

Timberlane Regional School Board  
CITIZENS ADVISORY COMMITTEE  
On Family, School and Community Engagement  
Meeting Minutes  
May 6, 2014

Committee members present: Heather Roy, Bill Mealey, Kerry Patles, Kate Delfino, Bruce Cleveland, Dave Hammond, Andrew Sheely, Leslie Barbera

1. Unanimous vote to accept meeting minutes from our April 8, 2014 meeting.
2. Introductions of new administrators Bill Mealy & Heather Roy as well as Atkinson community rep Leslie Barbera
3. Discussed next steps for rolling out survey.
  - online version with links on school district sites
  - paper format available for pick up at local meetings, libraries etc
  - paper surveys to be mailed/dropped to SAU
  - paper surveys will be keyed manually to online for tabulation purposes
  - Google Docs was recommended by Heather Roy – Lois Paul was recommended to help us “build it”. Kerry Patles & Heather Roy will coordinate with Lois Paul over summer to work on survey.
  - Once built, CAC members to respond to survey as production level tests
  - Tentative time line established:
    - Late July – production complete
    - Mid August – committee feedback
    - Late August – final version approved
    - Roll Out Survey – September 2 – September 30
  - Kate Delfino reports School Board has approved Save the Date cards for community events. Will state “available thru September”
  - Discussion regarding presenting survey & soliciting participation at town meetings with a “talking point script” approved by School Board/SAU
4. Bill Mealey recommends adopting “Norms” for our meetings as is common practice with all committees in TRSD. Examples are available and discussed. Dave Hammond motions – Bruce Cleveland seconds – Motion passes 8-0-0 to adopt the following:

NORMS

- \*We will begin and end on time
- \* We will respect confidentiality
- \* We will respect everyone’s opinion without blaming
- \* We will let members know if we cannot make the meeting

8. Committee adjourned at 8:15 pm