

**Goal #2: A planned, systematic, two-way process encouraging an ongoing conversation with the Community will be implemented at Board Meetings**

<b>Strategies/Action Items</b>	<b>Timeline</b>	<b>Target Audience</b>	<b>Responsibility</b>
Upcoming Board meetings and Board presentations will be announced internally via e-mail and externally via MSAD51 web page, CD51 postings and on Channel 2.	A minimum of three days prior to BOD Meetings	Parents, Community Members, Students, MSAD51 employees	Administrative Assistant to Superintendent, PTO Chairs, BOD Communication Committee
Public Comment will be offered at the beginning of the BOD Meeting and after any major presentation or Board Deliberation. Public comment will follow all guidelines as outlined in MSAD51's Policy manual.	Ongoing	Parents, Community Members, Students, MSAD51 employees	BOD Chairperson
BOD Committee Chairs will provide a Summary of Topics addressed at BOD meetings to be included as minutes.	Within one week following each BOD meeting.	Parents, Community Members, Students, MSAD51 employees	BOD Committee Chairs
BOD minutes will be posted on the MSAD51 web page after each Board meeting.	Within one week following each BOD meeting.	Parents, Community Members, Students, MSAD51 employees	Administrative Assistant to Superintendent