

# DRAFT

**BOE Communications Sub-Committee Minutes  
Regular Meeting Minutes  
September 12, 2019  
Stonington High School Library Media Center  
5:30 p.m.**

The meeting of the Stonington Board of Education's Communications Sub-Committee was called to order at 5:30 p.m., Thursday, September 12, 2019, in the Library Media Center at Stonington High School.

**Attendees Present:** Craig Esposito, Chair; Alexa Garvey, Ana de Oliveira, Dr. Van Riley, Superintendent, and Chris Williston, Director of Technology. Late Arrival 5:45pm: Farouk Rajab, Absent: Candace Anderson

**Approval of Minutes – April 25, 2019** – Motion was made by Alexa Garvey and seconded by Ana de Oliveira to approve the minutes from the April 25, 2019 meeting.  
Motion passed

**Social Media Aggregator:** Chris Williston shared the progress of the Parent Square notification system. He added that Principal Tim Smith has worked with parents over the summer on this system. Principal Mark Friese also showed interest in using the system. Mr. Williston will bring an update at the next Communications Committee meeting.

**Bus GPS System:** Dr. Riley will be bringing an update to the next meeting. He reported there were a couple of bus issues and many requests for bus changes. He also mentioned the district is looking at a new regulation for transportation and will share that with the Policy Committee.

**ADA Compliance:** Chris Williston reported he has been in contact with the agency to get a compliance report. He explained that our district is currently at 66% ADA compliant and will be at 88% after all the updates to the web are finished. He plans on educating the staff and website managers on ADA compliance in a few weeks to clean up the most common issues. He would like to see a position created for backup coding to help with ADA going forward.

**School Bios:** Dr. Riley reported we have not completed this as of yet. Will put on the Leadership agenda.

**School Open Houses:** Dr. Riley shared there will be two ribbon cutting ceremonies one at each elementary school in the coming weeks. We have communicated this to parents and the newspapers.

**Staff Recognitions:** Dr. Riley reported there will be a recognition at tonight's Board meeting for Alicia Sweet Dawe, recognizing her for the Elementary Principal of the Year award. We will be writing a small narrative regarding the Fund for Teachers to be posted on the website. Chris Williston will work to add a section on the each website page for monthly recognitions that will be maintained by the website managers. There will be a link on the main page for recognitions inked to each school site. Ana de Oliveira shared she will be posting updated District Office staff pictures on each department page of the website.

**Other** – Alexa Garvey reported the local Community Access TV provider will be at tonight's Board meeting to video record the meeting. She shared that they have opened up the opportunity to have students visit and use their studio to make their own videos. Chris Williston added that the students presently use YouTube Live. Alexa Garvey will send the information from the broadcasting company to Dr. Riley who can then share with Principal Mark Friese.

**Adjourn** - Motion made by Farouk Rajab and seconded by Alexa Garvey to adjourn at 6:03p.m. All were in favor and motion passed.

**Next Meeting** – October 10, 2019

Respectfully Submitted – Ana de Oliveira

