

Minutes of the Community/Public Relations Committee of the Board of Education
Regional School District 14 www.ctreg.org
Tuesday, December 20, 2016

Start: 5:14pm End: 6 03pm

In attendance were: Pam Zmek, Janet Morgan, David Lampart, Maryanne Van Aken and BOE clerk, Natascha Schwartz. Carol Ann Brown arrived at 5:32pm

Confirmed with Mary Broderick the date for the community conversation will be February 26 from 1:30pm to 3:30pm, followed by a debriefing and press conference at 4:00pm. Media outlets to include: CT Voices, Litchfield Times and news stations. Committee will speak with Maria Duncan to set this up. Snow date is scheduled for March 12, 2017 which is to be confirmed with Mary Broderick based upon her availability.

Scribe training to be held February 21 from 6:00-8:00pm. This would be a special BOE meeting and posted. The scribes will be the 8 BOE members, Ms. Culkin & Mr. McAllister. To be confirmed with Mary Broderick.

Facilitator training date to be confirmed. Committee would prefer to hold the training on February 21 during the day for Teacher leaders and administrators. To be confirmed with Mary Broderick as well.

Ms. Schwartz to email existing attendee list to Ms.Zmek, who will in turn reach out to BOE members for their input. BOE members to gather additional names of potential invitees and respond directly to Ms. Schwartz.

The committee would like to send out approximately 200 invitations with the intention of having 100 attendees

Dr. Anna to reach out to leadership team for facilitator training. The training would need to be done during the school day and it will be extended out to Faculty leaders, instructional leaders, and teachers. Dr. Anna will also reach out to invite parents and students as well.

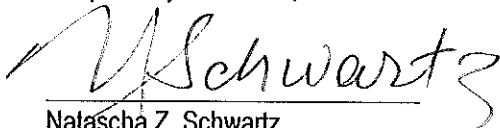
Ms. Schwartz to follow up with Mr. Dominello to see if he can provide snacks as well as Mr. Birkenberger for table arrangements.

Ms. Brown to verify with Memorial Hall in Bethlehem to see if hall is available. Another option would be the NHSLMC.

The committee would like to hold a second community conversation during the 1st weekend of October 2017.

The next committee meeting will be held on January 3 at 6:00pm with intention of mailing invitations on January 6.

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, 1/3/2017