

## AGENDA



**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**

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 3, 2021
- F. Committee Discussion:
  - 1. Templates for Board Meeting Minutes
  - 2. Website Updates
  - 3. Upcoming Communication/Outreach Projects
- G. Other Business
- H. Next Committee Meeting: January 7, 2022, 12:00-1:00 PM
- I. Adjournment

## MINUTES



**Addison Central School District  
Communications and Engagement Committee  
Committee Meeting  
Friday, December 3, 2021, 12:00 pm - 1:00 pm  
208 Charles Avenue, Middlebury, VT & Virtual Connection**

### **In-Person Attendance**

Amy McGlashan; Betty Kafumbe; Mary Heather Noble

### **Remote Attendance**

Lindsey Hescocock

### **Not In Attendance**

Jennifer Nucedor

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

Meeting called to order at 12:08 PM by Mary Heather Noble, Chair.

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

Staff: Emily Blistein and Sharon Fletcher

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

Approved

Move: Amy McGlashan Second: Betty Kafumbe Status: Passed

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

None

#### **E. Recommendation to Approve Minutes of November 16, 2021**

Motion to approve.

Move: Betty Kafumbe Second: Amy McGlashan Status: Passed

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

Mary Heather Noble met with Emily Blistein and Sharon Fletcher to discuss the FMP

newsletter/distribution. Mary Cullinane provided an introduction letter of the board work. Distribution/posting the newsletter slated for the week of December 6, 2021.

## 1. Website Updates

Last meeting homework to review the website, board sections, to identify areas of attention from the communications committee.

- Communication posted to the ACSD News and Announcements and the Board section of the website via updates
- Lindsey Hescocock suggested using online tool to screen future communications against various reading levels
- Mary Heather Noble to update the FMP Journey section of the website
- Mary Heather Noble to modify/clean up the FMP document from Victoria Jette to be reviewed and updated.
- Add board meetings to the end of the document.
- Printed copies need to include a sentence that the links can be available upon request
- Option to include a "QR" code to the communication well received.
- Consider ease of reading level. Use the software in Word to check various tools for use in the future.
- Information in the letter from Facilities Committee still up-to-date? Yes work in progress.
- Website changes to the Facilities Master Plan FAQ - timeline needs review, updates. Mary Heather Noble to look at this work Victoria Jette.
- FAQs references to the timeline need to revisit by appropriate committees.
- Questions about the status of the Ripton School withdrawal. New information needs to reflect the State Board direction and new reality. It has been determined impact on other schools in minimal.
- Goal is updating website enough to reflect new information.
- Committee members can send suggested edits to the group and Emily Blistein for the website updates.

Reviewing the website FMP Q & A:

- Amy McGlashan to review "This feels like too much, too fast" and suggests updates/edits
- Mary Heather Noble to review "What happens next?" and suggest updates/edits

## 2. Templates for Board Meeting Minutes

Lengthy discussion to memorialize highlights of board meetings and note/archive meetings.

Suzanne Buck shared information with Mary Heather Noble. Various level of recordings from verbatim to little details.

VSBA was asked for information and recommendations for best practices.

Options: Obtaining a paid recorder in person for meetings. Flip flop on note taking. Asking VSBA for assistance in seeking note taking. Common understanding of notetaking. High level of minutes taken in and some critical.

Everyone underscored appreciation to the recorder at this point. Thankless job.  
Express appreciation to reach out using best practices benchmark.  
Exploring a paid position is good, perhaps consider a volunteer.

Amy McGlashan highlighted the "Public Comment" section in the VSBA documents and the board should review for clarity. Not sure use of volunteers is appropriate.

Lindsey Hescocock noted the difficulty with taking minutes when participating remotely. Consistency in meeting minutes is important. Also believes this issue to be an important topic in new Board member orientation.

Sharon Fletcher suggested using the agenda as the template for meeting minutes, and favors brevity. She has revised many committee meeting minutes for consistency.

3. Surveying ACSD Stakeholder on Communication Preferences

Tabled to a future meeting.

G. Other Business

None introduced.

H. Next Committee Meeting Date and Time

Next meeting Friday, December 17 -- either noon or 4:00 p.m.

I. Adjournment

Adjourned at 1:15 p.m.

Respectfully submitted,  
Sharon Fletcher, Recorder

Motion to adjourn

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