

# Communications Committee Agenda

Wednesday, November 15, 2006, 7 p.m.

Educational Service Center

44 School Street, Warren

-----  
**COMMITTEE MEMBERS:** Mary Genthner, Gail Hawes, Kim Miller, Nancy Watson

**EX-OFFICIO MEMBER:** Bonnie Davis-Micue [School Board Chair]

**ADMINISTRATIVE MEMBER:** Superintendent Dr. Pamela Carnahan

\*\*\*\*\*

## **I. Opening**

- A. Opening of meeting
- B. Declaration of quorum

## **II. Action items**

- A. Adjustments to the agenda
- B. Approval of October 18 meeting minutes

## **III. Implementation of recommendations from October 18 meeting (see Minutes)**

- A. Priorities
- B. Feasibility
- C. Timetable

## **IV. Consistency throughout the District in all written materials issued from any SAD #40 source**

- A. Heading, purpose of issued material, date, name of author, position of author, and name of committee when applicable
- B. Standard usage and spelling
- C. Professional business standards
- D. All written materials, including email, are classified as in the public domain

## **V. Additional recommendations for communication enhancement**

## **IV. Other items**

## **V. Adjournment**

All subcommittee meetings of the Board except executive sessions shall be open to the public.