

AGENDA



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Wednesday, May 3, 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/83426497935>

- 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 April 12, 2023
- F. Committee Discussion:
 - 1. ACSD Voicemails
 - 2. Draft on Board Updates
 - 3. Website Updates
 - 4. Communications around Interim Superintendent Appointment
- G. 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.

MINUTES



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Wednesday, April 12, 2023, 4:45 pm - 5:45 pm
49 Charles Avenue, Middlebury VT & Virtual Connection**

In-Person Attendance

Mary Heather Noble

Remote Attendance

Ellie Romp; Tricia Allen

Please click the link below to join the webinar:

Link to join Webinar

<https://us06web.zoom.us/j/87962755706>

- A. Call to Order Upon Reaching A Quorum Meeting called to order at 4:40 p.m.
- B. Public Comment None.
- C. Action: Elect Committee Chair

Ellie Romp nominated Mary Heather Noble to Chair the Committee. Tricia Allen seconded. Mary Heather accepted the nomination and was unanimously supported. Mary Heather Noble is the Chair of the Communications & Engagement Committee.

- 1. Establishing a Regular Meeting Time

Committee members agreed to meet on Wednesdays at 4:30 p.m. Next meeting will be scheduled for May 3, 2023, then May 24, 2023 -- and every other week thereafter.

- D. Approve Minutes of February 9, 2023
Motion to approve the minutes from February 9, 2023.
Move: Tricia Allen Second: Ellie Romp Status: Passed
- E. Committee Discussion:
 - 1. ACSD Voicemails

Mary Heather explained that she checks the Board voicemail on a weekly basis, and has been doing so every Monday since the last committee meeting. There are almost never any messages, and have not been any messages since February 9th. She will send an email to Tricia and Ellie with instructions for checking the voicemail.

2. Draft of Board Update

Mary Heather explained that the committee has been issuing quarterly board updates, and that we are due to produce one in April 2023 -- however, given the current superintendent search, Mary Heather recommends waiting to send one in early May. This will allow the newsletter to report other committee work that has just started since the March election, and hopefully announce a new superintendent for next year.

Mary Heather will draft an update and include it with the meeting materials for May 3rd.

3. Engagement with ACSD "Friends of" School Groups

Mary Heather explained that the committee had been working to establish relationships with the parent groups of all ACSD schools, to foster engagement through the parent group's regular meetings and events. Several schools expressed interest, including Mary Hogan, MUMS, Cornwall, and Weybridge. Given the election and superintendent search, the committee hasn't been able to follow through with those visits, but Mary Heather would like to make this happen so it becomes standard practice. Because the end of the school year is approaching, the committee will likely need to plan this work to begin in the summer/fall.

Mary Heather will send Tricia and Ellie copies of the communications & engagement plan that the committee developed over the last two years.

4. Communications around Superintendent Search

Mary Heather noted that this work has been mostly handled by her and Emily Blistein -- but that the group may need to help post and share material on their social media, and post announcements on Front Porch Forum to help get the word out about the Community Zoom.

F. Other Business

Tricia Allen mentioned that when she was running for the board, kids at Mary Hogan were asking her about the process -- it occurred to her that the board could connect with students when they are doing their civics unit. Mary Heather agreed that this would be a fun idea to suggest to elementary school principals, to see if the

committee could start a tradition of having board members visit to take questions about democratic representation.

G. Adjournment

Meeting adjourned at 5:10 p.m.

Motion to adjourn.

Move: Ellie Romp Second: Tricia Allen Status: Passed

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