

AGENDA



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Friday, January 21, 2022, 4:00 pm - 5:00 pm
208 Charles Avenue, Middlebury, VT & Virtual Connection**

Please click the link below to join the webinar:

<https://zoom.us/j/98574623532>

Or One tap mobile :

US: 13017158592,,98574623532# or 13126266799,,98574623532#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: 1 301 715 8592 or 1 312

626 6799 or 1 646 558 8656 or 1 253 215 8782 or 1 346 248 7799 or 1 669 900 9128

Webinar ID: 985 7462 3532

International numbers available: <https://zoom.us/u/al4vCnsCY>

- A. Call to Order Upon Reaching a Quorum
- B. Introductions: Board Members, Administrators and Staff
- C. Approve the Agenda
- D. Public Comment
- E. Recommendation to Approve the Minutes of January 7, 2022
- F. Committee Discussion:
 - 1. Status of Website Updates
 - 2. Draft Recommendations for Meeting Minutes
 - 3. Outreach around FMP Report
- G. Other Business
- H. Next Committee Meeting: February 4, 2022, 4:00-5:00 PM
- I. Adjournment

MINUTES



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Friday, January 7, 2022, 4:00 pm - 5:00 pm
208 Charles Avenue, Middlebury, VT & Virtual Connection**

In-Person Attendance

Mary Heather Noble

Remote Attendance

Betty Kafumbe; Jennifer Nuceder; Lindsey Hescock

Not In Attendance

Amy McGlashan

Please click the link below to join the webinar:

<https://zoom.us/j/97704139724>

Or One tap mobile :

US: 13126266799,,97704139724# or 16465588656,,97704139724#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: 1 312 626 6799 or 1 646

558 8656 or 1 301 715 8592 or 1 346 248 7799 or 1 669 900 9128 or 1 253 215 8782

Webinar ID: 977 0413 9724

International numbers available: <https://zoom.us/j/97704139724>

A. Call to Order Upon Reaching a Quorum

Meeting called to order at 4:05 p.m.

B. Introductions: Board Members, Administrators and Staff

Staff: Emily Blistein, Director of Communications & Community Engagement

C. Approve the Agenda

Motion to approve the agenda

Move: Jennifer Nuceder Second: Betty Kafumbe Status: Passed

D. Public Comment

None

E. Recommendation to Approve Minutes of December 17, 2021

Motion to approve the minutes of December 17, 2021.

Move: Jennifer Nuceder Second: Betty Kafumbe Status: Passed

F. Committee Discussion:

1. Website Updates

Mary Heather Noble asked Committee members to report on portions of the ACSD Board website that they reviewed for updating.

Betty Kafumbe wondered if last sentence of opening paragraph on the Facilities Master Plan landing page is still accurate and up-to-date. She also suggested adding photos & bios for the Board's student reps to the main ACSD Board page.

Mary Heather Noble proposed a few additions to the Our FMP Journey page to reflect the recent work of the Facilities Committee, specifically resuming work in the fall, hiring TruEx Cullins to proceed with assessments of MUMS and MUHS, and issuing the Board update letter about the status of the FMP in December 2021.

Jen Nuceder had copied the content of the FMP landing page and made comments, and also reviewed several answers to FAQs. She has her suggested updates in a document and will email to Mary Heather. Mary Heather will work with Sharon Fletcher and Emily Blistein to make changes.

Betty Kafumbe also noted the addition of a new document at the very bottom of the FMP landing page --Bruce MacIntire's 5-year capital expense planning document-- Mary Heather Noble said she would check with Bruce MacIntire and Victoria Jette about where that document should be posted.

2. Communications for Proposed FY23 Budget

Mary Heather Noble asked the Committee about the communications around the budget process -- is this something the Committee does, or does Central Office handle it?

Jen Nuceder provided some history about prior expectations of Board members for communicating the budget to the public, but indicated that it had changed. Usually the Communications Committee creates a letter that describes the budget drivers, major changes, and information for ACSD's Annual Meeting, during which the full budget is presented to the public. This letter & budget summary is provided to member towns on Town meeting day. Jen advocated for having members of the Communications and/or Finance Committee being the Board reps who appear at Town Meeting day to provide the summary sheet.

Mary Heather will check in with Sharon Fletcher to see what the Committee needs to produce and what the deadline for those materials will be.

3. Edits to Communication Plan - Next Steps

Mary Heather Noble revisited the Communications Plan recommendations that had been presented to the full Board, and offered to make revisions based upon the Board's feedback. She did not feel the Board supported introducing 10-min Q&A opportunities into regular Board meetings, so will remove that component.

Mary Heather did not recall hearing any concerns or complaints about the suggested quarterly Board updates/newsletters, and asked the Committee about proceeding with that plan. Betty Kafumbe and Jen Nuceder both agreed that it would be a good idea to proceed. Jen advocated for a simple template for the updates, in sync with calendar year. The next update would be planned for end of March, right after elections -- so would be a good opportunity to welcome any new members, provide updates, etc. June's update would include end-of-academic-year information, October's update could focus on back-to-school Board work, and December would be end-of-year recap.

Mary Heather noted that the Board seemed supportive of the process for responding to email comments -- so we will continue to follow it. She asked whether the Board needed to vote on it, since it has been drafted as a Procedure Document. Jen Nuceder recommended checking with the Executive Committee on that question. Mary Heather will ask them about next steps.

G. Other Business

None.

H. Next Committee Meeting: January 21, 2022, 4:00-5:00 PM

I. Adjournment

Meeting adjourned at 4:50 p.m.

Respectfully submitted,
Mary Heather Noble, Recorder

Motion to adjourn

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

DRAFT RECOMMENDATIONS FOR RECORDING MEETING MINUTES

1. Meeting minutes must include all legal requirements per 1. V.S.A. §312(b):
 - a. All members of the public body present;
 - b. All other active participants in the meeting;
 - c. All motions, proposals and resolutions made, offered, and considered, including their depositions; and
 - d. The results of any votes, with a record of the individual vote of each member if a roll call is taken.
2. Meeting minutes should be consistent and reflect the structure of the meeting agenda.
3. Recorders may summarize discussion, taking care to note pertinent points and discussion highlights. Verbatim transcripts and quotes are not advised, but the public record should reflect the general nature of the discussion (ie, more detailed and descriptive than “discussion ensued”). The Board may also consider adding agenda topic markers to posted meeting recordings to enable interested parties to view specific discussion points.
4. Public comments should be recorded, with the speaker’s name, town, and a general summary of their remarks. Note: Comments that breach the privacy or other rights of students, parents, or school employees, or that don’t comply with Board policy should not be recorded as part of the public record.
5. Revising draft minutes: Comments recommending revisions to draft minutes must be provided during public comment or board discussion prior to approval of draft minutes. Board-approved minutes will not be modified; rather, comments and clarifications to already approved minutes may be provided during public comment of subsequent meetings and will be entered into the public record at that time.