

**Board of Education
Communications Subcommittee
Conference Room 1
3 Primrose Street
Newtown, Connecticut
Mon, Dec 10, 2013 5:30 p.m.**

Minutes of meeting in the Board offices at 3 Primrose Street.

Present: K. Alexander
D. Leidlein

Item 1 – Call to Order

Mr. Alexander called the meeting to order at 5:40 p.m.

Item 2 – Public Participation - none

Item 3 – New Business

a. Discussion regarding which items should be sent through Board of Education Minutes and Agendas from Town Website

Discussed possibility of sending committee agendas and minutes through town website delivery system. Some pros: transparency, availability. Some cons: too much information, documents too large, extra work to include. Will check on delivery options including digest and effort in sending updates. Discussion will continue at next meeting when more details are available. Important to keep sending full board meeting agendas and minutes in the mean time.

b. Discussion regarding Board of Education Budget Communications

Discussed expected newsletter schedule.

Planned:

One newsletter before end of year with opening details including meeting times, information sources and superintendent outreach dates

One newsletter at end of each budget week (current schedule week ending 1/10 & 1/17)

One newsletter at end of each budget stage (BOE adoption, BOF, LC)
(approximately 6 total newsletters)

Newsletters will contain fact-based information and may include Superintendent message

Some potential articles for newsletters include:

Budget process guidelines

Budget goal information from proposed budget

Superlative from a school included in the week's budget discussions

Upcoming meeting dates

Updated information sources

Discussed adding motion to BOE agenda on 12/16 similar to previous years

Agenda item 1/7/14: Action to Authorize the Communications Committee to continue to issue information on behalf of the Board of Education

Motion 1/7/14: Move that the Board of Education authorize the Communications Committee to continue to issue information on behalf of the Board of Education

Item 4 – Public Participation - none

Item 5 – Adjournment

MOTION: Mrs. Leidlein moved to adjourn. Mr. Alexander seconded. Vote: ayes
The meeting adjourned at 6:25 p.m.

Respectfully submitted:

Keith Alexander
Secretary