

**Minutes**  
**Watertown Board of Education**  
**Governance & Community Engagement Committee Meeting**  
**Tuesday, February 21, 2012 – 6:30 PM**  
**John Trumbull Primary School**  
**Special Ed Conference Room**

Present: Mr. Eric Berthel, Committee Chair  
Mr. Guy Buzzannco, Board Member  
Mr. David Guerrero, Board Member  
Dr. Gail Gilmore, Superintendent  
Dr. James Collin, Assistant Superintendent  
Ms. Kellie McQuire

Absent: Atty. Sean Butterly, Board Member  
Mr. Ray Nardella, Board Member

1. Convene meeting

Mr. Eric Berthel, Committee Chair, convened the meeting at 6:30 p.m.

2. Discussion on Superintendent's Parent Advisory Council Kick-Off Meeting

Dr. Gilmore described the steps taken to inform parents of the Superintendent's Advisory Parent Council Kick-Off scheduled for Wednesday, February 29, 2012 at Swift Middle School.

Parents who participated in the Parent SEE and the How Welcoming is Your School Walk Through program were contacted. The promotional flyer was distributed widely and posted on the district's webpage. The flyer is also posted in area businesses and in school buildings.

Dr. Gilmore reviewed the agenda for the meeting.

A one page parent needs assessment will be distributed to assess parental interests and concerns. The presentation will also include a discussion of educational best practices currently underway in the district.

Follow up meetings of the Superintendent's Parent Advisory Committee will be scheduled.

Information about the School Family Community Partnership grant (\$2,000) was shared.

Dr. Gilmore shared the following information:

- The parent survey results will be collated and reported
- The survey is anonymous
- An advance copy requested by the committee
- Barbara Slone, consultant from SERC's Parent Information Resource Center, will describe various methods of parent and community involvement and then describe structures that can be used to help parents connect to the classroom based work of their students.

### 3. Community Outreach

The committee discussed the need to increase parent involvement and to promote the school district more widely and consistently.

Dr. Gilmore reviewed a list of communication tools. (Attachment A)

The district should work to get more pictures of students and teachers in the Town Times and Waterbury Republican-American.

Administrators and teachers can work with the Superintendent to establish a rotation to insure a representative sample of K-12 work can be published.

-The committee recognizes the need to acquire parental permission.

The committee discussed the following strategies to increase community and parental engagement:

- Mentoring
- Jr. Achievement
- Veterans – link to schools
  - o VFW – American Legion

### 4. Adjourn

The meeting was adjourned at 7:35 p.m.

Respectfully submitted by:

Dr. James Collin  
Assistant Superintendent of Schools

**Communication Venues:**

District Web site

Superintendent community out-reach plan (personalized and individualized)

Weekly Superintendent's Corner (article each week in Town Times newspaper)

School web page

Saturday Open House forum with BOE members, Town Council members, Town Manager and Superintendent

Televised BOE meetings

PTO of each school – BOE liaison assigned and Superintendent visits

Superintendent attends Chamber of Commerce, Senior Center, Rotary, Lions' Club, Monthly meeting with Town Manager, Crime Stoppers, and will provide community stakeholder task assignments beginning April 1<sup>st</sup> for community rally for voters to vote. Referendum – May 15, 2012.

Superintendent will attend block meet and greet for voters. (Watertown and Oakville) locations TBD

Signage to be made beginning April 1<sup>st</sup>. **Support Education** and posted around Watertown/Oakville.

AlertNow

Possibly contacting spiritual leaders in the district.

Blog / facebook possibility.