

AGENDA



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Thursday, April 14, 2022, 8:45 am - 9:45 am
208 Charles Avenue, Middlebury, VT & Virtual Connection**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89177885847>

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- A. Call to Order Upon Reaching a Quorum
- B. Introductions: Board Members, Administrators and Staff
- C. Approve the Agenda
- D. Select Committee Chair
- E. Public Comment
- F. Recommendation to Approve Minutes of March 11, 2022
- G. Committee Discussion:
 - 1. Ongoing Committee Work
 - 2. Communications & Engagement Priorities for 2022
- H. Other Business
- I. Next Committee Meeting: Wednesday, April 27, 2022, 8:45-9:45 AM
- J. Adjournment

MINUTES



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Friday, March 11, 2022, 8:30 am - 9:30 am
208 Charles Avenue, Middlebury, VT & Virtual Connection**

In Attendance

Jennifer Nuceder; Lindsey Hescok; Mary Heather Noble

Please click the link below to join the webinar:

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A. Call to Order Upon Reaching a Quorum

Meeting called to order at 8:38 a.m. by Mary Heather Noble

B. Introductions: Board Members, Administrators and Staff

No ACSD Administration present.

C. Approve the Agenda

Motion to approve the agenda.

Move: Jennifer Nuceder Second: Lindsey Hescok Status: Passed

D. Public Comment

No public comment.

E. Recommendation to Approve the Minutes of February 25, 2022

Jennifer Nuceder abstained.

Motion to approve the minutes of February 25, 2022.

Move: Lindsey Hescok Second: Mary Heather Noble Status: Passed

F. Committee Discussion:

1. Board Newsletter for March 2022

Mary Heather Noble thanked Jennifer Nuceder and Lindsey Hescok for meeting. She would like to stay on a quarterly schedule for a Board Update, and is hoping to have content for the update ready for the full Board to review at the March 28, 2022 Board meeting.

The group reviewed the draft update. Mary Heather Noble needs to double-check with Peter

Burrows and James Malcolm on the specific wording of the Finance Committee update. Mary Gill and Peter Conlon provided the content for the Policy Committee, and Negotiations Committee, respectively. Lindsey Hescock suggested adding links to the Board policies that are currently being reviewed by the Policy Committee.

Mary Heather Noble also needs to check with Victoria Jette about the specific details to include in the Facilities Committee update, especially if the report is not quite ready to distribute. Should we wait to provide a Board Update until the final FMP Report is ready to be released?

Jennifer Nuceder suggested prioritizing the quarterly schedule -- the update can provide all the details about where the report will be located and tell the community that it is coming soon (if it's not yet ready). The Board Update can also give a heads-up about other ways the content can be accessed, and that the Board will also likely follow up with additional engagement about where to go from here.

Lindsey Hescock suggested adding a footer to the Board Update letterhead that includes the dedicated Board phone number and email address.

Lindsey Hescock also expressed an interest in seeing something about the Strategic Plan for Equity in the Board Update, and also voiced concern about the Board's involvement -- current policy states that the Strategic Plan is supposed to be directed by the Board in support of Board priorities. Feels like administration is moving forward without Board input right now. Mary Heather Noble and Jennifer Nuceder noted that the Board will be brought in after the data from the equity audit is compiled. Jennifer Nuceder suggested that Lindsey Hescock bring her concerns to the Executive Committee for inclusion as an agenda item for full Board discussion.

Re: the Board Update -- Mary Heather Noble will incorporate suggestions from today's meeting and request that this be added to agenda and materials for next Board meeting.

2. Communications for FMP Report

Mary Heather Noble informed the group that she had asked the Facilities Committee about communications & engagement around the Facilities Master Plan report, specifically what highlights to include in any letters accompanying the report's distribution and an eChat video. She had also told the Facilities Committee that the C&E Committee was recommending posting the final digital copy of the report on the Board's website, and including links to the report in the District's Newsletter. The C&E Committee is also recommending printed copies be made available at all ACSD Schools, Central Office, Town Offices, and region libraries.

Mary Heather Noble reported that the Facilities Committee did not feel comfortable directing any specific points re: communications & engagement around the FMP Report until after new committee assignments have been finalized.

G. Other Business

Board Voicemail: Mary Heather Noble reported that she has been checking the dedicated Board voicemail 1-2 times per week, and has only gotten one message so far. It was from Nancy Sunderland re: the mask policy, which she also followed up with an email.

Mary Heather Noble reached out to Nancy Sunderland to make sure she had the information about the ACSD COVID conversation to discuss the upcoming change in the mask policy. Nancy Sunderland expressed appreciation for the call.

Question: How often should Mary Heather Noble (or whomever from the new C&E Committee) be checking the messages? Jennifer Nuceder and Lindsey Hescocock thought once a week seemed reasonable, but wondered if the outgoing message could specify how often it is checked and direct folks to email or other telephone for urgent matters. Lindsey Hescocock suggested seeing if there is a way to get a notification if a voicemail is left.

Mary Heather Noble will check with Sharon Fletcher and Will Hatch on these details, and will email instructions about checking messages to all members of the new committee.

H. Next Committee Meeting: Friday, March 25, 2022, 8:30-9:30 AM

Date and time of next committee meeting to be determined after new committee assignments.

I. Adjournment

Meeting adjourned at 9:25 a.m.

Respectfully submitted,
Mary Heather Noble, Recorder

Motion to adjourn.

Move: Jennifer Nuceder Second: Mary Heather Noble Status: Passed