



**MONTVILLE BOARD OF EDUCATION  
MEETING OF THE COMMUNICATIONS COMMITTEE  
ELECTRONIC MEETING MINUTES  
December 9, 2021 at 5:15 p.m.**

**Item 1. Call to order/Pledge of Allegiance/Moment of Silence**

Superintendent Laurie Pallin called the meeting to order at 5:19 p.m. and all attendees participated in the pledge and a moment of silence. Committee members present were Bob Mitchell, Tina Grove, and Carol Burgess. Also present were Superintendent Laurie Pallin and Assistant Superintendent Dianne Vumback.

**Item 2. Consideration and action to elect a Committee Chair**

Motion to nominate Carol Burgess as Committee Chair

Proposed by: Bob Mitchell  
Seconded by: Tina Grove  
Vote: Carried (vote 3-0)

**Item 3. Budget forums and budget communications**

*The committee held a conversation regarding what they wish to accomplish as a committee and what the committee has done so far which was effective. Bob Mitchell- We have been effective at gathering survey data about people's perceptions, satisfaction, questions / concerns, and regarding the ESSER Grant.*

*After discussion about possible budget forums and survey use, it was decided that the committee will draft a survey to gather information about programs and for use in budget planning.*

*At our January meeting we will review our surveys from last year and previous budget survey questions and results and draft a new survey for this year.*

*The committee discussed incentivizing survey completion with a drawing for things like tickets to drama productions and athletic contests, candles from Transition Academy, dinner for two catered by MHS culinary department.*

*A QR Code will be used to access the survey and it will be publicized in Montville Patch, Montville Times, Neighbors, Montville Community Forum and School Messenger.*

*A Forum will be held at the Senior Center, and a Community Forum will be held once the budget is built to provide information about the budget*

#### **Item 4. Future agenda items**

*Meetings will take place the first Thursday of each month at 5:00 PM, beginning on January 6<sup>th</sup>.*

*January - Develop budget survey*

*February – CAFE and our Communication Plan*

*Monthly Board Meeting Topic – Publicize calendar for the year which outlines a topic which will be covered at each Board meeting, possibly including: Facilities / Capital Planning, Student Achievement, Board Goals, Technology, School Safety, Future Innovation, and Curriculum.*

*Review Board Liaisons to committees, consider adding Liaison to other important groups such as the Town Council and Parks and Rec.*

#### **Item 5. Adjournment**

Motion to adjourn at 6:08 pm

Proposed by: Bob Mitchell

Seconded by: Tina Grove

Vote: Carried (vote 3-0)

Respectfully Submitted by,

Carol Burgess

Communications Committee Chair