

# BRANFORD BOARD OF EDUCATION

## Communication Committee Minutes

DATE: December 12, 2018

LOCATION: Branford High School Lower Media Center  
Branford, CT

SUBJECT: Communication Committee

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### ATTENDANCE

HERE	ATTENDEE	AFFILIATION
Y	Joanne Borrus, Committee Chair	Board of Education
Y	Michael Krause, CIC	Board of Education
N	Maria Ehrhardt	Board of Education
N	Ellen Michaels	Board of Education
Y	John O'Connor	Board of Education
Y	Dawn Perrotti	Board of Education
Y	John Prins	Board of Education
Y	Elizabeth Regan	Board of Education
Y	Shannen Sharkey	Board of Education
Y	Hamlet M. Hernandez, Superintendent	Central Office
Y	Rachel Sexton, Assistant Superintendent	Central Office

Others present: Donna Mingrone, Chief Technology Officer

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### BUSINESS ITEMS

#### ITEM DESCRIPTION

#### CALL

**01** Meeting was called to order at 6:00 P.M. by Committee Chair, Joanne Borrus.

**02**

#### DISCUSSION ITEMS

##### **A. WIS Construction Project Update**

Superintendent Hernandez gave an update on the WIS project. Superintendent Hernandez stated that the first payment reimbursement request has been submitted to the State and it is anticipated that we should receive a progress payment by late December. Once we have received that payment we will then be on schedule to make the second request, after that we will submit payment requests every other month. Superintendent Hernandez continued by saying to put things in prospective of where we are in the project, a year from next month (January 2019) we will be moving into the academic wing. We are looking at good weather next week so we should finish the steel with the exception of a few beams. Hopefully next week a beam will be placed at WIS for all staff and students to sign for the Topping Off Ceremony. The preliminary plan is for the Topping Off Ceremony to take place in January.

Superintendent Hernandez also stated that as we start to look at spring activities we need to start thinking about phase two of the project when we move into the academic wing there are areas of the building that we will need to schedule very carefully. Superintendent Hernandez showed pictures to the Board reflecting the projects progress including a picture from the start of the project, pictures reflecting more defined areas such as the cafeteria, central office and the different floors. Superintendent Hernandez explained the process for pouring the concrete and the effect that the weather might have on its progress, he stated that it takes about 4-5 weeks to do all of the concrete slab work, so he anticipates having it done by the end of March. Superintendent Hernandez stated that "it is really going to take form by the spring." There are plans of having orientations for parents similar to what we did last spring because we want parents to know what is going on. Superintendent Hernandez ended his report by saying that there is storm drainage water due to the tremendous amount of rain that we've had that has been directed to the south eastern part of the building which by design has pooled there. This area will now be fenced off by snow fencing for safety reasons. Eventually the water will be reabsorbed and go back into the ground.

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**B. Website Update**

Donna Mingrone, Chief Technology Officer, gave an update on the District Website. Mrs. Mingrone stated that last spring parents were surveyed regarding updating the District's website. Some of the feedback comments included; the site was outdated, cluttered, things were not easy to find and the site was just generally busy. Mrs. Mingrone reported that we had vendors come in to do presentations and we found one that was modern and allowed us to do our messaging through the website. The rollout for this should be in late February or the first week in March. There will be a free app for this in the Google and Apple stores. Mrs. Mingrone continued by saying that the new website frame work with the major buckets and school locations has already been completed by the company. She also showed a slide presentation that included a working view that included the District logo, the different sites, as well as all the different languages that are available with the exception of Creole. She noted that the phone app will automatically come up in the language of the phone user. Mrs. Mingrone said that she felt that this will be a better way for us to communicate and message better with our families. There will be sections for news stories and messaging that can be kept current by setting a calendar date to determine how long we want it to stay up. In the live feed we can also include social media platforms such as Twitter and Facebook if we choose to, so that parents can sign up and get notifications of events. There will be teacher links and sources. The elementary schools will each have their "own flavor" so that things that the schools post will be unique to their schools. She stated that we would like to push people to the District page first and then the different schools for their information second. Technology staff will receive training next week and the other staff members will receive training in January. Another great feature is that messaging, whether it be a school closing or an event, will automatically go out as a message and through the site.

Superintendent Hernandez asked Mrs. Mingrone to talk about compliance. She stated that one of the things other than language, is ADA requirements that are required by law. Part of the compliance is built in and includes templates for visual contrast of colors and font sizes. Other compliance items will be built into the platform such as an automatic check to have ADA compliance across the website. This will be an easier site to navigate with fewer clicks and less navigating.

The Board members asked questions including; live feed administration, the posting of Global Competencies, a protocol set up for how information is filtered to the feed and also parent or PTA representative participation.

**C. 2019 BOE Meeting Schedule**

The BOE members reviewed and discussed the proposed 2019 meeting schedule. They reviewed the meeting changes for February 2019 and quickly discussed having two Teaching & Learning Committee Meetings, which includes the Annual District Art Show in March.

**PUBLIC COMMENT**

There were no public comments made at tonight's meeting.

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**ADJOURNMENT**

Committee Chair, Joanne Borrus., adjourned the meeting at 6:33 PM.

The next Communication Committee Meeting will be held on Wednesday, January 9, 2019,  
at 6:00 PM Meeting at Branford High School, Lower Media Center.

Respectfully submitted,  
*Elizabeth Regan*  
Secretary

Prepared by,  
*Kerry Eyrich*