

**NASHOBA REGIONAL SCHOOL DISTRICT
Communication Advisory Meeting**

Emerson School
50 Mechanic Street, Bolton, Ma
School Committee Conference Room
Second Floor

October 5, 2018

SCHOOL COMMITTEE IN ATTENDANCE : Alise Crossland, Elaine Sanfilippo

ABSENT: Lorraine Romasco

ADMINISTRATION IN ATTENDANCE: Assistant Superintendent, Todd Maguire (9:40 - 10:00)

CALL TO ORDER

Ms. Crossland called the meeting to order at 9:39 am (delayed due to school-wide fire drill)

OLD BUSINESS

Assistant Superintendent Maguire provided an update on best practices as administration thinks about website redesign: streamlining info, bright colors, consistency across schools/departments, mobile-friendly.

NEW BUSINESS

Reviewed 'wishlist' of functionality for School Committee portion of district website. Ideas included embedding meeting videos directly on page, a landing page to serve as a 'home' page, efficient search capability, notifications (email when page is updated and 'download to calendar' option for meetings), contact information directly on page (instead of 'contact us' pop up box), Quicklinks or other ways to highlight certain info.

REVIEW/APPROVE MINUTES

Ms. Crossland moved to approve the minutes of the September 14, 2018 meeting. Seconded by Ms. Sanfilippo. IN FAVOR: Ms. Crossland, Ms. Sanfilippo . **VOTE AND PASSED (2-0-0)**

ITEMS TO CONSIDER FOR NEXT AGENDA

- Discuss expectations standards for school committee communication with public
- Discuss non-electronic communications strategy (office hours, newspaper, meetings with town officials, etc.)

ADJOURN

MOTION: Ms. Sanfilippo moved to adjourn the Communication Advisory meeting at 10:43am. Seconded by Ms. Crossland. IN FAVOR: Ms. Crossland, Ms. Sanfilippo **VOTE AND PASSED (2-0-0)**.

Next meeting date not yet determined.