

WESTBROOK BOARD OF EDUCATION

Tuesday, October 11, 2011

Board of Education Communications Sub-Committee 6:00 p.m.

WESTBROOK HIGH SCHOOL LIBRARY

MINUTES

Members Present: Maureen Westbrook, Dee Adorno, Sally Greaves

Absent: Myrn Keryc

Also Present: Patricia Charles, Ben Russell, Lisa Winch

Call to Order: Mrs. Westbrook called the meeting to order at 6:15 p.m. in the WHS library.

Public Comment: Lisa Winch reported on a news segment on CNN on bullying that she described as enlightening.

Website Communications – Ben Russell: Ideas were discussed to make the website more user friendly. Ideas included:

- Making the side tabs the main focus without additional tabs from each main tab
- Make the additional tabs as links
- List the full date, including year, for meetings
- Create a link to previous years minutes/agendas rather than everything on one page – too busy
- Committee meetings listed separate from regular and special meetings
- Add committee membership to the Board of Education main page after each name by using a number (1. Communications 2. Policy 3. Long Range Planning)
- Policy updates – continued revision – current website reflects selected core policies
- Mission/Vision/Goal – remove school improvement plans to school sites
- Add SSP to School Data tab
- Guiding Beliefs – Add picture
- School Choice –Revise letter if still applicable
- Remove 2010-11 budget and add a graphic
- Use Page 2 of budget process pamphlet for description
- Delete old WMS parent letters
- WMS NEASC Mission Statement – confirm that it is current and a NEASC statement
- Remove old WMS honor roll information
- Remove old WMS summer reading information
- Make changes to staff directory and be consistent with title, room#, and phone # presentation
- Consider consistent tabs for the school sites.

Adjourn: Moved by Mrs. Greaves and seconded by Mrs. Adorno to adjourn at 6:55 p.m. **Vote unanimous.**

Respectfully submitted:

Myrn Keryc, Secretary

Cecilia S. Lester, Board Recording Clerk