

WESTBROOK BOARD OF EDUCATION

TUESDAY, February 14, 2012

Board of Education Communications Committee Meeting 6:00 p.m.

WESTBROOK HIGH SCHOOL LIBRARY

MINUTES

I. CALL TO ORDER – M. White called the meeting to order at 6:00 p.m. in the WHS library.

Members Present: Lee Bridgewater, Kim Walker, Marti White

Absent: Myrn Keryc

Also Present: Patricia Charles, Superintendent; Lisa Winch, PTO Representative

II. PUBLIC COMMENT: No comments

III. OLD BUSINESS

A. Approve Minutes of January 10, 2012: Moved by L. Bridgewater and seconded by K. Walker to approve the minutes of 1/10/2012. Vote unanimous.

B. Revise “A Guide to the Budget Process” tri-fold: Revisions were suggested for the Budget Brochure.

C. Budget flyer/handout: the committee discussed the format the 2012-2013 flyer – it will be modeled after the 2009-2010 sample with computer graphs and goals on the backside of the flyer.

Moved by L. Bridgewater and seconded by K. Walker to add “Procedural Changes” to the agenda under New Business. Vote unanimous.

IV. NEW BUSINESS

A. Schedule for Budget Presentations in the community: The following dates for budget discussions with PTO’s was set: March 8, WMS; March 26: WHS; March 27: Daisy Ingraham

B. Procedural Changes: The committee discussed the process of requesting the use of a school building by an outside group. Some groups are unaware of the cost for custodians.

C. The approval of flyers from community groups was discussed. Dr. Charles explained that flyers from non-profit groups outside the district must be approved through the superintendent’s office. It was suggested that changes in process should be sent to the groups who regularly use the schools so they are aware and consider adding the groups email contact information on the building use form so notices can be sent electronically.

V. ADJOURN: Moved by K. Walker and seconded by L. Bridgewater to adjourn at 7:00 p.m. Vote unanimous.

Respectfully submitted,

Myrn Keryc, Board Secretary

Cecilia S. Lester, Board Recording Clerk

