

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525

Dr. Jennifer P. Byars
Superintendent of Schools

AMITY REGIONAL BOARD OF EDUCATION COMMUNICATIONS COMMITTEE MEETING AGENDA

March 19 2024, 5:30 pm

VIRTUAL MEETING [CLICK HERE TO VIEW THIS MEETING](#)

Members of the public can submit their comments to be added to the public record by emailing the [Clerk of the Board of Education](#) prior to 2:00 pm on the day of the meeting. These comments will be summarized by the Committee Chairperson in the place so designated in the agenda for the meeting. The public may also email the [Clerk of the Board](#) by 2:00 pm on the day of the meeting and request to speak during public comment as noted on the agenda. Those members of the public making such request will be provided with the information necessary to join the meeting electronically to provide public comment. Amity Regional School District No. 5 shall provide any member of the public with a physical location and the electronic equipment needed to attend a fully remote meeting in real-time. Members of the public must request this provision by emailing the [Clerk of the Board of Education](#) by the close of the last business day before the day of the fully remote meeting.

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - a. Communications Committee Meeting – February 27, 2024**
- 3. PUBLIC COMMENT**
- 4. DISCUSSION AND POSSIBLE ACTION ON COMMUNICATIONS COMMITTEE BYLAW**
- 5. DISCUSSION AND RECOMMENDATION FOR MAY COMMUNITY FORUM TOPICS**
- 6. ADJOURNMENT**



Jennifer P. Byars, Ed.D.
Superintendent of Schools

pc: Town Clerks Bethany, Orange, Woodbridge

*Working to "enable every Amity student to become a lifelong learner
and a literate, caring, creative and effective world citizen."*

District Mission Statement

If you require accommodations to participate because of a disability,
please contact the office of the Superintendent of Schools in advance at 203-397-4811.

Bylaws of the Board

Communications Committee

A Communications Committee consisting of those members of the Amity Board of Education appointed by its Chairperson shall be a standing committee of the Board.

The Communications Committee shall communicate relevant information to stakeholders in Amity Regional School District No. 5 to ensure that our school district provides information about, and celebrates the work of, the school community.

The Communications Committee shall engage the Amity community by serving as a liaison between the Board of Education and all members of the community.

The Communications Committee will ensure efficient, effective, and varied methods of communication among all stakeholders and will work to align communications with the District Strategic Plan, Portrait of the Graduate, and District/Board goals, in keeping with the Board's Roles and Responsibilities.

The Communications Committee shall recommend action to the Board as necessary.

MONTVILLE

The communications committee shall communicate relevant information to stakeholders in Montville Public Schools to ensure that our school district provides information about, and celebrates the work of, the school community.

COLCHESTER

- Communicate relevant information to stakeholders in Colchester Public Schools and the Colchester community to ensure that our school district provides information about, and celebrates the work, of the school community.
- Increase opportunities for communication between the Board of Education and other municipal boards, commissions, and committees.

DARIEN

The Communications Committee of the Darien BOE will work to ensure clear, concise and timely sharing of information among all stakeholders.

The purpose of the Communications Committee of the Darien BOE is to:

1. Ensure efficient, effective and varied methods of communication among all stakeholders;
2. Support the BOE's function as a liaison between the district and the community; and
3. Work to align all communications with the District Strategic Plan, Vision of the Graduate, and District/Board goals, in keeping with the Board's Roles and Responsibilities.

TOLLAND

Communications and Outreach Committee – charged with increasing opportunities for two-way communication between the board of education and other municipal boards, commissions, and committees as well as the general public at large.

CHAT GPT

Title: Communications Committee Bylaw

Purpose:

The Communications Committee (hereafter referred to as "the Committee") is established to facilitate effective communication between the Board of Education, the school community, and the public.

Composition:

- a. The Committee shall consist of [number] members appointed by the Board of Education.
- b. Members of the Committee shall serve a term of [duration], with the option for reappointment.
- c. The Board shall appoint a Chairperson from among the Committee members.

Responsibilities:

- a. Develop strategies to improve communication between the Board of Education, schools, parents, students, staff, and the wider community.
- b. Review existing communication channels and methods, recommending improvements where necessary.
- c. Coordinate the dissemination of important information from the Board of Education to relevant stakeholders.
- d. Monitor feedback from the community regarding communication effectiveness and suggest adjustments as needed.
- e. Collaborate with school administration and relevant stakeholders to ensure alignment of communication efforts with the Board's goals and initiatives.
- f. Prepare regular reports for the Board of Education detailing the Committee's activities, findings, and recommendations.

Meetings:

- a. The Committee shall meet regularly, with the frequency determined by the Committee Chairperson in consultation with Committee members.
- b. Meetings shall be open to the public, with the opportunity for public input as determined by the Committee Chairperson.
- c. Minutes shall be kept for all meetings and made available to the public upon request.

Collaboration:

- a. The Committee may establish subcommittees or working groups to address specific communication needs or initiatives.
- b. The Committee shall collaborate with other relevant committees or groups within the school district to ensure coordinated communication efforts.

Resources:

- a. The Board of Education shall allocate necessary resources, including but not limited to budgetary funds, staff support, and technological infrastructure, to facilitate the work of the Committee.
- b. The Committee may seek additional resources through grants, donations, or other means, subject to Board approval.

Amendments:

- a. Amendments to this bylaw may be proposed by any member of the Board of Education or the Communications Committee.
- b. Proposed amendments shall be presented at a regular meeting of the Board of Education and require a majority vote for adoption.

SAMPLE BOE COMMUNICATIONS COMMITTEE CHARGES

SOMERS CENTRAL SCHOOL DISTRICT (Somers, NY)

The purpose of the Communications Committee is to:

- Assess current communication mechanisms for Board of Education meetings;
- Investigate and recommend new communication strategies to the Board of Education and administration;
- Refine and update the Board of Education presence on the district website;
- Establish a Board of Education social media presence for communicating important information
- Work with the District's Communications Coordinator as needed to effectively communicate information in a timely manner.

KEYSTONE OAKS SCHOOL DISTRICT (Pittsburgh, PA)

This committee advises the administration on school and non-school publications, calendars, websites, social media, radio, television and internet broadcasts and other forms of communication as appropriate to communicate the activities and programs of the District. In addition, this committee's responsibilities are to examine the communication needs of the district and make recommendations on requirements, purpose and costs of communication and related budgetary issues, as necessary.

MONTGOMERY COUNTY PUBLIC SCHOOLS (Rockville, MD)

The Communications and Public Engagement Committee was established on July 9, 2004 to enhance: the Board's use of external and internal mechanisms of communications; the Board's discussions and presentations at the Board table during business meetings; opportunities to gather perceptions and viewpoints from diverse segments of the community and staff; and other means to promote good communications and public engagement between the Board and its stakeholders.

ROCKWOOD SCHOOL DISTRICT (Eureka, MO)

The Rockwood Board of Education established the Communications, Outreach and Public Engagement Committee (COPE) to establish connections with the Rockwood school community.

CORNWALL CENTRAL SCHOOL DISTRICT (Cornwall-on-Hudson, NY)

The Communications/Outreach Committee shall collaborate, communicate and cooperate within the Cornwall Central School District to publicize events and conduct community meetings to strengthen the entire community for everyone's benefit. The SBAC's specific function is to develop an understanding of the District's budget process and annual budget so that it can assist in educating and communicating to the community on such matters.

GREENBURGH CENTRAL SCHOOL DISTRICT (Hartsdale, NY)

The GCSD Community Engagement and Communications Committee shall engage the GCSD community by serving as a liaison between the Board of Education and all members of the community by delivering clear, concise, and timely information through a variety of two-way communication platforms.

RIDGEWOOD PUBLIC SCHOOLS (Ridgewood, NJ)

Discusses district communications policy and practice, including the district website, eNews, Newslite, staff communications, etc.

MILAN AREA SCHOOLS (Milan, MI)

The purpose of the Milan Area Schools Board Communications Ad Hoc Committee is to review the current state of school board communications with the broader community. Please note: this ad hoc committee is only looking at school board communications and not broader school district communications. Broader school district communication issues and ideas will be gathered and referred to the Superintendent.

Goals:

- Establish a culture of two-way communication with stakeholders, within the confines of school board legal obligations and best practices
- Demonstrate transparency through communications standards
- Recognize the varied number of stakeholders of the school board, their varied interests and that communications needs to vary depending on audience
- Make recommendations regarding school board communication for school board approval, e.g. student board member

WAPPINGERS CENTRAL SCHOOL DISTRICT (Hopewell Junction, NY)

The board established a Community Communications Committee for the current school year to assist with the promotion of information and accomplishments of the District. The role of the committee shall be advisory.

The Community Communications Committee shall provide independent advice, assistance, and recommendations to the Board in the oversight of the promotion of important information to disseminate to the public and District stakeholders. The Committee will assist in developing/reviewing the District's communications plan. Furthermore, it will assist at the request of the Board of Education with adherence to District Policy 1000 – Community Relations, and District Policy 1100 – Public Information Program.

SOUTH COAST EDUCATION SERVICE DISTRICT (Coos Bay, OR)

This committee focuses on all levels of communication (internal, external district and stakeholder), communication programs (website, bulletin/newsletter) etc. It is also responsible for the community outreach program, customer assistance and the development/monitoring of the communication plan.

DARIEN PUBLIC SCHOOLS (Initial Draft)

The Communications Committee shall review, establish and maintain effective communications among all stakeholders.