

**RECV'D: Office of the Town Clerk
September 22, 2009 at 9:39am**

Regional District 13
Communications Committee

September 21, 2009

Members in attendance: Nancy Boyle, Merrill Adams, Mary Jane Parsons, Susan Viccaro and Tom Hennick.

Meeting called to order at 5:30pm.

Nancy updated the committee on creating a communication vehicle between the PTO/PTAs. Communication will be via the internet/email between a BOE liaison and will be suggested to the PTO/PTAs that they use the meeting minutes as a way of communicating. Use of District email imperative! Purpose of communication committee is to try to link communication between the BOE and the parent teacher groups. Announcements, updates and general questions can be communicated monthly.

We discussed sending a letter to the parent groups by the end of this week so they can have the information before their next month's meeting. Merrill offered to write the letter, incorporating our Strategic Plan communication initiative.

BOE liaisons to the different schools will be:

Tom Hennick will be the Communication Liaison for the BKPTA

Mary Jane Parsons will be the C/L for JLPA,

Merrill Adams will be the C/L to the Memorial School PTO

Nancy Boyle will be the C/L for the High School and Strong School Parent Organizations

Susan updated us on new software being updated to enhance the District's server/email capabilities. This should help us communicate in a more eco-friendly, paperless way.

Susan also noted that she would like to see a section of the website devoted to "Ask the Board" question area. She will be following up with Rich Fielding.

Meeting adjourned at 6:03pm

Respectfully submitted,
Nancy Boyle
Communications Chair