

Minutes of the Community/Public Relations Committee of the Board of Education  
Regional School District 14 [www.ctreg.org](http://www.ctreg.org)  
Thursday, September 8, 2016

Start: 6:02 pm End: 7:15 pm

In attendance were: Pam Zmek, Janet Morgan, David Lampart, Carol Ann Brown, and BoE clerk, Natascha Schwartz.

New version of invitation approved unanimously

Committee went over lists of invitees from Ms. Zmek, Ms. Morgan, Ms. Brown, and Mr. Lampart and Dr. Anna's list to come. Members to touch up lists of names along with addresses, to be sent to Ms. Schwartz by 09-23-16. Ms. Schwartz to mail either 09-23-16 & 09-26-16. Invitation responses to be received by 10-28-16.

Ms. Schwartz to email John Dominello from the culinary group to prepare light snacks and refreshments (water, coffee, tea & punch) for the event. To verify if culinary could also provide linens, napkins etc.

Ms. Schwartz to email Eric Birkenberger to see if Agriscience group could provide a few table floral arrangements for the food tables.

Venue still to be determined.

Ms. Schwartz to speak with Dr. Anna regarding availability of facilitator and when to have the training. Preferable to do it before a BoE meeting.

The press conference to be held at 4:30pm. To contact Litchfield County Times, Waterbury Republican, Voices. Ms. Schwartz to advise Maria Duncan of event and to have her put a press release into the different media outlets. Ms. Morgan to send personal invitations to Rob Kane and Eric Berthel.

Goals:

- Educate community of BoE goals & responsibility
- Promoting BoE interests & roles
- Develop two-way communication & gain trust within community
- Community outreach including round table discussions for community insight
- Maintain good relationships with press (Voices & Waterbury Republican)

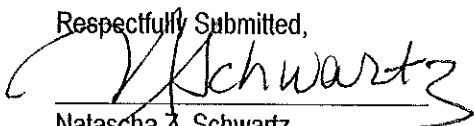
Ms. Zmek to compile members' goals and to redistribute to group for next meeting.

Ms. Brown to give Ms. Zmek list of upcoming dinners & PT meetings to cover.

Next meeting will be prior to the second BoE meeting September 19 at 6:30 pm.

Ms. Morgan requested *motion to adjourn* meeting and seconded by Mr. Lampart.

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, 9/15/2016