



## COMMUNITY EDUCATION COUNCIL DISTRICT 15

131 Livingston Street, Room 301, Brooklyn, New York 11201

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### Special Session

#### Communications Committee Meeting

131 Livingston Street, Room 301

Monday, November 5, 2018 - 9:30 a.m.

### AGENDA

1. Call to Order and Roll Call (5 min)
2. Welcome - Kathy Park Price, CEC15 Communications Committee Chair
3. CEC15 Mission Statement
4. CEC15 Brochure Review
5. Content and Quantities of Outgoing Communications via email and Social Media
6. Publishing Social Media Posts from CEC15 Members' School Visits
7. Canva Account - Problems with Editing Options
8. Succession Planning - Make the Administrative Assistant the Owner of Facebook and Twitter Accounts
9. Adjournment

### Upcoming Meetings

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|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mon, Nov 5, 6:30 p.m.   | <b>Business Meeting</b><br><b>Wellness Kids Pilot Program Presentation</b><br>131 Livingston Street - Room 508A                                           |
| Thurs, Nov 8, 6:30 p.m. | <b>Calendar Meeting</b><br><b>District Planning Presentation</b><br><b>Contracts for Excellence Presentation</b><br>P.S. 32, 317 Hoyt Street - Auditorium |