MINUTES

Addison Central School District
Communications and Engagement Committee
Committee Meeting
Wednesday, August 16, 2023, 4:30 pm - 5:30 pm
208 Charles Avenue, Middlebury VT & Virtual Connection

In-Person Attendance
Mary Heather Noble
Remote Attendance
Ellie Romp; Tricia Allen

A. Call to Order Upon Reaching A Quorum Meeting called to order at 4:45 p.m.
   1. Introductions: Board Members, Administrators and Staff
      Emily Blistein, ACSD Director of Communications & Engagement also present.
B. Public Comment
   No public comment.
C. Recommendation to Approve Minutes of July 19, 2023 Motion to approve the minutes of July 19, 2023.
   Move: Tricia Allen Second: Ellie Romp Status: Passed

D. Committee Discussion:
   1. ACSD Voicemails
      Mary Heather Noble reported that she has checked the Board voicemail weekly, and that there have been no new messages since the last Committee meeting.
   2. Board Presence at Open House/Back-to-School nights
      Mary Heather Noble mentioned the email that she had sent to ACSD Principals and Assistant Principals to request the dates and times of Back-to-School and Open House nights in September so that the Committee can create a Board member sign-up sheet to have Board members attend the events. She also requested that each school provide a small table and a few chairs so that Board members can have informative handouts and a suggestion box. A few principals have responded -- once the dates and times for all the schools have been provided, Mary Heather will share the sign-up sheet with Board members and mention it at the next Board meeting.

Tricia Allen and Ellie Romp made suggestions about materials to include/provide: Information on Board Roles and Responsibilities, the Board's updated Mission and Vision, the Status of ACSD's Strategic Plan, information on the upcoming Superintendent Search, and upcoming Board meetings. Emily Blistein also suggested including basic information about how to get in touch with the Board (website, emails, and voice mail number).

Tricia also suggested that Board members who volunteer to attend the events be debriefed on how to appropriately direct parent questions about operational issues/complaints.

The group agreed to develop content by the end of the first week of September, so Emily can format it into handouts in time for the events.

3. Review Board Website Content

The Committee continued to review and edit the Board Committees page of the website. Mary Heather noted edits that she had made to Board Bios, and said that she would share with Board members for their review. In general, the edits aim to condense the bios to 200 words or less, and provide the following basic information:

- When the person was elected to the Board,
- Professional history,
- Education,
- Connection to ACSD community,
- Volunteering, hobbies, and other interests.

Tricia suggested providing a due date so that the Committee can proceed with updates if Board members do not get back to her.

The Committee also reviewed the Policies and Procedures page, noting that the ACSD Charter and recent amendment to Article 14 should also be included. They are postponing edits on the Facilities Master Plan page until they can consult with Jason Chance, Chair of the Facilities Committee. Mary Heather suggested inviting him to a future C&E Committee meeting.

4. Fall Quarterly Board Update

Mary Heather mentioned having the next Board update on the Committee's radar -- aiming for a Fall 2023 update, distributed sometime in late September to mid-October. The update would welcome Tim Williams, provide information about the timeline/process for the Superintendent search, the final strategic plan, committee updates, and upcoming meetings.

The Committee will work on generating content for the update by mid-Sept.

E. Other Business/ Next Meeting

The Committee discussed scheduling the next meeting. The Board is aiming to have all Board and Committee meetings on Mondays, but this time does not work for the Committee members. They agreed to try and maintain the current schedule -- Wednesdays at 4:30 roughly twice a month.

F. Adjournment

Motion to adjourn.

Move: Ellie Romp Second: Tricia Allen Status: Passed

*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.