

DRAFT PENDING COMMITTEE APPROVAL

**Public Information Committee Meeting
Minutes**

March 15, 2016
T/E Administration Offices
6:30 PM

Attending all or part of the meeting:

Board Committee Members: Scott Dorsey, Michele Burger, Roberta Hotinski, Kate Murphy
Other Board Members: Kevin Buraks, Doug Carlson, Todd Kantorczyk, Virginia Lastner, Ed Sweeney
T/E School District Representatives: Chris Connolly, Rich Gusick, Mike Szymendera
Community Members: Jerry Henige, Barb Jackson, Alan Yockey, Michael Luskin

Public Comment:

- Barb Jackson commented on the school investigation into reported events involving members the Conestoga High School football team.
- Barb Jackson commented on reported surveys at Conestoga High School.
- Jerry Henige commented on the pilot public comment process.
- Barb Jackson commented on the role of Board ambassadors to the schools.
- Barb Jackson commented on the suggestion of including budget information in the annual school tax bill.
- Jerry Henige commented on the suggestion of including budget information with the annual school tax bill.
- Michael Luskin commented on the suggestion of including budget information with the annual school tax bill.
- Barb Jackson commented on the Stoga points of pride in the CHS e-newsletter.
- Alan Yockey commented on archiving School Board meeting materials.
- Michael Luskin commented on archiving School Board meeting videos on DVDs.
- Barb Jackson commented on archiving School Board meeting materials.
- Barb Jackson commented on the open records request process and email response from District staff.
- Jerry Henige commented on suggestions for School Board communications including videotaping of Board Committee meetings; community members on Board Committees; and term limits for Board Committee Chairs and Committee members.

Approval of Minutes

- The Committee approved the February meeting minutes.

Public Comment Process at School Board Meetings

- The Committee reviewed the pilot public comment process that was in place for the February School Board meeting. The Committee and community members present agreed that the new public comment process went well at the February meeting. The Committee recommended that the new public comment process continue to be used at regular School Board meetings.

Draft Community Survey

- In September, the Committee recommended the development of a community communications survey as a way to obtain feedback on District communication methods. The Committee reviewed a final draft of the survey which included input received from the public since the last meeting. The Committee asked District staff to make final refinements to the survey. The survey will be available on-line and will be advertised through the District web site, e-newsletter, community magazine and PTO communications. Paper copies of the survey will also be available at the TEAO, local libraries and Surrey Services for Seniors.

School Board Communications – Archiving Meeting Materials and Videos

- District staff provided an overview of the current process for archiving School Board meeting materials and videos as well as costs associated with expanding digital storage space. At this time, Board meeting materials and

videos are available on the District web site for the current school year. Board meeting materials from prior school years are available through an open records request. After discussing expenses, the Committee recommended that the District archive Board meeting materials on the District web site for five years, beginning with the current school year going forward, and reevaluate the process after the initial five year period. The Policy Committee will review *Policy 9313, Recordings of School Board Meetings by the District*, prior to further discussion of archiving School Board meeting videos.

Other:

- The Committee discussed the possibility of including budget information as an insert in the annual school tax bill. The Committee will consider this idea at a future meeting.

Meeting Adjourned: 8:05 pm