



Derry Township School District Communications & Community Engagement Standing Committee Summary Meeting Minutes January 15, 2015

Members in attendance:

Heidi Eby – Board Member (Chairperson)
Andrea Abruzzo – Board Member
Julie Neal – Board Member
Dan Tredinnick – Administration
Missy Kunder - Administration
Rob Brockman – Citizen Advisor
Mike Kinney – Citizen Advisor
Ann Marie Schupper – Citizen Advisor

Members not in attendance:

Chris Barrett – Board Member
Ann Rowland – Citizen Advisor

Public in attendance:

Stacy Winslow – Administration
Bruce Hancock – Board Member

- 1. Call to Order/Roll Call** – 9:01 am
- 2. Appoint New Chair** – Heidi Eby was nominated by Andrea Abruzzo, 2nd – Julie Neal. No other nominations - unanimously approved.
- 3. Review of Summary Minutes** - Motion: Andrea Abruzzo, 2nd; Julie Neal
- 4. Old Business/Updates**
 - 4.1 Trojan Quest** – Committee Feature
The committee feature on the website has been re-designed. Each committee has their own page with includes dates of meetings, summary minutes, audio recordings and members of the committee.

Plan on highlighting committees in Trojan Quest but still need primary focus & goal information from each committee. Heidi will assist in gathering that information from committee chairs.
 - 4.2 The Sun** – DTSD Feature
First submission written by Mr. McFarland has been submitted to The Sun. We will provide a monthly submission for publication.
 - 4.3 Mobile Application**
Dan is still working on this with a projected delivery of early spring.

4.4 Policy 913

Still need clarification from the Board and Administration on direction for distribution of non-school related activities. Will recommend Policy committee look into this.

5. New Business

5.1 Website Discussion

Suggestions for Website:

- “like” icons for Facebook & Twitter on home page
- Link to YouTube channel
- Sporting events appear in Upcoming Events sidebar
- Contact links under Administration bios
- Develop written processes for website review and updates; identifying information that requires periodic updating, the person(s) responsible, frequency of updates and a full-scale search of the site for blank or incomplete web pages.

Dan shared that some internal checklists for building administrators regarding website content have already been started. He would like to expand that to the committee and would like to start by having the committee look at the Budget tab on the website and discuss at our next meeting.

Committee was also asked to look through all areas of website to see what is there – there is a lot of information on the website that most people don’t recognize is there. In addition, Dan suggested members pick a topic and see how easily searchable our website is when looking for specific information. Bring conclusions/suggestions to next meeting.

Resource for discussion: “The Shortcomings of School District Websites”

6. Recognition of Public

No comments

7. Upcoming Meeting Dates

7.1 Thursday, February 19, 2015

7.2 Thursday, May 21, 2015

8. Adjournment – Motion: Andrea Abruzzo, 2nd, Julie Neal – 10:09 am