

DRAFT-Not yet approved by Committee

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

**Communications Board Subcommittee Meeting
Tuesday, March 4, 2014
1:00 PM**

CALL TO ORDER:

Mrs. Allavie called the meeting to order at 1:04 PM

PRESENT: Mrs. Kathy Allavie (Chair), Mrs. Gayle Cloud, Mr. Mike Fine, Mr. Tim Martin, Mr. Marco Eacrett, Dr. Kirk Lewis, Mr. John Schreck, Mrs. Jacquie Paul

1. Approval of Minutes from the 12-18-13 Communications Board Subcommittee

The committee approved the minutes of the 12-18-13 Communications Board Subcommittee meeting.

INFORMATION

1. Policy Update – BP 6111: School Calendar

The committee discussed Board Policy 6111 as it relates to the procedure of developing multi-year calendars.

- The committee reviewed BP 6111 and determined that there is no specific language in policy which dictates the number of years a calendar must be set in advance.
- Mr. Martin stated that the process can be “unnecessarily painful.”
- Mr. Fine noted that convening a calendar committee to review the calendar was not policy, but a practice.

Action: The committee agreed no policy change is necessary and that the calendar reassessment process is not necessary unless the board gives direction based on an instructional need.

2. Littleworth Theater Update – Final drawings

The committee reviewed architectural drawings of signage and improvements to the lobby for the Arthur Littleworth Theater at Poly High School

- Architect Marco Eacrett reported that he had received an initial quote for outside signage of on the Arthur Littleworth theater for \$7,000, but expected it to come down from there.

- Mr. Eacrett also showed some pictures of what the interior might look like.
- Mrs. Allavie stated the cost for interior improvements seemed high, and Mr. Eacrett said he was working on that. He stated that most of the cost was related to improved lighting and most of that cost was related to labor costs for an electrician.
- Other changes to design, such as a change to the type of back-drop used for the mural were discussed as additional money-saving measures.
- Mrs. Allavie said she hoped the work could be completed by Fall, when the Inlandia Institute plans to release a book on Arthur Littleworth's life.

Action: Mr. Eacrett will evaluate costs of this project based on recommendations of committee and bring information back for review.

3. Naming Issues

The committee discussed ongoing naming issues that have been brought to the subcommittee for review.

- The committee briefly discussed an idea to create an employee honor wall, which the committee started to discuss the previous year before Mrs. Cloud was appointed to the committee.

Action: The committee decided to table the idea for the time being.

4. LCAP Community Input Update

The committee received information about the LCAP community engagement process and listened to plans for next steps.

- Mr. Fine stated that data and analysis from community engagement meetings will be brought to the board on March 25 for their review.
- Mr. Fine also noted that a drafting committee had been convened to help develop the LCAP.
- Mr. Fine noted that working with the template will be challenging and stated the real work still lies ahead.

Action: This was an information item only.

PUBLIC RELATIONS:

1. Unscheduled Communications

- There were no unscheduled communications

ADJOURNMENT: The meeting was adjourned at 2:34 PM