

Oxbow High School Communication Committee

02/18/14

Board charge to Communication committee:

This committee shall follow the request of the board as follows to strengthen the school community communication and public relations.

Committee shall include the following:

- A Board member shall Chair the committee
- The Principal
- 2 Faculty (as appointed by board)
- 1 staff member that is involved with the schools information systems
- 2 Students (as appointed by board)
- 2 Parents of current Students 1 from Bradford and 1 from Newbury (as appointed by board)
- 2 to 4 Community members with at least 1 from Bradford and 1 from Newbury (as appointed by board)

The board will appoint members at their 3-20-14 Meeting.

Committee work

The committee shall focus how to best meet the community needs on the following:

- Communications
 - Within the school community
 - Between parents and staff
 - Between school community and community at large
- Public Relations
 - How do we promote all that is good at Oxbow?
 - How do we increase school pride?
 - How do we get faculty, students, parents and community more vested in our school?
 - How do we promote our school outside our immediate community?
- Review OHS standing policy H1 and work within same or offer recommendations to board as to what revisions are needed to policy

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- Review all methods of communication from social media, school website too old fashion newsletters to develop procedures and processes to maintain these and keep them current and relevant.

Outcomes

Committee shall recommend to the board process and procedure they think necessary to meet the needs of the school.

All Committee work shall be at warned meetings and held in open session.

Timeline

- By end of May 2014 report back to board as to progress of committee and discussion with board.
- By July 1st the start of new principal have an outline of items they have developed for discussion with new principal
- By start of 2014-2015 school year report back to board with progress and what recommendations there may be for school year.
- By beginning of Oct 2014 meet with board to finalize recommendations and determine if committee should continue and if so revise charge.