

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

Wednesday January 18, 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 1/11)
4. Budget Voting Communication plan
  - a. Maureen’s letter to VR/WR
  - b. Other blurbs and posts – prepare for board review and approval tonight
  - c. Consider op eds in 1/12 papers (Brigid and Christine) – any considerations for how we are communicating the proposed budget?
  - d. What’s next? (7 weeks until voting day as of 1/18 – but two should probably be eliminated as communication possibilities b/c of vacation/travelers).
5. Outbound Communications
  - a. Hancock survey thank you
6. Inbound Communications
7. Added Agenda Items (if necessary)
  - a.
8. Next steps:
  - a. summarize action items
9. Confirm next Meeting (General meeting schedule, 2nd 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)
- **ACTION: Maureen to put the Waterbury/Duxbury issue to bed.**

**PARKING LOT:**

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

1. 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.
2. HUUSD website and/or new website project
3. Outbound Communications: further discussion and/or brainstorming re: topics, processes/best practices, etc
4. Inbound Communications: further discussion and/or brainstorming re: topics, processes/best practices, etc
5. 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 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 1<sup>st</sup> and 3<sup>rd</sup> 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?