

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

**Communications Board Subcommittee Meeting
September 16 2014
1:00 PM**

CALL TO ORDER:

Mrs. Allavie called the meeting to order at 1:01 PM

PRESENT: Dr. David Hansen, Mrs. Kathy Allavie (Chair), Mrs. Gayle Cloud, Mr. Jim Vaughan, Mr. Orin Williams, Mrs. Carolina Michel, Mr. Brad Shearer, Mr. Marco Eacrett, Mrs. Cati Porter, Mrs. Dawn Hassett, Mr. Tim Martin, Mr. Marco Eacrett, Mrs. Jacquie Paul

1. Approval of Minutes from the 6-23-14 Communications Board Subcommittee

The committee approved the minutes of the 6-23-14 Communications Board Subcommittee meeting.

INFORMATION

1. Littleworth Dedication

The committee discussed plans for the November 15 Arthur L. Littleworth Theater rededication and book launch event.

- The committee reviewed a timeline and made some suggested edits.
- It was stated that Mr. Vaughan would work on the timeline and that an additional planning meeting would be held to further discuss the rededication event.
- The committee, along with Mrs. Porter and Mrs. Hassett from the Inlandia Institute, discussed the program and other details for the event.
- Mr. Eacrett and Mr. Williams reported on the timing of getting the foyer remodeling work completed. They assured the group that this would be done in time for the event, but that they needed revisions to the timeline as soon as possible so that the mural could be completed.

Action: Revisions were to be made to the timeline and the Littleworth committee will continue to meet to discuss details.

2. Report Card Letter (this item was moved up in the agenda)

Mr. Shearer shared a revised letter to parents which explains the new elementary report card format.

- Mr. Shearer stated the letter will be available online in English and Spanish.
- Mrs. Allavie said she liked the letter. She said the committee had made “big strides” in improvements to the letter.
- Mrs. Cloud also liked the letter but had some minor edits.

Action: Mr. Shearer and Mrs. Michel were directed to move forward with dissemination of the letter.

3. School Memorials

The committee discussed the issue of memorials on our school campuses.

- The committee discussed that our new Board Policy does not allow for permanent physical memorials on a campus, but that some other options are available.
- The committee discussed some possible options for existing memorials at schools.

Action: The committee agreed to find out more about what is now in existence in the district before making any decisions.

4. Revision of Board Policy 9323.1

The committee held a brief discussion on whether to revise Board Policy 9323.1, which deals with the protocol of Board Meetings.

Action: The committee agreed that no action is needed at this time.

PUBLIC RELATIONS:

1. Unscheduled Communications

- There were no unscheduled communications

ADJOURNMENT: The meeting was adjourned at 3:10 PM