

**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

1. Call to Order
2. Re-organize/vote on leadership
3. Additions/deletions to agenda
4. Discussion
  - Create plan/schedule for 2017-2018 communications
5. Actions
  - Choose a member to draft “New Budget Process” letter to share with full board on 10/25
  - Approve minutes of 3/8/17 and 5/10/17
6. Confirm actions and next meeting date, time and agenda
  - NEW TIMES: 7:00 am on 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month at community locations
  - Next meeting 11/03, 7:00 am, location TBD
7. Adjourn

**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