BRANFORD BOARD OF EDUCATION

Communication Committee Minutes

DATE: May 15, 2024 LOCATION: Walsh Intermediate School Cafeteria 185 Damascus Road, Branford, CT

SUBJECT: Communication Committee

ATTENDANCE		
HERE	ATTENDEE	AFFILIATION
Y	Laura Troidle, Committee Chair	Board of Education
Y	Judith Barron	Board of Education
Y	Peter Berdon	Board of Education
Y	Meaghan DeLucia	Board of Education
Y	Adam Greenberg	Board of Education
Y	Ellen Michaels	Board of Education
Y	Ram Shrestha	Board of Education
N	Marie McNamara	Board of Education
Y	Dr. Christopher Tranberg, Superintendent	Central Office
Y	Allison Moran, Assistant Superintendent	Central Office

Others present: Robert Kovi, Director of Technology

BUSINESS ITEMS

ITEM DESCRIPTION

CALL

01 Meeting was called to order at 6:00 PM by Laura Troidle.

PUBLIC COMMENT

There were no public comments made at this evening's meeting.

APPROVE MINUTES

MOTION (Barron/McNamara) to approve the minutes from the February 21, 2024, Communication Committee Meeting.

APPROVED UNANIMOUSLY

MOTION (Barron/McNamara) to approve the minutes from the April 17, 2024, Special Communication Committee Meeting.

APPROVED UNANIMOUSLY

DISCUSSION/ACTION ITEMS

04 A. ParentSquare

Rob Kovi facilitated a discussion on the ParentSquare communications app that will be implemented next year, by showing a video that reviewed the features of ParentSquare. Among the items discussed in the video were; streamlining communications for all stakeholders, having parents and all school staff using the same communications tool, insight to all communications, ability to send information by schools, specific grade levels, classrooms or groups, three main ways of communications posts (alerts and notifications, posts and private chats), syncing with calendars and sending reminders, sending forms electronically, sending newsletters, gathering statistics and the ability for admin's to assign roles.

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DISCUSSION/ACTION ITEMS (Continued)

Mr. Kovi further discussed the features of ParentSquare such as seeing communications in one place, parents can choose how they receive information (instantaneously or digest), emergency alerts will be pushed out, parents ability to subscribe to calendars, the app will translate language into home language and the hopes of improving communications.

05 Community Updates

This evening Dr. Tranberg discussed; the dates for BHS graduation (June 12), WIS Grade 8 promotion (June 11) and Adult Education graduation (June 13), the BOE Google Doc with end of the year events is being updated regularly and schools are being asked to update their website calendars as well.

06 Communication Survey Results

Among the items that Superintendent Tranberg discussed this evening were; the most salient points that were talked about at the last meeting (actions moving forward), having a conversation highlighting priorities and actionable items including prioritizing focus groups to get direct feedback, the use of ParentSquare and the migration of the website.

07 Outline of Annual Report

In his report this evening Superintendent Tranberg discussed the purposed of the Annual Report including; provide an annual update as to how we are doing with progress related to the SCP report, high level information needed to know and the celebrations that are happening, how it is an update on the goals, providing general information, the main ideas of the contents that we are looking at, having a reference to our SCP, Mission, Core Values, Beliefs and Global Learning Competencies and other work to do as to how it is coming together. Dr. Tranberg concluded by saying "it is well underway."

ADJOURN

08 MOTION (Barron/McNamara) to adjourn. APPROVED UNANIMOUSLY

Ms. Troidle adjourned the meeting at 6:45 PM.

The next Communication Committee Meeting will be held on August 14, 2024 at 6:00 PM at Walsh Intermediate School Cafeteria (The June Communication Committee Meeting will be canceled)

Respectfully submitted, Meaghan DeLucia, Secretary Prepared by, Kerry Eyrich