

## AGENDA



**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**

Please click the link below to join the webinar:

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- 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 Minutes of December 17, 2021
- F. Committee Discussion:
  - 1. Website Updates
  - 2. Communications for Proposed FY23 Budget
  - 3. Edits to Communication Plan - Next Steps
- G. Other Business
- H. Next Committee Meeting: January 22, 2022, 4:00-5:00 PM
- I. Adjournment

## MINUTES



**Addison Central School District  
Communications and Engagement Committee  
Committee Meeting  
Friday, December 17, 2021, 4:00 pm - 5:00 pm  
208 Charles Avenue, Middlebury, VT & Virtual Connection**

### **In-Person Attendance**

Amy McGlashan; Jennifer Nuceder; Lindsey Hescocock; Mary Heather Noble

### **Remote Attendance**

Betty Kafumbe

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#### **A. Call to Order Upon Reaching a Quorum**

Meeting called to order at 4:07 p.m. by Mary Heather Noble, Chair.

#### **B. Introductions: Board Members, Administrators and Staff**

No Central Office staff were able to attend.

#### **C. Approve the Agenda**

Motion to approve the December 17, 2021 agenda.

Move: Amy McGlashan Second: Jennifer Nuceder Status: Passed

#### **D. Public Comment**

None.

#### **E. Recommendation to Approve Minutes of December 3, 2021**

Note: Jen Nuceder abstained.

Motion to approve the minutes of December 3, 2021.

Move: Amy McGlashan Second: Betty Kafumbe Status: Passed

#### **F. Committee Discussion:**

##### **1. Templates for Board Meeting Minutes**

Mary Heather Noble re-introduced the issue/task of identifying a template for Board meeting

minutes. Asked whether the Committee felt comfortable reviewing options and making a recommendation to the full Board, or whether they thought it would be best to present resources to the full Board and allow for discussion at that level instead.

Amy McGlashan supports the C&E Committee making a recommendation based upon the information we have gathered. Jen Nuceder agrees, supports a less-is-more approach so that the minutes are kept simple. The pressure to record verbatim increases risk of mis-quoting. Mary Heather Noble wants minutes to be kept consistent, so the format doesn't vary widely every time new Board members are introduced. Betty Kafumbe suggested drafting a simple outline with the most important factors to include in meeting minutes.

The group debated whether to recommend hiring someone to record meeting minutes, like Linda Barrett has done for past annual meetings. Concerns: Still need to decide on a template, and an outsider may not have fluency with education/Board language to record minutes accurately. Best approach is to try a template and seek outside services only if Board is not satisfied or recorder complains about ability to fully participate in meetings.

Lindsey Hescocock noted that the template should be simple, especially since meeting recordings are posted. Jen Nuceder suggested having agenda topic markers in the recording so viewers can easily find their topic of interest. Mary Heather will compile these suggestions into recommendations for the full Board. Will also take most recent meeting minutes from Dec. 13 Board meeting and distill down to provide side-by-side comparison for the Board to consider.

## 2. Website Updates

Mary Heather Noble assigned each Committee member a different portion of the Facilities Master Plan webpage to review and recommend updated language so the website contains current information regarding the FMP process and the status of the Ripton withdrawal.

Betty Kafumbe will review the Facilities Master Plan landing page.

Mary Heather Noble will review the "Our FMP Journey" page and the "How We Got Here" section of the "Facilities Master Plan FAQs" page.

Amy McGlashan, Jen Nuceder and Amy McGlashan will review the remaining sections of the "Facilities Master Plan FAQs" page.

Next meeting we will review recommended updates.

## 3. Upcoming Communication/Outreach Projects

In-depth discussion tabled for future meeting, but Jen Nuceder mentioned the Ripton Elementary School's request for a community advisory committee with direct access to the Board, to improve the Board's communication and outreach. This request is consistent with the C&E Committee's desire to reach citizens in our smaller member towns. Perhaps the C&E Committee can consider an outreach model that utilizes community advisory committees, rather than just creating project-based or topic-specific public meetings. To be discussed further at a future meeting.

## G. Other Business

None.

## H. Next Committee Meeting: January 7, 2022, 12:00-1:00 PM

The group requested meeting from 4:00-5:00 p.m. on January 7, 2022.

I. Adjournment

Meeting adjourned at 5:15 p.m.

Respectfully submitted,  
Mary Heather Noble, Recorder

Motion to adjourn.

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