

**BRISTOL BOARD OF EDUCATION
COMMUNICATION AND COMMUNITY RELATIONS COMMITTEE
MEETING MINUTES
Wednesday, February 3, 2021**

A meeting of the Bristol Board of Education Communications and Community Relations Committee was held on February 3, 2021, at 6:00 p.m. via the Zoom Meeting Platform.

PRESENT: Commissioners: Shelby Pons, Karen Vibert, Christopher Wilson, and Jennifer Dube; **ALSO PRESENT:** Dr. Catherine Carbone, Dr. Michael Dietter, and Brian Burke, Communications Director

1. Call to Order:

Commissioner Pons called the meeting to order at 6:01 p.m.

2. Meeting Norms

Commissioner Pons read the meeting norms and asked that attendees stand for the Pledge of Allegiance.

3. Acceptance of Minutes:

December 2, 2020 - Regular Communications and Community Relations Committee Meeting minutes.

Motion Passed: on a motion by Karen Vibert and a second by Shelby Pons.

4. Home Visits

The district has been conducting home visits using CARES Act money. The visits are focusing on students who are disengaged, out of touch with the school, and students having technology issues. Administrators from Northeast, Bristol Eastern, and Hubbell shared their experiences conducting home visits with their families. Lea McCabe shared that Northeast has conducted over 50 visits in the past eight weeks. Families are very grateful for the support they are receiving. Melanie Vetrano from Bristol Eastern shared they have been conducting visits over the last eight to ten weeks; their families are also so appreciative of the support. Their money primarily is being used for tutoring; they are hosting small group tutoring. Kris Deleo from Hubbell shared that they have been conducting visits after hours and have been supporting their families in various ways; food distribution through the backpack program, getting Kjeets to families without internet access, and just trying to help families wherever it is needed.

It was suggested that we share some of these positive stories with the full board in the future.

5. Uniform Approach to Communications with Families

The committee discussed various modes of communication the district currently uses to reach the families. There should be a uniform approach, rather than communications being different at different schools. Messaging will be moving to Brian Burke for Friday communications, there will be a different schedule. Mr. Burke has met with principals to discuss helping them with communication when needed. There was a suggestion of a bank of letters that schools could access. There will be a new branding initiative that will include messaging/prioritizing information.

6. Grant Opportunity/Parent and Student Groups/Surveys

The committee discussed Grant Opportunities and Surveys. There is money available to Bristol and we should utilize it. Brian Burke is tasked with getting money for the district. We will be talking with schools and parents about what they want or need. We know that anytime we conduct a needs assessment, it is helpful with our planning.

7. Public Comment

Jennifer Dube – 26 Baldwin Drive - Shared that a uniform communication approach is a great idea.

Ernie Pitti – 65 Palmorr Place – Suggested an amendment to Communications Strategy #4 presented at the December 2, 2020, Communications Committee Meeting.

8. Adjournment

There being no other business to come before the committee, the committee adjourned. (6:38 p.m.)

Respectfully Submitted:

Susan Everett

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Executive Assistant to the Board of Education