

Executive Summary

The Communications Committee met via Zoom to review progress on digital transparency and community engagement. Key advancements include the development of a new **Board of Education budget page** with four proposed versions to improve public access to financial data. The committee also initiated a plan to launch a **Parent Feedback Survey** via Google Forms, focusing on school climate, curriculum, and communications. Legal compliance regarding **FOIA requirements** for Zoom recordings was identified as a priority for further research. The committee will next meet on **April 22, 2026**, to finalize survey questions and continue researching potential grant funding.

Meeting Minutes

Hampton Board of Education: Communications Committee Date: March 18, 2026

Time: 4:30 PM

Location: Zoom Virtual Meeting

I. Call to Order & Roll Call

- **Call to Order:** The meeting was called to order at 4:30 PM.
- **Attendance:** Participating members included Dennis Timberman, Nick Brockett, Elizabeth Lindorff, and Stephanie Bora.
- **Protocol:** It was confirmed that the meeting would be recorded and transcribed, with Nick serving as the recorder.

II. Public Comment

- Opportunity was provided for public input. No one was present.

III. New Business: Review of Previous Tasks

- **Website Audit & Budget Page:** Nick reported that a budget page has been drafted under the Board of Education tab. Four versions are currently proposed to determine the most effective way to organize meeting minutes, agendas, and historical documents.
- **Introductory Letter:** The group reviewed a draft introductory letter intended for community distribution at the next full board meeting.
- **Researching Feedback Mechanisms:** Nick shared insights from Andover regarding their problem-solving pathways and suggested using short, focused surveys to identify patterns in community concerns.

IV. Action Items and Next Steps

- **Parent Feedback Survey:** The committee agreed to develop a Google Forms survey using a 1–5 scale and open comment sections. Dennis will draft the initial questions in a shared Google Doc for review.

- **FOIA & Recording Protocol:** Dennis and Nick will research the legal requirements for storing Zoom recordings to ensure they are properly filed with the town hall rather than on personal devices.
- **Centralized Information Hub:** The committee acknowledged that a town-wide information hub is a long-term goal that may require state grants due to the district's small size.
- **Digital Coordination:** Nick will coordinate with Kelly and Vicki to share the new budget page with the town hall and explore posting the upcoming survey on the school's Facebook page.

V. Other Business

- **Grants:** All members will research potential grants to support the committee's future initiatives.
- **Internal Coordination:** Nick will create a shared Google Drive to house brainstorming documents for the centralized information hub.

VI. Adjournment

- **Next Meeting:** Scheduled for **April 22, 2026, at 4:30 PM.**
- **Adjournment:** 5:25 pm