

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

Wednesday February 22, 2017 5:00 pm  
Harwood Union High School Library

**AGENDA**

1. Call to Order
2. Additions/deletions to agenda:
3. Approve last meeting minutes (from 2/8
4. Discussion -
  - a. Budget related communications
    - i. FAQ – how many questions? Do we need to do more than share with HUUSD?
    - ii. Town meeting talking points: Review and finalize Heidi’s draft.
    - iii. March 6 presentation: Use Heidi’s draft?
    - iv. Other efforts needed?
5. Confirm actions and next Meeting – 1st Wed of the month now?? Or 1st and third?
6. Adjourn

**REFERENCES:**

Communications team Google Folder (including communications plans and Communication Plan Template):  
<https://drive.google.com/drive/folders/0B6SiAwHUiSLandFbnRGMjZyTE0>

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.**

**PARKING LOT:**

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

1. Hancock survey thank you – get into the habit of thanking when people engage/answer questions
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 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>)