

**Board of Education
Communications Subcommittee
Conference Room 1
3 Primrose Street
Newtown, Connecticut
Mon, Dec 22, 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

Pros and cons were discussed including what would work best for the district staff who would be sending out the messages. The Communications Committee recommends that agendas for all committee meetings go out through the Town Website and that committee meeting minutes go out as a weekly digest of links to the BOE site.

b. Discussion regarding Board of Education Budget Communications

Items to include in newsletters were discussed. First newsletter will include as many dates as possible. First newsletter will also include superintendent's goals which were used to drive the budget. Possible other items include enrollment information and security updates. Each newsletter will contain up-to-date links to information.

c. Discussion and Possible Action on selection of Chair for Communications Committee

Mrs. Leidlein nominated Mr. Alexander for the position of Chair. Vote: ayes

Item 4 – Public Participation - none

Item 5 – Adjournment

MOTION: Mrs. Leidlein moved to adjourn. Mr. Alexander seconded. Vote: ayes
The meeting adjourned at 6:35 p.m.

Respectfully submitted:

Keith Alexander
Secretary