

Communications Committee Report - 3/24/22 Meeting with PTAC

Attendees:

BOE: Allison Silverstein

PTAC: Holly Lehr-Hahn; Courtney Redfern; Phaedra Dunn; Tessie Thomas

Summary:

- This meeting was scheduled to collaborate with PTAC regarding Board Communications with the public regarding substance of meetings.
- Need to inform public of meeting agenda topics of interest before the meeting.
 - Avoid issues where something is passed and then public response comes “too late” to change course (or requires duplication of efforts i.e. – policies can always be changed, but then lengthy proceed will have to be repeated)
 - Information on presentations, performances, important items on business agenda
- Need for post meeting summary – easier to digest bullet points, referring to meeting video if reader wants more detail. Need for communication of policies, decisions made, important updates
- Any presentations disclosed that BOE has permission to do so from presenter (sometimes BOE gets things in “draft” format since presenters continue to tweak prior to presentation so this will be exception rather than rule most likely)
- Discussed avenues for dissemination of information and need for collaboration since BOE does not have email lists, etc. Partnering with PTAC/PTAs helps reach a larger audience
 - E-Mail Lists
 - PTA Facebook Pages
 - Sharing with building administration for addition to school wide communication

- **Discussed various headings for a one-page form**
- **Discussed who from BOE/PTAC will own completion of the form**
 - **Rotation of responsibility to make sure representative can attend and are not overwhelmed.**
- **Suggestion for video updates as well as written communications.**
- **Form will be drafted to test out in coming meetings. Hope to have solid process in place by mid to end of April (of course always subject to change/improvement with feedback)**
- **ALS to do first pass at form in Google Docs and share with group.**