

**LEBANON BOARD OF EDUCATION  
COMMUNICATION SUBCOMMITTEE  
LEBANON MIDDLE SCHOOL LIBRARY MEDIA CENTER  
SEPTEMBER 13, 2016 – SPECIAL MEETING 6:30 P.M.**

**MINUTES**

**ATTENDANCE:**

**PRESENT:** Mary Ellen Wieczorek, Chairman, Al Vertefeuille, Sandy Tremblay

**ABSENT:** Bert Bosse

**ALSO PRESENT:** Superintendent of Schools Robert Angeli

**I. CALL TO ORDER**

The Communications subcommittee was called to order at 6:30 p.m. by M.E. Wieczorek

**II. Update on Lebanon Life Column**

Superintendent Angeli connected with Dave Lyon of Lebanon Life and he would be happy to give BOE a column. Submissions should be no more than 1.5 pages, double spaced. First article appeared in September issue which was written by the Superintendent. Admin Team is on board with writing articles.

**III. Establish Schedule for Lebanon Life**

Committee discussed establishing a schedule for the Admin Team. Discussed including school events, productions, etc. at end of each article. Possibly include ASTE and Curriculum in schedule. Superintendent will discuss at the next team meeting. Discussion of column (similar to the Selectman's Corner) or an article and title/header. Committee will discuss at future meeting.

**IV. Discuss Website**

Committee continued discussion about possibility of outsourcing district webpage design and maintenance. Superintendent will look into setting up some meetings with companies who specialize in design, maintenance and ability to link website with other social media platforms.

**V. Discuss Social Media**

Discussed possibility of Administration and faculty to utilize social media platforms connecting to district webpages. Sharing of student information, local laws, district policies and security discussed. Superintendent will discuss with the Admin Team expectations and what ground rules will be followed when using social media platforms. Committee will discuss at future meeting.

**VI. ADJOURNMENT**

**Motion by Sandy Tremblay, seconded by Al Vertefeuille to adjourn meeting at 7:10 pm**

Respectively submitted,

Mary Ellen Wieczorek

Chairman