

**HARWOOD UNIFIED UNION SCHOOL DISTRICT
COMMUNICATIONS WORKGROUP MEETING**

Wednesday January 11, 2017 5:00 pm
Harwood Union High School Library

1. Call to Order
2. Additions/Changes to Agenda – review “parking lot” items, ask community input, etc
3. Approval of last meeting minutes (from 12/14) (MS Word attachment)
4. Town Meetings / Budget Voting changes – Develop communication plan
5. Outbound Communications
 - a. Hancock thank you, or other info to our constituents here?
 - b. FPF process – review plans from 12/7, update from initial post and double-posting issues from 12/8, review info from FPF (Maureen e-mailed them on 12/15 with questions).
6. Inbound Communications
7. Added Agenda Items
8. Next steps:
 - a. summarize next FPF posts or other outbound communications
 - b. Summarize action items:
9. Confirm next Meeting (General meeting schedule, 1st Wed of the month)
10. Adjourn

REFERENCES:

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 FPF: Rob
- Moretown FPF: Peter
- Fayston FPF: Heidi
- Warren FPF: Alycia
- Duxbury FPF: Garrett? Can only do “North Duxbury”?
- NOTE: Post as school board member (i.e. official capacity, not individual)

PARKING LOT:

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

1. JANUARY: Town meetings / budget voting changes – need a communication plan.
2. POST-BUDGET: School Choice Survey. Revisit the data and spreadsheet analysis. Review cautions about how to use data. Considering developing additional insights and sharing with full board.
3. HUUSD website and/or new website project
4. Outbound Communications: further discussion and/or brainstorming re: topics, processes/best practices, etc
5. Inbound Communications: further discussion and/or brainstorming re: topics, processes/best practices, etc
6. 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 12/07/16 meeting). It would still need to be “approved” if we want to use it.

Below are 5 ways to engage with the HUUSD board to ensure that our work is done in the context of community values:

- Participate in future surveys sent by the board.

- Attend our board meetings on the 1st and 3rd Wednesdays of the Month at the Harwood Union High School Library (please note even more meetings are scheduled now for budget development – find the full meeting schedule at: <http://www.wwsu.org/huusd-board.php>).
- Watch board meeting recordings at <http://www.mrvtv.com/>.
- Review board meeting minutes posted at: (where are they? I couldn't find them)
- Contact a board member with a specific request or question (names and contact information found at <http://www.wwsu.org/huusd-board.php>) Yes? Should we provide guidance about what they should contact us about, or just leave it open?