
MINUTES

**Thomaston Board of Education
Ad Hoc Communication Committee
Friday, November 6, 2015
Superintendent's Office
8:30A.M.**

Rebecca Guay

Beth Campbell

Francine Coss

I. Call to Order:

The meeting was called to order at 8:35A.M.

- a. Members in Attendance: Rebecca Guay, Beth Campbell, Francine Coss.
- b. Others in Attendance: None.

II. Open Discussion:

The open discussion resulted in a consensus of the following actions:

- Central Office will share the Alert Solutions “Board of Education” distribution group with all schools.
 - School Administrators will send all Alert Solutions messages to the “Board of Education” distribution group.
- Central Office will review the “dead” email addresses and telephone numbers compiled after each Alert Solutions message and update them or request updates from parents.
- School Administrators will include all Alert Solutions messages in their monthly Administrator Report.

III. Adjournment:

The meeting was adjourned at 10:28am.