

Minutes of the Community/Public Relations Committee of the Board of Education  
Regional School District 14 [www.ctreg.org](http://www.ctreg.org)  
Tuesday, January 3, 2017

Start: 6:00pm End 6:54pm

In attendance were: Pam Zmek, Janet Morgan, David Lampart, Maryanne Van Aken, Carol Ann Brown and BOE clerk, Natascha Schwartz. Maria Duncan arrived at 6:09pm

Ms. Zmek went over the details of the Community Conversation

1:00 – 1:30pm: Introductions  
1:30 – 3:30pm: Community Conversation  
3:30 – 4:00pm: Debrief  
4:00 – 4:30pm: Press conference

In the event of poor weather, the snow date will be March 12, 2017.

There will be 5 administrators and 5 teachers to facilitate the conversation. The staff training is yet to be confirmed and Mary Broderick suggested 3 dates. Date to be confirmed by Dr. Anna.

For the press conference, Ms. Zmek requested that Ms. Duncan draft up the news release and contact the news media outlets. Ms. Duncan will also draft up a pre-press release.

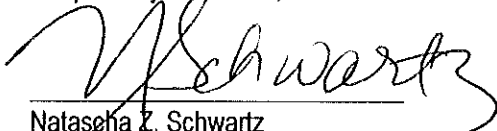
Each committee member was given a task to complete prior to the next meeting on January 9, 2017.

- 1) Ms. Schwartz to send invitations on Jan 10, RSVP by Feb 19 & get the papersupplies for the day of the conversation.
- 2) Ms. Van Aken will reach out to Sabrina Searles – President of PTO for Bethlehem – (BES parents list)
- 3) Ms. Morgan to reach out to Shannon Lavertue – President of PTO for Woodbury (MES parents list)

Ms. Zmek touched upon wanting an exit survey to get feedback to improve the next Community Conversation. Ms. Zmek to draft up with 5 survey questions.

Hearing no further business, the meeting was adjourned at 6:54pm.

Respectfully Submitted,



Natascha Z. Schwartz  
Regional School District 14 Board Clerk

Recorded and filed subject to Board of Education approval by: Natascha Z. Schwartz, Board Clerk, 1/6/2017