



# Scarborough Board of Education

## Communications Running Agenda

### 2021-2022

<p><b>Norms:</b></p> <ol style="list-style-type: none"> <li>1. Take an inquiry stance</li> <li>2. Ground statements in evidence</li> <li>3. Assume positive intentions</li> <li>4. Stick to protocol and hear all voices</li> <li>5. Start and end on time</li> <li>6. Be here now</li> <li>7. Enjoy the learning!</li> </ol>	<p><b>ACE Habits of Mind:</b></p> <p><b>A</b> - Shared commitment to Action, Assessment, and Adjustment</p> <p><b>C</b> - Intentional Collaboration</p> <p><b>E</b> - A Relentless focus on Evidence.</p>
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**Wednesday 5/4/2022**

**Zoom**

**4:30pm**

**Attendance:**

Attendees	In Attendance	Absent
Jillian Trapini-Huff		
Kristen Turner		
Jenna Leong		
Gabby Giftos		
Diane Nadeau		
Geoff Bruno		
Shannon Lindstrom- alt		

**Facilitator -**

**Timekeeper -**

**Notetaker-**

Time	Minutes	Objective/Activity
		<p>Previous meeting minutes:</p> <ul style="list-style-type: none"> <li>● Using Canva</li> <li>● Town Newsletters 1st and 15th</li> <li>● We repeated the district messages into the town newsletter               <ul style="list-style-type: none"> <li>● Scarborough Leader</li> <li>● April organized that space for us</li> <li>● Jillian would like to start using the Leader</li> <li>● Shannon is going to contact them</li> </ul> </li> </ul> <p>For Budget season, Jenna can submit weekly info out on Fridays for the</p>



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		newsletter; Jillian can take from that for the social media posts
		<p>Spotlight awards</p> <ul style="list-style-type: none"> <li>● To commence in the Fall, summer months dedicated to review, setting up</li> <li>● Announce this at next week’s board meeting and put something into the district newsletter . <a href="#">Check this out</a> (needs to be updated when a date is chosen)</li> </ul>
		<p>Meeting Cadence</p> <ul style="list-style-type: none"> <li>○ Possible off schedule next meeting as needed, otherwise as scheduled first Wednesday of the month</li> </ul>
		<ul style="list-style-type: none"> <li>● Choose a date/time that works for the new committee</li> <li>● Review budget communications - schedule for the next several weeks</li> <li>● Review timeline for future communications               <ul style="list-style-type: none"> <li>○ Scheduled posts and district communications to align with town communications</li> </ul> </li> <li>● Review and update tools (see below)- develop any new timelines</li> </ul>
		<p>Tools:</p> <p>Running list of <a href="#">Communication Contacts</a></p> <p><a href="#">Communication schedule</a> for distribution</p> <p>Running list of <a href="#">communication topics</a></p> <p><a href="#">Communication Timeline</a></p>
		<p>For future discussions:</p> <ul style="list-style-type: none"> <li>● Parking lot: Further communication re: new school progress/update- future discussion post budget- announce</li> <li>● Parking lotFuture: Additional gratitude messages to align with teacher appreciation, bus driver appreciation, etc- ensure we cover all departments               <ul style="list-style-type: none"> <li>○ Teachers week and nurses week is the 1st week of May-</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"><li>staff appreciation week<ul style="list-style-type: none"><li>○ Bus driver appreciation week???</li></ul></li><li>● Parking lot: Continue work on strategy for communicating with wider community via leader to share value of schools<ul style="list-style-type: none"><li>○ Routine formal requests from clubs, groups, schools to share highlights<ul style="list-style-type: none"><li>■ Establish google form</li><li>■ Utilize student rep reports</li></ul></li><li>○ Routine formal requests for board committees to communicate<ul style="list-style-type: none"><li>■ Consider google form</li></ul></li></ul></li></ul>
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