

BOARD OF EDUCATION
Ellington, Connecticut
Communications Committee Meeting Minutes

The Communications Committee of the Ellington Board of Education met on Tuesday, October 18, 2011 in the School Administration Building.

Attendees:

Administrative Team Members: Dr. Erin McGurk, Mr. Stephen Cullinan, Mr. David Pearson

Board of Education Committee Members: Ms. Tracey Kiff-Judson, Mr. Dan Keune, Ms. Kristen Picard-Wambolt, Mr. Stoughton

Absent Committee Members: Ms. Allison Wilkins

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

Agenda Items

- **Summary of Community-wide Survey**
 - The committee reviewed the document summarizing feedback from the surveys. Mr. Cullinan agreed to add answers to the questions at the end of the document.
- **Review Communications Activities for Building Project**
 - The committee reviewed the communications timeline and the status of various tasks including preparation of a flier, Political Action Committee work, and talking points for editorials.
 - Mr. Cullinan agreed to draft talking points for various uses by Wednesday, October 26, 2011.
 - Mr. Keune reviewed the status of the Board of Selectmen's meeting last night.
 - Ms. Kiff-Judson agreed to revise the communications task list for the building project and redistribute.
- **Old Business**
 - The committee agreed to consider pursuing other areas from the survey after the facilities project referendum takes place.
- **New Business**
 - The committee discussed current membership within the committee to ensure multiple aspects are covered.

Next Meeting and Adjournment

- The next committee meeting will take place on Tuesday, November 1. Regular committee meetings are scheduled on the first and third Tuesdays of each month at 1:00 PM.
- A motion was made by Mr. Keune to adjourn. Ms. Picard-Wambolt seconded the motion. The motion passed, and the meeting adjourned at 1:52 PM.

Minutes submitted by: _____
Tracey Kiff-Judson, Communications Committee Chairperson