

To: Holmdel Township Board of Education

From: Chair, Community Relations Committee

RE: March 21, 2014 Meeting Minutes

Attending: Mr. Sockol (chair), Mrs. Vander Woude, Ms. Garrity, Mrs. Pascucci, Mrs. Duncan, and Mr. Petrizzo.

The Community Relations Committee met on March 21, 2014, beginning at 12:35 p.m. The Committee conducted the following business:

1. The Committee discussed various outside sources for collecting information for the CR SWOT analysis. The CR chairman agreed to develop a series of questions to help guide the SWOT process, which will be distributed to the other chairs by the Board President.
2. The Committee discussed the District's participation at Holmdel's Community Day on April 26. The Committee suggested that we provide information about the new kindergarten wrap-around program, an E-Alert sign-up sheet, and leftover school calendars. The Committee asked the Superintendent to explore the possibility of having two district laptops on site that can provide a "carousel" of school images as well as access to the Holmdel web site, if internet access can be arranged.
3. The Committee discussed the current pilot program for recording Board meetings, and recommends that the Board receive an opinion from the school attorney regarding potential liabilities and state requirements for archival storage before the District updates the current policy and bylaws for Board approval.
4. The Committee developed a streamlined agenda for future meetings for Board review. The new agenda format separates the meeting into action and non-action items, while consolidating all action items into one section (currently, action items are spread between four sections on the agenda). All action items will listed numerically, which will make it easier for the administration to add last minute changes.

The meeting adjourned at 1:40 p.m. The next meeting of the Community Relations Committee will be on April 25 at 12:30 p.m.

Sincerely,

Mike Sockol
Chairman, Community Relations Committee.