

**BOARD OF EDUCATION**  
Ellington, Connecticut

**Communications Committee Meeting Minutes**

The Communications Committee of the Ellington Board of Education met on Tuesday, January 8 in the School Administration Building.

**Attendees:**

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

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

*Absent Committee Members:* Mr. David Pearson

**Call to Order:** The meeting was called to order at 1:03 PM by Ms. Kiff-Judson.

**Agenda Items**

• **Discussion of Glastonbury BOE Communications Framework**

- The committee reviewed the Glastonbury BOE Communications Action Plan and identified areas that could be applied in Ellington.
- Ms. Kiff-Judson agreed to draft a communications framework for the Ellington BOE based upon the feedback provided by the committee.
- Ms. Kiff-Judson agreed to draft a BOE orientation flyer for new Ellington BOE members.
- Mr. Cullinan suggested that we have an annual curriculum committee update in a tri-fold flyer, which might include new courses, data on achievement, and information on our curriculum. Dr. McGurk agreed to create a draft of such a flyer.

• **Methods of Communications for 2012-2013 Topics**

- Budget
  - Mr. Cullinan, Ms. Picard-Wambolt, and Ms. Kiff-Judson agreed to continue work on a budget flyer modeled after Trumbull PTSA flyer.
- The group agreed to discuss the following at a future meeting:
  - School Building Project
  - Enrollment & Per Pupil Spending
  - New State Designations for Schools
  - Marketing Plan – The committee discussed the possibility of enlisting professional support (either volunteer or paid) to help craft the messages we would like to communicate about our school system.
  - Facebook – Ms. Picard-Wambolt agreed to try to find out how the Avon Schools Facebook account is administered and controlled.

• **Old Business**

- None.

• **New Business**

- None.

**Next Meeting and Adjournment**

- The next committee meeting will take place at 1:00 PM on Tuesday, February 5. Regular committee meetings will be scheduled on the first Tuesday of each month at 1:00 PM in the administration building.
- A motion was made by Ms. Picard-Wambolt to adjourn. Mr. Stoughton seconded the motion. The motion passed, and the meeting adjourned at 2:35 PM.

**Minutes submitted by:** \_\_\_\_\_  
Tracey Kiff-Judson, Communications Committee Chairperson