

AGENDA



**Addison Central School District
Communications and Engagement Committee
Committee Meeting
Tuesday, October 1, 2024, 4:30 pm - 5:30 pm
49 Charles Avenue
Middlebury VT
05753**

ACSD District Vision and Mission

OUR VISION

Our vision is for all ACSD students to reach their full learning potential, have a sense of belonging in our schools, and enrich our community and the communities where they live in the future.

OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

Please click the link below to join the webinar: <https://us06web.zoom.us/j/86884831916>

- A. Call to Order Upon Reaching a Quorum
 - 1. Introductions: Board Members, Administrators and Staff
- B. Public Comment - Agenda Items
- C. Recommendation to Approve the Minutes from 9-17-24
- D. Committee Discussion:
 - 1. Board Update Letter for Fall 2024
 - 2. Board Engagement via Website
 - 3. Ideas for Public Engagement
- E. Public Comment - Any Topic
- F. 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
Tuesday, September 17, 2024, 4:30 pm - 5:30 pm
ACSD District Office
49 Charles Ave**

ACSD District Vision and Mission

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In-Person Attendance

Laura Harthan; Tricia Allen

Remote Attendance

Ellie Romp; Joanna Doria; Mary Heather Noble

A. Call to Order Upon Reaching a Quorum

Meeting called to order at 4:38 pm.

1. Introductions: Board Members, Administrators and Staff

Emily Blistein- Director of Communications and Engagement also attended remotely.

B. Public Comment - Agenda Items

No public comment.

C. Recommendation to Approve the Minutes from 9-18-24

Recommendation to Approve the Minutes from 9-18-24

Move: Laura Harthan Second: Joanna Doria Status: Passed

D. Committee Discussion:

1. Ideas for Public Engagement

Tricia reminds the committee of the Board's ask: to consider alternative ways the board can engage beyond the rotating "coffee hour" prefacing full board meetings at each school. Ellie is considering recent increased contact from members of the public and needs clarity regarding what is "allowed" and what isn't. She thinks it's important to communicate out what type of engagement we are hoping for.

Mary Heather offers her thoughts: Historically, it is completely appropriate for board members to receive contact as individual board members. What is important to remember is to direct questions to the appropriate person; operational questions go to the Superintendent, etc. in that the responsible person is identified. Our role is to field the question and direct it to the appropriate space.

Ellie is still wondering about individual communication from members of the public and what her responsibility is to them.

Mary Heather notes that board members need to be functioning in their quasi-judicial role and if there are specific complaints, members should not be fielding those. If there is still a question about with to do with information, encourage the member of the public to share with the full board.

Tricia adds that board members can receive any information but should only respond with public information, i.e., directing people to meeting minutes, etc. Depending on the item, being a conduit to report to the full board is also appropriate.

This leads back to the ideas for alternative public engagement:

IDEA ONE- "Submit a comment" (anonymous or identified) button on the website that goes to the full board. It answers the question of how the full board receives "raw" information from the community that isn't filtered. This could be a way that opens up public comment portions of the meeting and offers an opportunity for board reaction. There seems to be a need for a more informal/easy way to submit comments/questions for the board without sending an email. Try to make it simple and more accessible that invites general feedback and may not be about a specific question.

IDEA TWO (connected to ONE)- Laura likes the idea of a section on the website that clearly outlines the best way to contact the board. Short and sweet "how to I express my concerns?" Emily likes the idea of a clear process that also answers the question of what going to happen with the comments. Two-pronged approach: give people something to respond to and, if you have a comment, here are the different avenues you can take. Ellie volunteers to work with Emily on this by giving her content. Something conspicuous.

Tricia gives the committee homework: think about the content on a page and the committee will work on it. Send Emily some ideas. Mary Heather can send examples. She also wonders if there is a statutory limitation on who is able to participate. It would be important to know who is making the comment.

IDEA THREE- Joanna wonders about joining family meetings with each principal. She isn't sure but it seems like Dr Baker is attempting that initiative- regular meetings. Tricia found the one she attended valuable. There is also the draw of the new superintendent. Have to be careful about not reaching a quorum.

IDEA FOUR- More rigorous board signup sheet. Lay it out as an expectation that you must

sign

up for one or two school-based opportunities. The accurate dates for fall open houses are still being identified- stay tuned for an updated signup sheet.

IDEA FIVE- Coffee hour at a local gathering place. This requires a budget.

2. Board Update Letter for Fall 2024

We have past letters with the template. Tricia will reach out to individual committee chairs for a few-sentence update. MH can compose the general paragraph. Laura- having a little blurb indicating “we want to hear from you” and procedures with what to do. Can we setup a distribution group? With one email address? MH advances with ideas around distribution of the

update. In the past, Emily has put it on school messenger. There is also a link in weekly emails

and sent out via email and FPF. We can start forwarding it to selectboards and post it in different public spaces, ie library.

3. Review Procedure for A21

We all think the full board had agreed to the procedure but may not have formally voted on it. Tricia will be sure to communicate that to the board chair. To be sure, we need to have a formal vote to move the “draft” forward and get it posted under the policy on the website.

4. Discuss Work Plan for ACSD Board Communication & Engagement Committee Communication Plan

We need to coordinate with Finance Committee to identify a time to start communicating out re: budget and process. Laura will have a list of policies that are related to communications for

the 15th. Oct 15 next committee meeting. Two board meetings between. We schedule one for

Oct 1, 4:30 specifically to get the fall letter finished and presented to the board and then get it distributed. Ellie might also have some ideas for the website comment “box.”

E. Public Comment - Any Topic

No public comment.

F. Adjournment

Meeting adjourned at 5:34 pm.

Motion to adjourn.

Move: Laura Harthan Second: Ellie Romp Status: Passed

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