

Regional School District No. 17
Board of Education
Communications Subcommittee
Minutes
Chair: Shawna Goldfarb

A meeting of the Regional School District No. 17 Communications Committee was held on July 11, 2022 at 2:30 p.m. in the Central Office Board Room.

Subcommittee Members Present: Shawna Goldfarb, Lisa Connelly, Jennifer Favalora

Other attendees: Superintendent Wihbey

1. Call to Order/Opening of the Meeting: The meeting was called to order at 2:40 pm by Shawna Goldfarb (Chair)

2. Approved previous Communication Committee Minutes 05.04.22

A motion was made by Jennifer Favalora and seconded by Lisa Connelly to approve the minutes from the previous meeting held on May 4, 2022.

3. Discuss Budget Communications Calendar and Budget Book

The committee discussed ideas and suggestions for a new “Budget Book” that will be used for both the public and for the BOE. Ideas included:

- A. Adding accomplishments that have happened during the year from each school
- B. An executive summary of the current number of staff and locations of that staff
- C. How many pupils are in each class in K-8 for the new Fiscal year
- D. Definitions of the income the district received from grants and other sources

- E. How can Communications help with the creation and process of getting this new book completed?

4. Discuss Fall Newsletter

The committee discussed our first newsletter that will be in the Fall. It will include:

- A. An article about the new RSD15 SOP
- B. A “State of the Union” article by the Board of Education Chair
- C. Information on new Staff member for the Fiscal Year
- D. Pictures of “Cougar Pride”
- E. Information regarding the Board of Education including meeting schedule and board members

5. Discuss Convocation recognitions and gifts

The committee discussed recognitions for the upcoming Convocation that will happen on August 29, 2022.

- A. We will recognize those who have reached tenure
 - a. Gift Ideas were discussed-Shawna will send the committee more ideas
- B. We will recognize those who are having employment milestones: 20, 25, 30 and 35 years.
 - a. Gift ideas were discussed-Shawna will send the committee more ideas
- C. Discussed Staff Achievement Acknowledgements

6. Discuss any other Communication needs

The committee discussed the up-coming communication needs for SOP including the Archive Document and Video.

7. Adjournment

Meeting adjourned at 4:05 pm