

**Tolland Board of Education
Communication and Outreach Committee**

Minutes – November 19, 2014

Members Present: Karen Moran (Chair), Kathy Gorsky, Colleen Yudichak

Administrators and Staff Present: Dr. Thomas Y. McDowell, Interim Superintendent, Dr. Walter Willett, TMS Principal & Incoming Superintendent

The meeting was called to order at 12:00pm.

Fall Newsletter – The fall edition was printed and mailed. The committee discussed the content of the newsletter and how it appeals to all residents especially those that do not have children in the school system. Possibly using something to attract people to read it – more pictures, using coupons toward free admission/discount to a school production or performance. Look at timing of the newsletter to be in-home before school events.

Website Task Force Update – The task force met on Monday, 11/17. See minutes from that meeting. The committee discussed that future budget discussion should include staff to support the maintenance and oversight of the websites to ensure the content is continually updated and the sites represent the Tolland school system with a clear, clean, and easy to navigate experience.

Community Conversation – Discussions continue to take place around a topic for the Community Conversation. Once Dr. Willett begins his Superintendent position, we will be able to move ahead.

Upcoming Budget Workshops – The committee discussed last year's communication to the public regarding the budget workshops, and the importance of this communication going forward. Dr. Willett will look at what/how the budget process was communicated. Mrs. Moran would forward the previous communication pieces to Dr. Willett.

Tolland Community Newsletter – Tolland schools will be able to submit an article/events in this community publication. The next submission is due November 20th to Kim Grimes in the Recreation Department. Dr. Willett will do a write up for the upcoming Winter edition.

Student Recognition – The committee reviewed previous discussions regarding how the BOE would recognize student achievement. Dr. Willett suggested either twice during the school year or quarterly recognition.

General communication and publicity - emphasizing school-community connections, the committee discussed continuing to use the town e-blast system for school events the community may be interested in attending. Mrs. Moran noted that Betsy Brocius sent a picture of the advertising board she has. It is made of wood and they use a plastic corrugated board to make the signs. It has withstood all types of weather. This display board could be utilized on the Tolland Green to publicize school events as well as budget workshops and information.

THS Musical Dress Rehearsal – Mrs. Moran noted that the high school already has an outreach event planned for the same day as the dress rehearsal and will include student and senior residents working together on a Feeding Children project. Senior residents will also be invited to attend the dress rehearsal that day.

Welcome Reception/Dr. Willett – The Committee discussed plans for a “Welcome Reception” for Dr. Willett after he begins his position as Superintendent; a meet ‘n greet for the community to attend after the holidays. Dr. Willett mentioned that he could look into possible dates for availability. Dr. McDowell noted that Jen Palumbo would take care of the building use form for the high school cafeteria and food

service could help with refreshments such as coffee, cookies, etc. Mrs. Moran noted that other staff has offered to help with having students participate in the event.

Next meeting: Wednesday, December 17, 2014 at 12:00pm.

Meeting adjourned at 1:12pm

Respectfully submitted,
Karen Moran, Chair