

**Tolland Board of Education
Communications and Outreach Committee
Meeting Minutes
February 26, 2019**

Attendees:

Committee Members Present: Karen Moran, Jane Pasini, Kate Howard-Bender
Administrators Present: Dr. Walter Willett

Meeting was called to order at 5:00pm.

Agenda items:

Motion by Jane Pasini to add agenda item regarding Superintendent response to email inquiries; seconded by Kate Howard-Bender.

The communications committee is clarifying the process of how the superintendent responds to emails, specifically from town council members. Town Council members should send email inquiries to their TC Chairperson, who in turn would forward to the BOE Chairperson. If email content is in regard to questions or work being requested of the Superintendent, the BOE Chairperson brings to the entire BOE for discussion and instruction for the superintendent. If town council members would like to send their communication as a “resident”, then it should be sent to the entire Board (LL-Allboard) and the Superintendent will respond within his stated response time (see Superintendent’s Corner/Contact Me on District website).

Legislative Priorities (postponed from 1/9 meeting)

SB738 An Act concerning the creation of regional school districts

SB457 An Act concerning the size of school districts

Public Hearing is Friday, March 1, 2019

Written testimony is due by 3:00pm on Feb. 28, 2019

Due to time constraints, Ms. Moran will mention the above-referenced bills to the board if anyone feels compelled to send in written testimony.

Superintendent’s Bulletin Review (postponed from 1/9 meeting)

Dr. Willett continues to produce his bulletin on a weekly basis and as time allows, will be looking at ways to streamline his communication to all stakeholders.

The committee will continue to look for ways to possibly offer some design suggestions going forward.

Committee Review of Duties & Responsibilities

Tabled for next meeting.

Strategic Prevention Update

Next meeting with the group is scheduled for Monday, March 4th at 7:00pm to work on overall mission statement and to review discussion from previous meeting.

2019 Education Budget Schedule & Communication

Joint meeting was held Monday, February 25th.

BOE is scheduled to meet again with the Town Council on March 14th. Time and location to be confirmed.

Other Business

None

Next meeting is to be determined..

Meeting adjourned by Karen Moran, Chairperson at 6:25pm