

**REGIONAL SCHOOL DISTRICT 17  
BOARD OF EDUCATION COMMUNICATIONS  
SUB-COMMITTEE MEETING**

A special meeting of the Communications Subcommittee of Regional School District 17 Board of Education was held on May 4, 2022 at 3:30 p.m. at Central Office.

**Subcommittee Members Present:** Jen Favalora, Lisa Connelly, Shawna Goldfarb (Chair)

**Subcommittee Members Absent:** None

**Guests:** Superintendent of Schools, Jeffrey Wihbey

**Call to Order/Opening of Meeting:** The meeting was called to order at 3:37 p.m. by Shawna Goldfarb.

**Agenda Item #2 - Approval of Minutes:** Lisa Connelly moved to approve Committee Meeting minutes for 4.6.22, Jen Favalora seconded it. Motion passed unanimously.

**Agenda Item #3 – Review feedback of RSD #17 B2022-2023 Budget Communications and any new plans, if necessary:** The discussed how the budget process did for this year's budget. It was discussed that though we did a lot of communicating, it was not well planned and was done as reactive. It was decided that we would create a Budget Communication Calendar that starts in December with Budget priorities, Survey's and possibly small group hearings. In addition, we would schedule:

- Description of How the Budget Works Article
- Full hearing with Board
- FAQ's
- Additional articles if needed
- Q&A's
- Signs to "Vote"
- Day of vote Communications

The Committee then discussed working on a new "Budget Book" that has more clarifying information. For the next meeting, each board member is to bring 1-2 examples of a Budget Book they like from another district.

**Agenda Item #4 – Discuss upcoming District Staff Engagement opportunities: ie: Nurses Day, Awards Meeting:** The Committee discussed the upcoming Staff Engagement opportunities. In May is School Nurses Day. Shawna will send an email to invite board members to circulate to each school with Superintendent Whibey to thank our Nurses.

The Committee discussed having Middle School students attend a board meeting once per quarter to let the board know what their school has been doing. Superintendent Whibey let us know that June will our first Trail run.

The Committee discussed recognizing specific anniversaries of our staff and our tenured staff. Superintendent Whibey will get the list of these names. Then the committee will determine when we will recognize with an Invite to the board, certificates and gifts.

**Agenda Item #5 – If time, begin planning the design of BOE Newsletter:** The Committee discussed our next steps for our first Newsletter. It was decided our first edition will be in the Fall. Shawna asked Superintendent Whibey if he could speak with Principal Hayward to have our art and media students to create a logo for the BOE and our newsletter. Superintendent Whibey suggested we use local tech schools to print the new letter. Ideas were then given for the format:

- Logo
- Superintendent Letter
- Article with pictures
- Cougar Pride with pictures
- List of Board Members and Board Mtgs for the Season
- Social Media Links

The Committee then discussed ways to get the newsletters to stakeholders:

- Mail, HKnow, Online, Individual School Newsletters

***Adjournment:*** The meeting was adjourned at 5:35 p.m.