



Scarborough Board of Education

Communications Running Agenda

2021-2022

Norms:

1. Take an inquiry stance
2. Ground statements in evidence
3. Assume positive intentions
4. Stick to protocol and hear all voices
5. Start and end on time
6. Be here now
7. Enjoy the learning!

ACE Habits of Mind:

- A - Shared commitment to Action, Assessment, and Adjustment
- C - Intentional Collaboration
- E - A Relentless focus on Evidence.

Wednesday 3/30/2022

**Zoom
4:30pm**

Attendance:

Attendees	In Attendance	Absent
Jillian Trapini-Huff		
Leanne Kazilionis		
Jenna Leong		
Gabby Giftos		
Diane Nadeau		
Geoff Bruno		
Shannon Lindstrom		

Facilitator -

Timekeeper -

Notetaker-

Time	Minutes	Objective/Activity
		<ul style="list-style-type: none"> ● Meeting Cadence
		<ul style="list-style-type: none"> ● Further budget communications ● Review timeline for future communications ● Budget roundtables- April 4th upcoming ● Parking lot: Further communication re: new school progress/update- future discussion post budget- announce ● Future: Additional gratitude messages to align with teacher



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		<p>appreciation, bus driver appreciation, etc- ensure we cover all departments</p> <ul style="list-style-type: none"> ○ Teachers week and nurses week is the 1st week of May- staff appreciation week ○ Bus driver appreciation week??? ● Future: Revisit launching Spotlight awards- form available- previously monthly- student rep assistance with collection ● Continue work on strategy for communicating with wider community via leader to share value of schools <ul style="list-style-type: none"> ○ Routine formal requests from clubs, groups, schools to share highlights <ul style="list-style-type: none"> ■ Establish google form ■ Utilize student rep reports ○ Routine formal requests for board committees to communicate <ul style="list-style-type: none"> ■ Consider google form ● Review and update tools (see below)
		<p>Tools: Running list of Communication Contacts Communication schedule for distribution Running list of communication topics Communication Timeline</p>
		<p>For future discussions: Additional gratitude messages schedule</p>