

GROTON-DUNSTABLE REGIONAL SCHOOL COMMITTEE
Communications Advisory Committee Meeting Minutes
Prescott School
March 5, 2009 – 9:00 AM

Jim Frey called the meeting to order at 9:10 AM.

Present: J. Boroshok, B. Erickson, J. Frey, J. Sjoberg

E-mail

Status

G. Babin was able to make some changes we talked about to the web-page.

- 1.) Add auto-response to anything that comes into public comments. Response should indicate appreciation and if response is required, call. G. Babin will take an initial draft of the response. J. Frey to review.
Waiting on J. Frey for text
- 2.) Auto Forward copy to Chair of communication Committee.
Done.
- 3.) Create a new page for public comments with a form for input. G. Babin can code, needs direction on this. Communication committee will provide feedback to G. Babin on this page layout. This will occur in parallel with actions 1 and 2.
No progress.

Web-site

Status

G. Babin was able to make most changes we talked about to the web-page.

- 1.) Some inconsistencies. Some links will launch separate home page, some will not.
Done for SC homepage.
- 2.) Can we get the School Committee link to go right to the members page?
Done.
- 3.) School Committee Meeting Information page still goes to last year.
Done.
- 4.) Sub-committee information page content needs to be updated:
Not Done. TBD: Take out FTF-III and add in Communications Advisory Committee. Add link from Policy sub-committee to page with policies.
- 5.) Add thumbnail picture and meetings and a one-line on who we are, who we represent, and how long.
Pictures taken. J. Boroshok to forward pictures. Need to work on page.

Public Comments Form

Explanation of what the form is.

What is this page about? Add FAQ. Should include:

- C. Barrett's presentation on how to address issues.
- Are these communications private or public? Public comments are public.
- Should a response be expected? No, questions with responses go elsewhere. Public comments are for gathering feedback.

Add "Who should I contact?" Maybe link to C. Barrett's presentation.

Add link to Rules and Questions for Public Comments

Postponed discussion of Policy section K for next meeting

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Next meeting, Thursday 9:00 AM, April 2nd, at Prescott.

B. Erikson made a **MOTION** to adjourn at 10:05 AM and J. Boroshok **SECONDED** that motion.
Roll call vote: J. Frey, B. Erickson, J. Borshok, J. Sjoberg all voted yes.
MOTION passes 4:0:0

Respectfully Submitted,
Jon Sjoberg