



**CEC15 Communications Committee Meeting**  
**Approved on 01/07/2019 at a Communications Committee Meeting**

**Date: 12/10/2018**

**Time: 9:30 a.m.**

**Location: 131 Livingston Street, Room 508B**

**Agenda**

1. Call to Order and Roll Call
2. Chairperson's Report - Kathy Park Price, CEC15 Communications Committee Chair
3. CEC15 Mission Statement Review
4. CEC15 Brochure Review
5. Review of Draft Letter to Principals and PTAs inviting Posts from Schools
6. New Business
7. Adjournment

**Call to Order at 9:30 a.m.**

**1. Roll Call - Kathy Park Price**

Present:

Kathy Park Price, Chair

Antonia Ferraro

Elena Romero

Absent:

Camille Casaretti, excused

**2. Chairperson's Report - Kathy Park Price, CEC15 Communications Committee Chair**

- During last meeting edits to the mission statement were suggested. Elena Romero shared the most updated version. Thank you to Elena for updating the mission statement.

**3. CEC15 Mission Statement Review - Elena Romero**

- Elena Romero read the mission statement.
- Mission statement captures a lot of information.
- Edits were suggested. Elena Romero will update the statement to share with the council members during the next business meeting on Dec. 11.

**4. CEC 15 Brochure Review**

- Changes discussed during the last Communications Committee meeting are reflected on the updated brochure.
- New version of the Mission Statement will be added to the brochure.
- Edits were suggested. Kathy Park Price will update the brochure to share with the council members during the next business meeting on Dec. 11.



**5. Review of Draft Letter to Principals and PTAs Inviting Posts from Schools**

- Kathy Park Price read draft letter to the members present.
- Edits were suggested.

**6. New Business**

- A draft for CEC15 Social Media Policy and Guidelines was discussed. The draft is a good starting point.
- Approval of Minutes from November 5. Edits were suggested. Minutes were approved by 3 committee members present.

**9. Adjournment**

**Meeting adjourned by unanimous consent at 10:40 a.m.**

*Next Communications Committee meeting will be on January 7 at 9:30 a.m.*

- Minutes submitted by Francisca Andino, Administrative Assistant