

## 11/28/05 PR Committee Minutes

Chair – Marilyn Dwyer

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562-0586

- I. The meeting was called to order at 7:10 p.m. – Present: M. Dwyer (Chair), J. Donahue, R. Wooster, K. Hay, S. Coakley – Absent: George Palmer, Steve Trombley
- II. Focus and Composition of Committee
  1. The change in focus and composition was explained to those present. We are in need of representatives from administration, CHES & MS Faculty & Staff, Community & Parents from BES and CHES. Marilyn Dwyer will follow-up with Dr. Sposato regarding recruitment for these positions.
  2. PR will be divided into two categories: Internal and External. The need for representation from all stakeholders is necessary to accomplish goals for this year.
- III. The meeting date will be the last Wednesday of the month from 7:00 to 8:30 p.m.
- IV. Unfinished business from last year included BCS Historical and Alumni Association, Full Circle Awards and Community Open House.
  1. We will be seeking volunteers for an ad hoc committee to get the Historical and Alumni Association up and running.
  2. The full circle award will fall under internal PR recommendations.
  3. The committee will suggest the 1<sup>st</sup> week of May to conduct an open house. The exact date will be coordinated with Marilyn Dwyer and the Superintendent to avoid conflicting events.
- V. New Ideas/Goals
  1. Internal PR: Develop and Recommend an employee recognition program that is consistent throughout the district. Develop and Recommend an employee Full Circle Award program. Discuss student award programs and suggest changes, if needed.
  2. External PR: Continue with the BOE newsletter. The committee will make a recommendation to the board for an “open forum” immediately preceding the monthly board meetings. It will be suggested the board provide 30 minutes (6:15 to 6:45) for anyone who would like to make a comment, ask a question, make a suggestion etc. The details of ground rules etc. will be addressed at the January meeting.
- VI. No subcommittees were formed at this point due to lack of committee members.
- VII. Meeting was adjourned at 8:30 p.m.