

## MINUTES



**Addison Central School District  
Communications and Engagement Committee  
Committee Meeting  
Wednesday, May 3, 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 4:37 p.m.
  - B. Introductions: Board Members, Administrators and Staff  
Emily Blistein, ACSD Director of Communications & Engagement also present.
  - C. Approve the Agenda  
Motion to approve the agenda.  
Move: Tricia Allen Second: Ellie Romp Status: Passed
  - D. Public Comment  
No public comment.
  - E. Recommendation to Approve the Minutes of April 12, 2023 Motion to approve the minutes of April 12, 2023.  
Move: Ellie Romp Second: Tricia Allen Status: Passed
  - F. Committee Discussion: 1. ACSD Voicemails  
Mary Heather Noble reported that she had checked the ACSD voicemails the last two weeks. There was one message, but it was a hang-up, with no actual message left. Mary Heather also reported that she had sent the instructions for checking Board voice mails to both Tricia and Ellie.
2. Draft on Board Updates
- Mary Heather explained the process that has been followed to create, approve, and distribute

Board Updates. She then asked the group to provide comments/feedback on the draft Board Update for May 2023. The final Board Chair introduction is still being written, and will be modified after tonight's full Board discussion on the process for hiring an interim superintendent.

Emily Blistein expressed the need for a Board communication on that process as soon as possible, and suggested that the quarterly update follow that communication. The quarterly update can reinforce the process or decision re: interim superintendent.

The committee discussed some of the information included in the draft update -- and how to keep the content accessible in terms of length and reading level. Mary Heather asked Tricia and Ellie to submit any feedback they have to her by Friday so she can make edits and prepare the final copy for full board next week.

### 3. Website Updates

Mary Heather informed the group about areas of the website that need updating, and asked Emily Blistein to provide additional information on the District's transition to a new website platform. Emily said they had hoped to roll out the new website in April, but other tasks got in the way. She is planning to roll it out during the summer, so this is good timing for the C&E Committee to update content for migration to the new site. She suggested having the next committee meeting focus on the new site/layout, so reviewing content can be informed by the new format.

Mary Heather agreed, and suggested having the committee split up reviewing the pages of content after that meeting. She will create a Google doc with all of the existing content so the committee can easily share edits with Emily as she prepares the content migration.

Next meeting will be set for Wednesday 5/24 at 4:30 pm.

### 4. Communications around Interim Superintendent Appointment

Mary Heather explained that most of this work has been coordinated between her, Emily, and

Barb Wilson to keep things moving swiftly. She will be drafting a letter to the ACSD Community for Barb's signature to communicate whatever process the Board defines at tonight's meeting.

### G. Adjournment

Meeting adjourned at 5:29 pm.

Motion to adjourn.

Move: Ellie Romp Second: Mary Heather Noble 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.