

## **MSAD 40 Communications Committee Meeting Minutes January 16, 2008**

Committee Members Present: Gail Hawes, Danny Jackson, Nancy Watson

Committee Members Absent: Joe Tyman

Ex-Officio - Bonnie Davis-Micue

Administration:

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The meeting was called to order at 7:05 pm at the Educational Service Center by Chairman Nancy Watson. Minutes were approved.

The Committee cited information which should be included by the newly formed communication committee representing the Medomak Middle School Design Team in informing the public about the new school. Topics included the integration process of A.D. Gray and D.R. Gaul schools, staff organization, looping, school schedule, busing, curriculum, activities and clubs, and educational enhancement. It was suggested that there be an informational round table.

The Committee requests, for uniformity, that all communication from the MMS committee be identified by author/source and date; that all communication for distribution be first provided to Superintendent Pam Carnahan, Business Manager Scott Vaitones, Principal Ben Vail, Board Chair Bonnie Davis-Micue, and Board Communications chair Nancy Watson; and that all material for distribution be approved and initialed by Superintendent Carnahan before release.

There was discussion about using the Web site for this information and a question about how it would be kept updated.

A follow up regarding a school system organization for getting information to the technical director and posted on the Web site needs to be completed. Superintendent Carnahan was going to work on that and get back to this Committee.

The Committee recommends the development of an information flow system for the purpose of compiling a list of recognitions, awards, honors received by students, staff and all district employees in a timely manner so that such can be more easily accessed for publications.

The meeting was adjourned at 8 pm.

Respectfully submitted, Nancy Watson, Chair