

Communications Subcommittee 10/9/2007 Meeting Notes

Attendance: Gordon Bechtel (via phone), Steve Cole, Dana Hooper, Kevin Lyons

(1) Posting draft agendas for all school committee meetings for the year

- ▶ Steve and Kevin put together a tentative of the SC agendas for the year to post onto the district website (as discussed in the last communications meeting). We briefly discussed and confirmed some key dates. We agreed that discussion of athletic, transportation and other fees was appropriately on the agenda for early January.

(2) Financial Forecast Presentation

- ▶ We briefly discussed the presentation of the financial forecast model and the importance of reiterating the purpose and methods in the model in the first presentation.

1. Action: Dana and Gordy will circulate a draft of the presentation to the communications committee several days before 11/5.

|| GORDY, DANA

(3) KeyCommunicators (KC)

- ▶ In reviewing the agendas for the year, we decided to send out a KeyCommunicators to alert parents of key dates throughout the year.

2. Action: Send out a KC list-serve email providing a short narrative on key agenda items over this fiscal year. The KC should also identify related budget or school committee documents posted on the district website <<not discussed in subcommittee, added by DHH>>. The KC should include:

- 11/5, 11/19 Financial Forecast Model
- 12/3 FY09 Level Services Expense Budget
- 12/17 Superintendent 5-year Strategic Vision, Recommended FY09 Budget
- 1/7 Fees for the 2008-2009 school year
- 1/22 Final Report of the Revenue Task Force
- 2/4 School Committee determines the need for an Override

|| DANA-draft to subcom

- ▶ Send out notice of the meeting with state officials on October 17th organized by Dick Sullivan

3. Action: Contact Dick Sullivan for details on the meeting. Send KC with notice of the meeting and the agenda.

|| DANA

(4) Other Communications to the community at-large

- ▶ We identified several communications pieces both in this meeting and the previous subcommittee that will be or have been in the past useful for both parent and non-parent members of the community.

4. Action: Summarize the August 28th presentation, funded by the Mass. Association of School Superintendents, on Understanding Chapter 70 (the formula for the State contribution to communities for public education)

|| **DANA-draft to subcom**

5. Action: Prepare a budget timeline that includes not only the SC schedule for budget discussions, but also the milestones for revenue projections.

|| **DANA-draft to subcom**

6. Action: Review last Feb 2006 newsletter and develop outline and timeline for similar format representing an annual communication to the community. Content could include Budget timeline and description of process, issues in education today, state reports on Nbprt performance, etc ... Consider 1st class mail to all Newburyport households.

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(5) Community Outreach Task Force

► The subcommittee discussed the idea of forming an task force having the goal of informing the non-parent community of issues regarding the school – specifically budget issues and all those impacting the community at large.

7. Action: Draft a list of goals for this task force for discussion at the next communications meeting.

|| **ALL – send thoughts to Dana**

(6) Other

► Now that all PTOs are formed, a member of the subcommittee should attend the first meeting of the Superintendent with all PTO chairs. The intent is to offer to the chairs our attendance at any of their meetings to discuss topics of interest.

|| **DANA send reminder to Cathy Manning.**