

Personnel & Finance Committee Meeting
AGENDA/MINUTES
Monday, November 28, 2016
6:00-7:00 P.M.
Elm Street School -District Conference Room

Members Present: **Leonard Lamoreau**, Kathryn Oak, Julie Rioux, Jen Boenig, Diana Sullivan
Members Absent:
Other Board Members Present: Mary Martin, Jack Wiseman
Administrators Present: Tina Meserve, Stacie Field
Staff Members Present:

Item 1: Signing Warrants SP:D.4 (Stacie Field)

These will be available for all committee members to review.

Item 2: Strategic Plan Revisions SP: E.1.a (Mary Martin)

Section C: Build Community Collaboration and Communication. We realized we only need minor revisions to this area. Our real task is to take advantage of local activities to connect with our communities. We brainstormed ideas for community collaborating. We discussed connecting with business owners and promoting school initiatives with their support. Aaron suggested printing postcard sized notices that could be left on counters or put in bags when customers make purchases. He is willing to be a contact person for business owners. We also discussed utilizing our own events to communicate with the community. We have good turnout for music and sporting events. The administration will create talking points for Board members to reference when talking in the community about key initiatives, like the budget or building project. It was suggested that we create a video with middle school students/staff to show the need for a larger facility. We could also ask them to create selfie videos or photos to share what it feels like to navigate the hallway between classes.

Item 3: Website Upgrades and Webmaster Stipend SP: A.1.a (Tina Meserve)

Tina shared that the website is being updated on a regular basis. We pay our webmaster \$2,000 for providing this service. The breakdown by per hour is only about \$12 and this is not adequate. Tina would like to increase the pay to 4,000. The committee agreed that \$2,000 is not much for the service provided. Tina will put the increase in the budget for next year and see if there is money left at the end of the year to support additional pay for this year. Several issues were raised about keeping the website current and procedures for periodic reviews. Tina has a plan for review in January and June. Questions were raised about when our App is updated. Tina will check with Linda on that and report back at the next meeting. Tina has asked our webmaster to have a place that community members can respond to new policy proposals. We are hoping to add a way for community members to sign up to be on an RSU 16 mailing list.

Item 4: Community Outreach SP: C.1 (Len Lamoreau)

Discussion included how to inform and engage the community on issues of the school department. The current need is to get information out about the building project. Tina discussed the need to get the community involved between January and April so that people have all the information they need prior to the May/June votes. Tina will work with the administrative team to inform staff and students. The committee agreed that the Board needs to participate in outreach, as well. This could include handing out flyers at craft fairs, sporting or music events and attending other community events that provide an opportunity to talk with people who do not have children in our schools. Tina and Mary will set up a *Friends of RSU 16* group that includes people from all 3 towns who are invested in education and also the town.

Adjourned: 7:25 p.m.

