

**Oxbow High School
Communication Committee
Draft Minutes
03/11/14**

In Attendance: Dan Smith, Larry Walsh, Mike Hefernan, Amy Cook, Jean Carlen, Doc Gordon, Gabi Martino, Susan Goodell, Sarah McKelvey, Emily Wilams.

Meeting begins at 5:00 p.m. in O.H.S. conference room.

5:03- Dan Smith calls the meeting to order and shares a brief history of why the committee was formed.

- ∞ Dan S. believes all meetings may need to be warned to the community.
- ∞ Mike H. will chair the committee.
- ∞ Acknowledgements were given to Nic Phillips and Doc Gordon for their work in improving the website.
- ∞ Dan. S. reminds committee that they are advisory in nature to the board of directors.
- ∞ The committee hopes their work will help improve the building climate.
- ∞ Dan believes that O.H.S. has had a challenge with finding optimum avenues for promoting the great things Oxbow High School does for students and community.
- ∞ There is a concern about how social media is used with school employees and students. The board is investigating future improved policy.
- ∞ Jean C. commented on the two faculty members present and would like to see additional members involved.
- ∞ Amy C. would like to be sure all minutes are posted on website.
- ∞ Amy C. would like the committee to investigate how to get more parents involved. Does the committee create a survey?
- ∞ Dan S. suggested a weekly question: Why don't parents come into the building?
- ∞ Larry discussed the recent NEASC survey regarding parents' perceptions of O.H.S.
- ∞ Sarah M. indicated that an efficient "grassroots" plan would include members asking parents at shopping venues when they are out.
- ∞ Amy C. and Dan H. posed the question to the committee about how they would like the website tab to display committee minutes, members, agenda, etc.
- ∞ Gabi M. suggested that a distributed model for gathering school information should be created. Every department should be responsible for getting info. for the media.
- ∞ Student recruiting for committee membership needs to be increased. Sarah and Emily have taken this responsibility.
- ∞ Susan G. inquired about the need for a scheduled meeting time every month.

- ∞ Gabi M. will bring a protocol to the next meeting for the committee to process for increased effectiveness.
- ∞ The following Action Plan was agreed upon:
 1. Put plan and charge on website
 2. Create a board committees “dropdown tab”.
 3. Get NEASC parent survey to committee, review with OHS steering committee prior.
 4. Implement protocol during next meeting.
 5. Create a list of “What are we doing now”.
- ∞ Suggestion was made to have committee representation at the Spring Parent Conferences on April 10th.

Meeting adjourned at 6:50 p.m.

*Next communications communication meeting to take place on 4/3/14 at 4:45 in the O.H.S. conference room.