

**HARWOOD UNIFIED UNION SCHOOL DISTRICT  
COMMUNICATIONS WORKING GROUP MEETING**

Friday October 20, 2017 7:00 am

**Stowe Street Café**

29 Stowe St #1, Waterbury, VT 05676

**MINUTES - APPROVED**

1. Call to Order:
  - a. 7:05 pm
2. Re-organize/vote on leadership:
  - a. Mo nominated Rob to be Chair. Rob seconded. **Approved**
3. Additions/deletions to agenda
  - a. Approve minutes from past meetings.
  - b. Peter motioned to approve minutes from March 8 and May 10, 2017. Maureen seconded. **Approved.**
4. Discussion
  - a. Create plan/schedule for 2017-2018 communications: Current plan reviewed, discussed, and approved by Communications committee  
[https://docs.google.com/spreadsheets/d/1t\\_j7Hs8Gtu16\\_gksEvCMS5jla\\_qrpyZIQ4NrDp\\_xv9QQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1t_j7Hs8Gtu16_gksEvCMS5jla_qrpyZIQ4NrDp_xv9QQ/edit?usp=sharing)
    - i. Process:
      1. Comm team to put specific dates on items coming up
      2. New tab for new ideas: Comm team review and approve and schedule new ideas at meetings
    - ii. Present this to the board 10/25
  - b. Peter showed example of CVU budget meeting:  
<http://pub.lucidpress.com/CVSDBudgetForumFlyer/>
    - i. Note event, but also input survey
    - ii. Should we try to Model this?
5. Action Recap
  - a. See Comm plan for actions and due dates
  - b. Peter check w/Christine to figure out how to best share communications plan with full board
  - c. Peter and Maureen will look into district-wide sites for future meetings. (Big Picture, KCs bagels)
  - d. Maureen connect with Alycia re: engagement intersections (i.e. pre-school event / budget input survey example from CVU)
6. Confirm actions and next meeting date, time and agenda
  - a. NEW TIMES: 7:00 am on 1st and 3rd Fridays of each month at community locations
  - b. Next meeting 11/03, 7:00 am, location TBD
7. Adjourn: 8:05 am

## **PARKING LOT:**

### **“on the radar” for future meetings, or adding to current agenda if time**

1. Communications Boilerplate (NOT YET APPROVED). Below is a possible boilerplate that we can use to encourage community engagement with the board. (proposed by Maureen at 120716 meeting). It would still need to be “approved” if we want to use it.

Below are 4 ways to engage with the HUUSD board to ensure that our work is done in the context of community values:

- Participate in future surveys or requests for information/engagement send by the board
- Attend full board and/or work group meetings.
- Check out the HUUSD board web page at <http://www.wwsu.org/huUSD-board.php> for meeting schedule, notes, and attachments (click on the various committee/work group links), as well as a link to MRVTV website that includes video recordings for meetings.
- Contact a board member with a specific request or question (names and contact information found at <http://www.wwsu.org/huUSD-board.php>)

## **REFERENCES:**

Communications team Google Folder (including communications plans and Communication Plan Template):  
<https://drive.google.com/drive/folders/0B6SiAwHUHiSLandFbnRGMjZyTE0>

FPF Communication Plan: The board will send invitations and agendas (ideally links) to board meetings on FPF the Friday before Wednesday HUUSD board meetings. The following people will be responsible for posting approved HUUSD board communications as necessary:

- Waterbury/Duxbury FPF: Maureen
- Waitsfield / Fayston / Warren FPF: Rob
- Moretown FPF: Peter
- Duxbury FPF: Garrett? Can only do “North Duxbury”?
- NOTE: Post as school board member (i.e. official capacity, not individual)
- **ACTION: Maureen to put the Waterbury/Duxbury issue to bed.**

Board communications process for most pieces (not others might go through more of an in-depth process):

1. Communications team write
2. Circulate to bigger board for comments (tight timeline)
3. Send to papers (and other venues – see communication plan template)
4. Sign from working group on behalf of the board