

**Meeting Minutes:** Communications, Engagement and Advocacy (CEA) Committee **Date/Time:** Tuesday, October 27, 2020

**Location:** Board room **Start:** 7:32 a.m. **End:** 9:14 a.m.

**Committee Members Present:** Nikkie Gullickson (chair), Rebecca Knutson, Seth Holden, Tracie Newman, Jennifer Benson

**Administrators/Staff Members Present:** Rupak Gandhi, AnnMarie Campbell, Amy Norstedt **Recorder:** Betsy Beaton

<b>Agenda Item</b>	<b>Discussion – Conclusion</b>	<b>Recommendations or Actions</b>
<b>Minutes</b>	The minutes of the October 7 minutes were reviewed.	The minutes were approved and will be posted on the Board’s section of the public website.
<b>State of the Schools Address</b>	<p>Dr. Gandhi gave an overview of the State of the School Address and Focus Group event. Discussion was held on what the event could look like this year due to COVID-19, including virtual options.</p> <p>Discussion was held on what topics administration would like to cover, including e-Learning days, late start and early dismissal days, and calendar planning if e-learning days are an option allowable under North Dakota Century Code.</p>	Consensus was reached to hold some type of State of the School Address this year, even if it is virtual. Administration and IT will discuss different options to use and bring back information to the next CEA Committee meeting.
<b>Work Plan</b>	<p>Discussion was held regarding an annual Work Plan for the Communications, Engagement and Advocacy (CEA) Committee based on Board decisions and Board Structure for Community Education. A draft plan was created during the meeting; see attached draft Work Plan.</p> <p>Discussion was held regarding Board members writing articles about decisions and rationale for decisions in the District’s existing newsletters.</p>	<p>Mrs. Campbell will bring copies of the Draft Work Plan to the October 27 Board Meeting for Nikkie Gullickson’s CEA Committee report.</p> <p>Consensus was reached that Committee chairs, or their designee, will write a column every third newsletter of the month based on a schedule to be shared in existing District newsletters. Mrs. Campbell will create a calendar with the rotation of topics and send to Board members.</p> <p>Dr. Tracie Newman will write an article regarding Covid-19 for the first article and will be published October 29, 2020 in the District newsletters. This may be a reoccurring topic.</p> <p>Rebecca Knutson will write an article on removing the name and renaming Woodrow</p>

<b>Agenda Item</b>	<b>Discussion – Conclusion</b>	<b>Recommendations or Actions</b>
	Discussion was held on creating a Staff Engagement Committee.	Wilson High School for District newsletter.  This item will be on the next CEA Committee meeting agenda.
<b>Board Decision Making</b>	Due to lack of meeting time, this topic will be moved to the next meeting Agenda.	
<b>Next Meeting</b>	The next meeting is scheduled for Tuesday, November 23 at 7:30 am in the Board room.	