

**Communication and Board of Education Committee**  
**2012-2013 End of the Year Report**  
**June 19, 2013**

**Members:**

Eric Attleson  
Stuart Elliot  
David Gill  
Mary Beth Hammond  
Terry Heller

Tammy Ivan  
Lynn Kaufman  
Jim Pritchard  
Linda Snyder

**Purpose:**

To coordinate Newscaster articles, a message from the Board President, BOE Self-Evaluation, and the Superintendent Evaluation

**Year-End Summary:**

**Committee Topics (All Committee Members):**

Our committee would generally meet 1-2 weeks prior to the Newscaster submission deadlines. The main purpose of the committee meetings was to prepare for the upcoming Newscaster. We would discuss topics that needed to be covered in the upcoming Newscaster as well as upcoming events that may require coverage from our BOCES Public Relations Representative.

At the beginning of the year, new employees were identified so that they could be recognized in the Newscasters as well as have photographs and biographies completed.

The number of responses to the survey that the IT Department has on the website was discussed as well as other topics for future surveys. Also discussed were some of the suggestions from the surveys and how some of them would be implemented.

Website changes such as a Facebook page, a photo gallery, and a data dashboard were discussed. Athletic information such as team participant names and schedules was discussed. Videos of band performances and music participant names were also discussed. A data dashboard is currently in progress.

Ms. Snyder was working on developing an Employee Newsletter to disseminate internal information.

BOE Topics (Stuart and Lynn):

A Committee meeting form was distributed to all Board members so that the Chair of each committee could give a report on a standard form after each committee meeting. These committee reports prepared by each Chair are then placed on the website once they are completed.

A Superintendent evaluation was completed for Mr. Gill in January. The Superintendent Evaluation Form was revised for 2013. A mid-year Superintendent Evaluation for 2013 is currently in progress.

A Board Self-Evaluation form for the 2012-2013 has been sent out and is currently in progress.

**SIGNED:**   
(Chairperson Signature)