

Tolland Board of Education
Communication and Outreach (ADHOC) Committee

Minutes – August 11, 2014

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

Administrators and Staff Present: Dr. Thomas Y. McDowell, Interim Superintendent

The meeting was called to order at 3:05pm.

TMS Summer Spruce Up/Honeywell – Dr. McDowell shared an update on the geothermal work at TIS and TMS. Honeywell has informed him that the buildings will be clean and safe to enter after August 22nd. Since there is urgency around staff being able to get into their classrooms to prepare for the start of school, Dr. McDowell will speak with Clem Langlois, Director of Public Works, about his suggestion of recruiting volunteers from the community to help with such tasks as setting up classrooms and cleaning surfaces at both TIS and TMS on the weekend of August 23-24. The Communications Committee could help with this recruitment also.

School Resource Officer – Members of the committee updated Dr. McDowell on the status of a letter of introduction of the SRO going home to school families. The letter would be mailed to all district families along with students' schedules. Dr. McDowell would look into all schedules being mailed at the same time from the schools as they are currently mailed in a staggered manner. Past discussion also included how the SRO would be dressed when in the schools (in uniform or casual dress). The committee was unaware of any decision being made. Dr. McDowell would look into it.

The committee also discussed the SRO being at the first Tolland Elementary PTO meeting on September 8th at Birch Grove. Dr. McDowell would also look into this, and also if the SRO could attend any other open houses or curriculum nights in the beginning of the school year. The SRO will be attending the convocation on August 25th to be introduced to staff.

Newsletter – The fall newsletter is typically mailed in October. Included in this upcoming newsletter are the District's *Teacher of the Year* and *Paraprofessional of the Year* announcements. Dr. McDowell will speak with administrators about who has developed the newsletter in the past and ask for suggestions for article contributions.

Community Conversation – Mrs. Moran updated the committee on the process of planning the community conversation. Diane Clokey had volunteered to assist in the planning, but the summer months have proved difficult to contact residents. Both Mrs. Clokey and Mrs. Moran felt this was a difficult time to plan such an event when the district is going through a superintendent search. We have asked for one extension already, and Dr. McDowell will be contacting Nancy Polk to see if we could ask for another extension considering our extenuating circumstances.

Meeting adjourned at 4:05pm

Respectfully Submitted,
Karen Moran