

## BOARD OF EDUCATION

Ellington, Connecticut

### Communications Committee Meeting Minutes

The Communications Committee of the Ellington Board of Education met on Tuesday, January 6, 2015 in the School Administration Building.

#### Attendees:

*Administrative Team Members:* Mr. Stephen Cullinan, Mr. David Pearson

*Board of Education Committee Members:* Ms. Kristen Picard-Wambolt, Ms. Tracey Kiff-Judson

*Absent:* Mr. Dan Keune, Dr. Erin McGurk

**Call to Order:** The meeting was called to order at 1:07 PM by Ms. Kiff-Judson.

#### Agenda Items:

#### Discussion/Review of Communications Framework for the Ellington Board of Plans/Activities for 2014-2015

- Community Forums – Three community forums for K-6 changes are scheduled with three snow dates.
- Alerts from School Website/Email distribution Lists – No update available at this meeting.
- Media Pitch – No update available at this meeting.
- Backdrops – Mr. Cullinan reported that he is waiting on the vendor for the estimate, who is waiting on another vendor for the hardware. The committee confirmed the specifications.
- Budget Basics Flyer – Printed copies are available. Mr. Cullinan will follow up to see if the electronic version has been distributed.
- Friends of Education Award – Mr. Cullinan sent the award nomination form out in December. He has not received any nominations, so he will send it again with a reminder.
- Teacher of the Year Award – Mr. Cullinan will follow up on this.

#### Discuss Budget-Related Communications for 2015-2016 Budget

- The committee reviewed the budget communications timeline for changes. The plan follows the format as prior years.
- Mr. Cullinan expressed a possible concern that the public budget hearing of the Board of Finance will take place during the school break in the spring.

#### Old Business

- None

#### New Business

- Ms. Picard-Wambolt inquired as to whether Communications will become a standing committee. Mr. Cullinan agreed to check the board charter and bring to the next Policy Committee for discussion.

#### Next Meeting and Adjournment

- The next committee meeting will take place at 1:00 PM on Tuesday, February 3, 2015. 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. Ms. Kiff-Judson seconded the motion. The motion passed, and the meeting adjourned at 1:33 PM.

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