

Minutes of the Community/Public Relations Committee of the Board of Education
Regional School District 14 www.ctreg.org
Monday, October 3, 2016

Start: 6:01pm End: 6:37pm

In attendance were: Pam Zmek, Janet Morgan, David Lampart, Carol Ann Brown, Superintendent Dr. Anna Cutaia-Leonard, and BoE clerk, Natascha Schwartz. Also in attendance was Regional 14 Communications Technician, Maria Duncan.

Ms. Zmek introduced Region 14's Communications Technician, Maria Duncan. Ms. Duncan gave a brief overview of what her background is and what her current job entails.

Ms. Schwartz handed out comprehensive invitees list which totaled 106 guests, of which some contact information was missing. Ms. Zmek requested that we should add more names to list with the ultimate goal of having 100 participants.

Dr. Anna requested that committee members compile a list of more invitees. She also named 12 more contacts and requested help in obtaining addresses for those individuals. Ms. Schwartz to contact Principal Ruddock to get more BES parents names to add to the invitee list as well.

Ms. Schwartz to send out invitations on October 4, 2016.

Ms. Zmek confirmed location and time of event again as being November 6, 2016 from 1:30 – 4:30pm.

Ms. Schwartz gave updated on working with John Dominello from the culinary group. Mr. Dominello advised that they may be able to prepare light snacks and refreshments (water, coffee, tea & punch) for 75 -100 guests at the event, however, he may have a problem with delivery, set up and dismantling of the equipment as the event is taking place off site. Ms. Schwartz suggested that if they can do the catering portion and provide the equipment, that committee members can handle the delivery, set up and dismantling of equipment after the event. Ms. Morgan to confirm table configuration, Ms. Zmek to give mock-up of room layout and Ms. Brown to help with set up etc.

Ms. Zmek spoke about having the moderator/scribes training and to determine length of training and date. Dr. Anna requested clarification on BOE members' roles. Ms. Morgan confirmed that the BOE members would be the scribes including Ms. Culkin and Mr. McAllister, and the moderators would be the leadership team along with teachers. Teachers and principals could happen during the day. The consensus was having the training prior to the October 17 prior to the BOE meeting or October 18 prior to the Policy Meeting. Ms. Schwartz to reach out to the facilitator, Mary Broderick, to verify proposed dates feasibility.

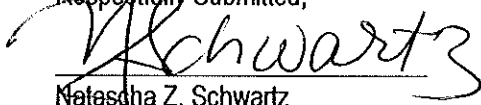
Ms. Morgan/Mr. Lampart to reach out to Mr. Berthel and Senator Kane by phone to personally invite them.

Ms. Zmek gave Ms. Duncan an explanation of what the press conference would be about and who would be coming. Ms. Duncan to contact Litchfield County times and potentially some TV news media agencies.

Dr. Anna requested a back-up plan in case the culinary group is not able to help. Round table discussion on possibility of getting donations for the snacks. Ms. Morgan to see who she can get donations from.

Hearing no further discussion, the meeting was *adjourned* at 6:37pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "N. Schwartz", written over a horizontal line.

Natascha Z. Schwartz
Regional School District 14 Board Clerk

Recorded and filed subject to Board of Education approval by: Natascha Z. Schwartz, Board Clerk, 9/15/2016