

**BOARD OF EDUCATION**  
Ellington, Connecticut

**Communications Committee Meeting Minutes**

The Communications Committee of the Ellington Board of Education met on Tuesday, August 13, 2019 in the School Administration Building.

**Attendees:**

*Administrative Team Members:* Dr. Scott Nicol, Mr. Brian Hendrickson, Mr. Brian Greenleaf

*Board of Education Committee Members:* Ms. Tracey Kiff-Judson, Ms. Marcia Kupferschmid, Ms. Kris Picard-Wambolt, Mr. Gary Blanchette

*Guest Board Members:* Ms. Liz Nord arrived 5:34 PM, Jaime Foster arrived at 5:45 PM

**Call to Order:** The meeting was called to order at 5:04 PM by Ms. Kiff-Judson.

**Agenda Items:**

**Dates/Timeline for Board Governance Workshop(s) 2019-2020 and other Community Forums**

- Mr. Hendrickson provided a draft of Board Governance/DIP timeline and the committee discussed the plan for the year.

**Discussion of District Calendar Development Process and EHS Minor Change for 2019-2020**

- Mr. Hendrickson discussed an immediate issue of the EHS calendar conference dates. March 25 is the statewide SAT date, and this date conflicts with an EHS conference date on the existing calendar. The conference dates could be moved to earlier March. Mr. Hendrickson recommended leaving the EHS conferences as TBD on the calendar in the future.
- Student-led conferences at the high school will be discussed at the October Curriculum Committee Meeting.
- Dr. Nicol explained that there is work being done to better align calendars across the district. This work will also consider the implications of the new legislation that allows the setting of a firm graduation date.
- Dr. Nicol will get information for the next meeting on religious holidays. Any changes to religious holidays on the calendar would have implications for many of our labor contracts as well.

**Facilities Study Final Report Communications**

- Mr. Greenleaf presented a communication that will go out as a press release explaining the history and outcomes of the facility study.
- The committee provided some feedback on the concepts in the memo.

**Board/School District Communications Template**

- Dr. Nicol presented a template for communications throughout the year from the Board, the Superintendent, and Ellington Public Schools in general. The committee provided some feedback, and the template will continue to evolve.

**Adjournment**

- **Motion:** Adjourn this meeting of the Communications Committee at 5:58 PM.
  - **1<sup>st</sup>:** Ms. Picard-Wambolt, **2<sup>nd</sup>:** Ms. Kupferschmid, **Vote:** Unanimous

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