

BOARD OF EDUCATION
Ellington, Connecticut

Communications Committee Meeting Minutes

The Communications Committee of the Ellington Board of Education met on Tuesday, October 9, 2018 in the School Administration Building.

Attendees:

Administrative Team Members: Dr. Scott Nicol

Board of Education Committee Members: Ms. Tracey Kiff-Judson, Ms. Marcia Kupferschmid, Ms. Kris Picard-Wambolt, Mr. Gary Blanchette (departed 6:57)

Absent Committee Members: Dr. Jaime Foster

Call to Order: The meeting was called to order at 6:04 PM by Ms. Kiff-Judson.

Agenda Items:

Board Member and Administrative Team Professional Development

- The committee discussed next steps for the three items out of the board self-evaluation relating to board and administrative team professional development.
- **1:** Investigate CABE Communications Strategy/Community Engagement Training for the Board
 - Ms. Kiff-Judson emailed Mr. Caruso from CABE to learn more about course content and scheduling options. Mr. Caruso provided some course materials. The committee discussed setting up a March class with Mr. Caruso. Ms. Kiff-Judson will follow up with Mr. Caruso to set up and to determine the length of the class.
- **2:** Consider BOE Team Building Activity
 - This may be combined with the class above in #1.
- **3:** Provide more regular opportunities for the superintendent and board to share feedback
 - This may be combined with #2 above.
- The committee also discussed difficulties with seeing presentations during board meetings. Dr. Nicol suggested perhaps getting Chromebooks for board members who don't bring computers.
- Dr. Nicol suggested ways to streamline board meetings. Some agenda items will be presentations, while other agenda items will be conveyed through materials distributed for the board members to read in advance of the meeting and ask questions at the meeting.
- Ms. Kiff-Judson requested that presentations also include a summary of approximately five talking points for board members to use after the meeting and to ensure consistent messaging.

Board Member Orientation Program

- The committee discussed next steps out of the board self-evaluation relating to board member orientation.
- The committee referred the policy 9320 (Orientation of Board Members) to the Policy Committee for revision and streamlining.

Board Member Professional Resource Sharing Process

- The committee discussed the best way for board members to share documentation. Shared documents might include: research/news articles, calendars (annual BOE meeting agenda topics (static), running BOE meetings), contracts, new board member orientation materials, etc.
- The committee discussed the best way to organize such information, such as by date, topic, or person/source. The committee recommends a google drive with BOE folders by topic (Articles, Calendars, Meeting Documents, New Board Member Materials) with subfolders as appropriate. With documents named by date in the following format for example: 2018-10-23 Article on Nutrition in Schools (i.e. YYYY-MM-DD Topic).
- Board members will be able to add documents and edit most documents.

- Dr. Nicol will follow up with Mr. John Collins who will reach out to Ms. Kiff-Judson to set up a location for the board to store documents. Ms. Kiff-Judson will follow up with questions on things such as how often the data will be backed up.

Board of Education Meeting Calendar 2019

- The committee reviewed the proposed BOE meeting calendar for 2019. Additional changes will be made, and the calendar will be reviewed again at the November Communications Committee Meeting.

Adjournment

- The next committee meeting will take place Tuesday, November 13, 2018 at 6:00 PM. Regular committee meetings generally are held on the second Tuesday of each month at 6:00 PM in the administration building.
- **Motion:** Adjourn this meeting of the Communications Committee at 7:04 PM.
 - **1st:** Ms. Kupferschmid, **2nd:** Ms. Picard-Wambolt, **Vote:** Unanimous

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