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Family Communications Committee Meeting Minutes **September 11th at 5 p.m.**

Attendees: Stefanie Adams, Katie Barsaleau, Dawn Brinson, Angela Gaines, Alison Linkner, Michael Maguire, Dr. Tim Markley, Dr. Somya Navejar, Jeannette Nichols, Tiffany Salter, Kate Tayloe,

5:00 pm Meeting called to order

5:05 pm Brief introductions since a few members were unavailable for the first meeting.

5:10 pm Ms. Adams reviewed committee minutes from 8/21, and shared Policy 9000 which helps to guide the work of the Committee. She also shared that at Tuesday's BOE meeting, the Board voted and approved the name change from Parents Communication Committee to Family Communications Committee.

5:15 pm Committee members participated in a website reflection and review discussion; prior to the meeting, all members had been asked to locate multiple items on the NHCS website. Experiences were mixed; the group focused on ease of accessibility of information regarding redistricting, bullying, disability assessment and resources, calendars, and school specific sites. It was a productive conversation, and both Ms. Brinson from Technology and Mr. Maguire with PR/Communications made note of recommendations. There was a common desire for more communication consistency across the District; some schools seem to have strong communications plans, while at others, families struggle to locate basic information at times; the Committee felt it important that the District help bridge the gap. Suggestions included universal use of the "Remind" system, a beginning of year flyer that directs families to NHCS social media sites (Twitter, Facebook, and Instagram), and educational videos to help families learn to navigate the website and others sites like PowerSchool.

6:15 pm The Committee collectively brainstormed types of families we have in NHCS; the final list included 18 different subgroups. The Committee identified "new to NHCS" as the first Roundtable Discussion group since families have just gone through the start of a new school year, and experiences should be fresh in their minds to provide feedback and suggestions. "New" will be broken into two groups: families of kindergartners, and

families who have recently made the decision to move into NHCS whether it be new to town, or new to public schools at any age. 10/23/2019 was selected as the date for the Roundtable Discussion, and Ms. Adams, Ms. Linkner, Ms. Johnston, and Ms. Barsaleau have offered to facilitate the family discussions. All members of the Committee will reach out to families that fall into the "new to NHCS" category, and encourage them to participate and provide feedback at the event; Ms. Adams will work with PR/Communications to devise a District wide participation recruitment plan.

6:30 pm Multiple committee members requested to build a survey to identify different modes of communication being utilized across NHCS, and their level of effectiveness for families; Ms. Tayloe suggested creating a separate survey for principals and teachers. All committee members will identify 2-5 questions they feel are important to ask on one or both surveys by 9/22/2019, and email to the Committee Chair; Ms. Adams will work with PR/Communications to deploy.

6:35 pm Committee meeting adjourned.