

Communications Advisory Team

Chartered by: Board of Education

Mission: To provide assistance and direction to the communications department, superintendent, and Board of Education.

Outcomes/Tasks:

The team will develop a comprehensive communications plan for consideration by the Board of Education no later than the December meeting in 2017.

The team will monitor implementation of the communication plan.

Boundaries: This committee is designed to provide leadership, analysis, and recommendations centered around its mission. All decisions must be aligned with the Mehlville School District Board of Education policies and procedures, including the District's Mission.

Resources: The committee budget is through the communications department. The committee should make any necessary budget requests during the budget development process.

Membership: Membership will include the communications department; a representative from the St. Louis County Police Department; a representative from the Mehlville Fire Protection District; a representative from the South County Chamber of Commerce; a representative from the Lemay Chamber of Commerce; three representatives from the 60+ group; one representative from The Call Newspapers; one employee from each of the following classified groups: custodial, food service, maintenance, nurses, secretarial, and transportation; one administrator from each level; and one representative from the Mehlville Retired Educators group. Each elementary, middle, and high school will have a parent representative and a teacher representative. Early childhood will have one parent representative and one teacher representative. The superintendent, or designee, will serve as a non-voting member. Additionally, three Board of Education members will serve in a non-voting capacity.

Meeting framework: The committee will meet often initially to develop a communications and then quarterly, and as needed, to deliver the outcomes above. Public notice of the meeting will be through the communications department.

Decision-making process: Decisions will be made by consensus of members. If a vote is required, it will be decided by a simple majority of members attending.

Channels of Communication: Members are encouraged to share information from meetings with their circle of influence. Minutes of meetings will be taken by a district employee and posted on the district website.

Agenda Development: Agendas will be developed collaboratively by the leadership. Agendas will be posted in advance of the meeting.

Facilitation of Meetings: Meetings will be facilitated by the communications department until the group decides upon a chair.

Maintaining records: Minutes will be taken by a district employee, distributed to members electronically, and included on the district website. Minutes will be provided to the Board of Education.

Norms:

- Be prompt
- Adhere to the planned agenda
- Respect ideas of others
- Open-honest communication
- Listen for understanding
- Avoid interruption
- Tough on issues, not people
- Celebrate success

Charter Date: April 13, 2017