

POLICY/COMMUNICATIONS SUBCOMMITTEE
Wednesday, January 31, 2018
Town School Office
5:00 p.m.
MINUTES

The Policy/Communications subcommittee meeting was called to order by Dr. Barile at 5:03pm

Present: Rosa Fernandes, Bob Belden, Debbie Brooks, Dr. John Barile and Lisa Gramling

D. Brooks moved, B. Belden seconded and the subcommittee voted 3-0 to elect Rosa Fernandes as the Chairman of the Policy/Communications subcommittee.

Policy review/process moving forward- The subcommittee discussed how policies are adopted and approved, and the time it takes to adopt a series. Dr. Barile said the district purchased the CAFE Policy Manual in 2016.

Planning for next series- The subcommittee discussed the next series that they should work on. They decided that the #3000 Series (Business & Non-Instructional Operations) should be next. Mr. Belden asked for 4-5 of the same policies, in word format, both Brookfield's version and CAFE's version so he can do a language comparison. He also asked for a map of policies and regulations for the #3000 series to compare to CAFE for review at the next Policy/Communications subcommittee meeting on Wednesday, February 21st.

Naloxone Regulation- After some minor recommendations and changes, the subcommittee will adopt the Regulation for Naloxone as prepared by Dr. Sipala.

Communications moving forward- Mrs. Fernandes asked about having a "Facebook Live" event with a few Board members to help get facts out to the community. They discussed highlighting facts on the District's Facebook page as well as "coffee talks" and "elevator conversations" type formats with the community.

Dr. Barile left the meeting at 6:00pm

Mrs. Brooks asked about Schoolreach and how to send attachments without having to go through the current downloading process. Mr. Belden stated that the people were confused at the recent press release that went out and that it was lengthy. The subcommittee discussed creating a rubric for press releases as well as for the budget flyer. Only the talking points need to be captured. The subcommittee also talked about the possibility of changing their meeting time.

Without objection, Mrs. Fernandes adjourned the meeting at 6:08 pm.

Respectfully Submitted,

Lisa Gramling, Board Clerk