

DRAFT-Not yet approved by Committee

**Riverside Unified School District
Communications and Public Relations**

**Communications Board Subcommittee Meeting
Friday, Feb. 24, 2012
9:30 AM**

CALL TO ORDER:

Mrs. Allavie called the meeting to order at 9:30 AM

PRESENT: Mrs. Kathy Allavie (Chair), Mrs. Patricia Lock-Dawson, Dr. Rick Miller,
Mr. John Schreck, Ms. Deanna Pachas

1. Approval of Minutes from the 1-30-12 Communications Board Subcommittee

The committee approved the minutes of the 1-30-12 Communications Board Subcommittee meeting.

INFORMATION

1. Review Honor Walk sketches

- The committee reviewed designs of possible honor walks for recognizing individuals at district facilities.

2. Review of Board meeting protocols

The committee discussed several issues related to streamlining Board of Education meetings.

- The committee discussed setting a possible ending time for meetings and how to handle situations in which board meetings may need to be extended.
- Dr. Miller emphasized that speakers need to be held to time limits.
- Mr. Schreck presented a sketch of a redesign of the board room layout, including changes to the dais. He also discussed providing monitors for each board member to use for monitoring the agenda and other materials electronically to cut back on paper used at meetings.
- Mrs. Allavie stated that she will work on rewriting board policy on Board Meetings to address some of these issues related to Board Meeting protocol.

3. New Policy on High School Graduation Requirements

- Mrs. Allavie noted that she is currently rewriting district graduation requirements to make them easier for parents to understand.
- Mrs. Allavie further stated that she would like to have brochures or handouts to give to parents to help them. Mrs. Lock-Dawson stated that she liked North High School's handouts regarding high school completion documents.
- Mrs. Allavie further discussed a protocol to be put in place to look to rewrite existing district policies that may need clarification and also need to be placed in the new format.
- Staff was asked to evaluate which policies are looked at the most often.

4. Morale/Employee Ideas/Suggestion Box on Web Page

- The committee discussed ways to reward employees for their hard work.
- The committee discussed a Quiet Hero honor that could be placed on the Website or possibly a blog.
- A question arose as to whether this should be an internal program or if it should be opened to the public.

PUBLIC RELATIONS

1. Unscheduled Communications:

There were no unscheduled communications.

ADJOURNMENT

The meeting was adjourned at xxx