

Community Outreach Minutes November 12, 2008

In attendance: Amy Sachs, Maria Martorana, Chris Carey, Claire Keller (Chair), Jon Zlock (communications director and administrative liaison), Judith Stewart (member of public)

1. American Education Week - Plans for the week have been finalized and summarized in a letter from Dr. James Sheerin. The letter will be posted on the Web site and is attached below. Next year, Jon Zlock would like to create a committee for the purpose of planning the events for the week. The committee, as proposed, would include a principal or principal liaison, the Communications Director, and members of the Community Outreach Committee. The purpose would be to create a public-friendly week filled with multiple opportunities for visitations at each school.
2. Ram Alerts Guidelines Proposal – Mr. Zlock drafted guidelines for Ram Alerts usage. The document is attached below. The service will not be made available to outside organizations. The Committee would like to continue sending alerts about fundraisers to those interested in receiving them. Jon will make the necessary changes.
3. Real Estate Tour – High School Principal Carol Strowbridge provided Mr. Zlock with some information about tours that have been planned for and/or conducted in the past. The Committee agreed that this event is a low priority in light of the limited amount of time available for planning.
4. Budget Edition of School Beat – Mr. Zlock met with Business Administrator Mike Neves to discuss the School Beat edition that generally goes out in April. Mrs. Chris Carey explained that the information and articles contained in the budget issue derive from the PowerPoint presentation that the Finance Committee and administration jointly create. Mr. Zlock will review budget issues from previous years for further background and insights into how the document should appear.
5. Parent/Guardian Survey Results - (Dr. Thom Kane will attend our Dec. 10 meeting to discuss how the results of the survey have impacted building-level goals.) The Committee discussed the feasibility of conducting a second survey this winter. In light of the fact that we have not yet received information about how the data has been translated into goals, we have not been able to inform the

parent community. This delay will likely prevent us from conducting an 09-10 survey.

6. Responding to Public Correspondence – Because of concerns that some recent correspondence has not been responded to in a timely fashion, the Committee will discuss and propose a protocol for both the Board and administration in answering questions and complaints at our next meeting.
7. Universal District Newsletter – Mrs. Claire Keller proposed creating a newsletter with links to the website that would be distributed via e-mail to our Ram Alerts users as well as to the PTA's. The other committee members felt this idea was redundant and unnecessary due to the other communications vehicles we provide.

Please note that all future meetings will begin at 9 a.m. Our next meeting will be held on Wednesday, Dec. 10 at 9 a.m.

Randolph Township Schools

Educating Students - Creating Our Future

Dr. James M. Sheerin 25 School House Rd., Randolph, NJ 07869

Interim Superintendent of Schools Phone 973-361-0808, fax 973-361-2405

Nov. 14, 2008

Dear Randolph Community,

On behalf of Randolph school district, I would like to invite you to visit our public schools during American Education Week, which takes place from Nov. 16 through 22.

American Education Week gives us all the opportunity to pause and reflect on why we serve the children of our community the way we do. It is my pleasure to highlight some of the wonderful activities our schools have planned during the week. They include:

Randolph High School is offering tours during unit lunch on Nov. 18, as well as hosting staff development workshops during unit lunch that are open to the public.

Randolph Middle School is hosting a visitation day on Nov. 20 and has several interesting classes scheduled during the week, from a seventh-grade Geography class to special writing projects in sixth-grade Language Arts.

Center Grove Elementary School has invited parents to attend their children's classes, and students at the school will be submitting ideas for a school flag.

At Fernbrook Elementary School, each student is choosing someone special in their lives at school to recognize. The students will decorate a doll in that person's likeness and write an explanation why they picked that person. This will be displayed outside classrooms for all to see.

At Ironia Elementary School, parents are invited to attend their children's classes during American Education Week, as well. Visits are arranged through a classroom teacher.

Shongum Elementary School is hosting two "Special Persons Days." The first was held on Nov. 11. The second will be held on Friday, Nov. 21 at 9 a.m.

If you are interested in visiting one of our schools, please contact that school's main office. American Education Week gives us all the opportunity to celebrate the successes in all our schools. I encourage you to take part.

Sincerely,

Dr. James M. Sheerin, Interim Superintendent of Schools

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Nov. 6, 2008

To: Dr. Jim Sheerin
From: Jon Zlock
Cc: COA, Community Outreach Committee
Re: Ram Alerts

Dr. Sheerin,

As discussed on Friday, Oct. 31 and again during the COA meeting Wednesday, I'm proposing that we establish specific criteria for the use of Ram Alerts. This will solve issues I've had since I started in May: 1) concerns about timing of Ram Alerts, and 2) concerns about who can request them and when.

I propose the following, subject to further discussion with the Community Outreach Committee on Wednesday, Nov. 12 at 9:30 a.m.:

- Ram Alerts must be requested within 48 hours of an event, unless the event is a school emergency or closing.
- Ram Alerts are limited to school-only, school-sponsored events.
- Ram Alerts are to be used for school emergencies and closings when they occur.
- Outside organizations cannot request Ram Alerts.
- Ram Alerts are not to be used for fundraisers or other solicitations.
- The Communications Director, through the Superintendent, reserves the right to review the use of Ram Alerts and when they are issued to make sure we are making the most of this service.

The real issue is timing of the Ram Alerts and who requests them. I think once we have criteria in place, we will have an easier time managing the system.

Thank you for your time. With your approval, I'd like to include this in my weekly report.

JZ

