertinent data each year. It would allow for communication of a consistent message about the schools- one that was positive but realistic. Members will brainstorm topics which might be included on this sheet and discuss at the next meeting.

Meeting concluded at 4PM. Next meeting date has not yet been selected, but will occur sometime in late May or early June.

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