

Working Group	Job Description	Size/Members	Schedule	Next Step
Communications	<p>The mission of the HUUSD COMMUNICATIONS working group is to 1) collaborate with our HUUSD board and our HUUSD administrative team to regularly communicate the ongoing work of the HUUSD board to our communities; to 2) advertise our public HUUSD meetings to our communities; and to 3) at the direction of the board recommend and prepare communications - including surveys, notices, letters to the editor, commentaries, social media, etc. - to the board for their consideration.</p> <p>MM - Using variety of communication venues, not limited papers of record, school newsletters, FPF</p> <p>Prelim - where we are now, Oct. budget plan, early budget, town meeting</p> <p>Plan for routine communications - define routine and have check in place</p> <p>Meeting schedule, overarching goals</p>	3 - Peter Rob, Maureen	TBD	Inventory last year's work, develop plan for this year
Policy	<p>Implications of policy? Administrative structure in place - Maintain policies in CO - motion to follow past policy procedures (exec. Comm. model) - Unanimously approved</p> <p>- Overview of past policy review and draft procedure at first mtg., clarity and agreement on how works</p>	4 - Gabe, Jill, Caitlin, Garrett, Brigid	<p>First Monday of Month - October 2 - 6:00 @ CO</p> <p>Consensus that Brigid/Laura will do agenda work</p>	1st Mtg. - develop work plan for year, which policies and when (board or Comm?)
Facilities	<ul style="list-style-type: none"> - Support HUUSD board and Administrators with respect to the maintenance and upkeep of facilities owned by HUUSD - Oversee compilation of fixed asset inventory with documentation supporting useful life and age of each asset. - Assist HUUSD facilities director with the 	4 - Alycia, Rosemarie, Alex, Tom (Ray Daigle,	4th Wed. of month, rotating locations	Continue building inventory review and updates

	<p>development of maintenance plans based upon the useful life of fixed assets owned by the district (3 to 5 model, upgrades, cycle)</p> <ul style="list-style-type: none"> - Ensure each building has a comprehensive plan for annual preventative maintenance - Report to full Board in status and contents for full board approval <p>Make recommendations to full board</p> <p>Mini board of facilities and operations</p>	Michelle Baker)		
Negotiations	<p>Work with the superintendent to successfully settle contracts that put students first, while taking into account the district's vision, community interest, and respect and equity for employees.</p>	<p>3 - Jim, Maureen, Christine</p> <p>(Brigid, Michelle)</p>	Thursdays-depending	
Personnel/Superintendent Evaluation?	<p>Review current tool and process, possibly develop new evaluation tool and process, determine timeline for evaluation to be completed by June 2018</p>	Caitlin, Jim(?), Christine(?)	Start in Nov. depending on Neg. status	Check in end Oct./beg. Nov.
Community Engagement? (Exploratory)	<p>Feedback, focus groups</p> <p>Determine common understanding and vision</p> <p>Define - what we want from community and how we are going to get it</p> <p>Pilot? Ongoing? Resources? Questions?</p>	Alycia, Maureen	TBD	Scope out initial mission, work, and goals

