BOARD OF EDUCATION
Ellington, Connecticut
Communications Committee Meeting Minutes

The Communications Committee of the Ellington Board of Education met on Tuesday, November 29, 2011 in the School Administration Building.

Attendees:

Administrative Team Members: Dr. Erin McGurk, Mr. Stephen Cullinan
Board of Education Committee Members: Ms. Tracey Kiff-Judson, Mr. Dan Keune, Ms. Kristen Picard-Wambolt, Mr. Stoughton
Absent Committee Members: Ms. Allison Wilkins, Mr. David Pearson

Call to Order: The meeting was called to order at 1:05 PM by Ms. Kiff-Judson.

Agenda Items

- **Review Draft of Responses to Community-wide Survey**
  - The committee reviewed the summary documentation of results for the surveys.
  - Ms. Kiff-Judson will forward revisions from the meeting to Dr. McGurk for final editing and publication on the district website.
- **Review Communications Activities for Building Project**
  - The committee reviewed the communications timeline for the building project.
  - Mr. Cullinan provided a copy of the "talking points" for the building project.
  - The group updated status and date information on the timeline.
- **Discussion of Communications Activities for Annual Budget**
  - Ms. Kiff-Judson agreed to revise and distribute last year's budget timeline.
- **Old Business**
  - None.
- **New Business**
  - Mr. Diamond requested to have a high school choral group perform at the December 20th Communications Committee meeting. The committee agreed that this would be a wonderful opportunity.

Next Meeting and Adjournment

- The next committee meeting will take place on Tuesday, December 20. ***Note: there is NO MEETING on December 6.*** Regular committee meetings are generally scheduled on the first and third Tuesdays of each month at 1:00 PM.
- A motion was made by Mr. Stoughton to adjourn. Dan Keune seconded the motion. The motion passed, and the meeting adjourned at 2:07 PM.

Minutes submitted by: _____

Tracey Kiff-Judson, Communications Committee Chairperson