

Timberlane Regional School Board  
CITIZENS ADVISORY COMMITTEE  
On Family, School and Community Engagement  
Meeting Minutes  
September 2, 2014 6:30 pm

Committee members present: Heather Roy, Kerry Patles, Kate Delfino, Bruce Cleveland, Sue Sherman  
Dave Hammond (tardy)

1. Kate makes motion to approve May 6, 2014 meeting minutes  
Bruce seconds minutes approved 4-0-1 Sue abstains

## 2. Old Business

### Membership Update

- Anne Isenberg has stepped down as High School representative.
- Membership needs discussed – Sandown, HS, MS – Heather will brainstorm Kate will speak to Kelly Ward Kerry will follow up with MS lead

### Survey Update

- CAC will delay release of our survey in order to avoid confusion with current SLT survey.
- Kate will follow up with SLT to check on their deadline of 9/12 possibly being extended
- CAC will release mid-October with end being mid-November

### Survey Draft Review

- Several grammatical-typo- formatting edits were pointed out
- Required questions were discussed to avoid incomplete/blank surveys; group agrees all questions to be required based on Google Forms restrictions
- Concerns regarding ability to submit additional and/or change responses; Kerry will review Google Forms options to remove those options and make each survey uniform
- Discussion ensued regarding Community Member question asking what year children anticipated to enter first grade – after discussion, drop box/question was removed from survey
- Kerry will work on second draft of survey for review prior to next meeting

## 3. New Business

### Upcoming Meetings

- Mondays appear to be best day with a 7 pm start
- 2015 meetings booked as follows:
  - o Monday September 29
  - o Monday October 27
  - o Monday December 8

4. Committee adjourned at 8:10 pm