

**Communications Subcommittee  
Monday, November 7, 2016  
Minutes**

The communications subcommittee was called to order at 6:04 pm

Attendees: Tara Lerner, Colette Sturm, Steve Harding, Superintendent John Barile and Director of Technology Eric Conklin

**Old Business**

**Facebook-** Eric reached out to several school districts about their Facebook pages and asked for feedback from them. He provided a handout with a comprehensive list. Feedback was positive vs. negative.

**Website** - Eric and staff are updating and reviewing the website and fixing any issues.

**PowerSchool/Parent Portal** - Mrs. Lerner asked how to help staff with obtaining parent information via the Parent Portal instead of hard copies during Open Houses. Eric stated he would look into adding an acceptance box in the portal for the 17-18 school year.

**New Business**

**2017-2018 School Calendar Format** – The subcommittee discussed possible format changes and information rearranged on the school calendar to possibly include adding dismissal times, moving conferences dates location, etc.

The meeting was adjourned 6:36pm

Respectfully Submitted,

Tara Lerner, Chair  
Communications subcommittee