

MINUTES



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Wednesday, June 7, 2023, 4:30 pm - 5:30 pm
49 Charles Avenue, Middlebury VT & Virtual Connection**

Please click the link below to join the webinar:

?Link to join Webinar

<https://us06web.zoom.us/j/84547414368>

- A. Call to Order Upon Reaching A Quorum
 - 1. Introductions - Board Members, Administrators and Staff
 - 2. Public Comment
- B. Recommendation to Approve Minutes of May 24, 2022
- C. Committee Discussion:
 - 1. Board Voicemail Messages
 - 2. Priority Board Content for New ACSD Website
 - 3. Communications for Interim Superintendent Announcement
- D. Other Business
- E. Adjournment

***Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

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**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Wednesday, May 24, 2023, 4:30 pm - 5:30
pm Virtual Connection**

Remote Attendance

Ellie Romp; Mary Heather Noble; Tricia Allen

A. Call to Order Upon Reaching a Quorum Meeting called to order at 4:37 p.m.

B. Introductions: Board Members, Administrators and Staff

Emily Blistein, ACSD Director of Communications & Engagement also present.

C. Public Comment

No public comment.

D. Recommendation to Approve the Minutes of May 3, 2023 Motion to approve the minutes of 5/3/2023.

Move: Ellie Romp Second: Tricia Allen Status: Passed

E. Committee Discussion:

1. ACSD Voicemails

Mary Heather Noble reported that she has checked the ACSD Voicemail each Monday since the 5/3/23 committee meeting, and also checked for messages today (5/24/23) after the Board issued an update cancelling the Community Zoom for the Interim Superintendent Search. There have been no new messages.

2. Board Content for New ACSD Website

Mary Heather Noble asked Emily Blistein to lead the committee through the new website platform so members could see how the Board content appears in the new format. Emily shared the screen and provided a tour of the new layout - using the existing website content. She told the committee that it should review Board website content and consider whether members want the same organization/drop-down categories, as well as how much old content/how far back Board Updates should be included on the website (or whether to archive old material).

Emily showed the committee other elements of the website to consider --- such as having imaged-based tabs using user-friendly tab headings, such as "How to Contact & Engage with the Board" and "What We are Working on Now." She emphasized thinking about the ease of finding information and considering the density of content to make it user-friendly.

Tricia Allen advocated for the idea of having a tab for "Current Work" so people can explore and understand the issues that the Board is actively working on. Ellie Romp also emphasized having a Contact page with the Board phone number, emails, etc. to make reaching the Board much easier. The committee also revisited the idea of having Board Office Hours.

What Emily needs by July 1st timeframe:

- Answer to how far back the Board's old content should be included (Board Updates, FacilityMaster Plan materials, etc). Mary Heather will research this to determine the Board's obligations/needs on this question.
- Any reorganization for the main file categories (currently includes: About the Board, BoardCommittees, Board and Committee Meetings, Board Updates, Facilities Master Plan (with subfiles), Policies & Procedures, and Superintendent Search Process).
- What 4-5 things the Committee would like to highlight on the Board's landing pages (e.g.How to Contact & Engage with the Board, Current Work, etc.) Tricia will work on this.
- Any other important Board documents that should be included on the website (e.g., TheACSD Charter and amendments, Board Norms, etc.). Mary Heather will look into this. F. Other Business None.

G. Next Committee Meeting Date/Time

Next Committee meeting scheduled for Wednesday, June 7, 2023 at

4:30 p.m. H. Adjournment

Meeting adjourned at 5:22 p.m.

Motion to adjourn.

Move: Tricia Allen Second: Ellie Romp Status: Passed

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