

# BOARD OF EDUCATION

## Ellington, Connecticut

### Communications Committee Meeting Minutes

The Communications Committee of the Ellington Board of Education met for a virtual meeting on Tuesday, November 10, 2020 at 5:00 p.m.

#### Attendees:

*Board of Education Members:* Ms. Jen Dzen, Ms. Marcia Kupferschmid, Ms. Jenn Mullin and Ms. Miriam Underwood.

*Administrative Team Members:* Dr. Scott Nicol, Superintendent of Schools and Mr. Brian Hendrickson, Assistant Superintendent for Curriculum and Instruction.

*Also in attendance:* Ms. Jennifer Brown, Executive Assistant to the Superintendent/Human Resources Coordinator.

**Call to Order:** The meeting was called to order by Ms. Mullin at 5:05 p.m.

#### Agenda Items:

1. *Citizen and Staff Forum*

No one signed up to speak virtually for the citizen and staff forum

2. *2021 Board of Education Regular Meeting Schedule*

Ms. Mullin asked if everyone had a chance to review the 2021 Board of Education Regular Meeting Schedule. Ms. Mullin indicated that the committee will need to vote on the 2021 Board of Education Regular Meeting Schedule so it can be submitted to the town. No changes have occurred from the previous year except that the meetings will take place at the Town Meeting Hall. Dr. Nicol indicated that he was working with John Collins to get a really good system in place that would have 3 cameras at the town hall. This would allow us to produce quality video. We would employ the help of an individual and give them

a stipend so they can edit all of the audio, visual and the presentation of the video. This will allow us to have a quality video to upload to a website and assist with the preparation of the Board Meeting minutes. The goal is to have this ready by January, 2021, otherwise we will need to go back to the library to hold the board meetings.

Dr. Nicol wanted to explain that In order for a Board Meeting to be considered a Regular Board Meeting and not a special meeting, it needs to be submitted to the Town by December 1<sup>st</sup>. That does not mean that you not able to have special meeting throughout the year in addition to the regular board meetings.

Dr. Nicol asked if anyone had any thoughts regarding meeting schedule. Ms. Mullin indicated that the October meeting was taking place one week earlier than the prior year. Dr. Nicol indicated that he would look to see why the meeting was a week earlier and if a change was needed he would adjust the date.

Ms. Mullin raised a question with regard to the dates of the Operations and Finance Committee Meeting. Dr. Nicol indicated that the Operations Committee Meetings are the 2<sup>nd</sup> Wednesday on even months and the Finance Committee Meetings are the 2<sup>nd</sup> Wednesday on odd months. It was also noted the Curriculum Meeting on April 3<sup>rd</sup> is on a Saturday. This will be looked at and adjusted.

Ms. Underwood questioned whether the Board Meetings will continue to be schedule with a start time of 5:00 p.m. She was concerned that start time would be difficult for citizens and board members to attend due to work schedules and prior commitments at that time. Dr. Nicol indicated it is ultimately the Board's decision as to when the meetings will begin. He suggested that the communications report address the issue and have discussion as to determination of the start time of the Board Meetings. The change of the start time will not hinder the approval of the dates for the 2021 Board of Education Regular Meetings.

It was noted that a Policy Committee Meeting date was incorrect and will be changed from August 13<sup>th</sup> to August 9<sup>th</sup>.

Mr. Hendrickson was asked if the Curriculum Meetings normally occurs every month. Mr. Hendrickson indicated that the 3<sup>rd</sup> Tuesday of the month is the current schedule primarily due to the changes and questions at this time but at any time a meeting can be canceled if not warranted.

At the next full board meeting the 2021 Board of Education Regular Meeting schedule will be presented as amended. Everyone was in agreement to move forward with the presentation of the schedule.

3. *BOE Behind the Scenes*

A behind the scenes video will be created in collaboration with the custodians and nurses to help ease the concerns regarding the spike in cases with a release prior to the Thanksgiving break. The video is designed to ease the minds of parents and staff and explain what we are doing to keep our schools safe for the students and staff. The video will also show the process of the contract tracing with our nurses.

Ms. Dzen raised the question with regard to the utilization of the tents. She suggested that the use of the tents also be incorporated into the behind the scenes video so parents had a better understanding of the many uses of the tents.

A motion was made to adjourn the meeting at 5:21 p.m.

1st. J. Dzen

2nd. M. Kupferschmid

Respectfully submitted,

Ms. Jenn Mullin

Communications Committee, Chair