

Board of Education  
Communications Sub-Committee  
Special Meeting Minutes  
Monday February 6, 2023  
BOE Conference Room  
3 Primrose Street Newtown, CT 06470

1:00PM

In attendance: Don Ramsey, Dan Cruson, Janet Kuzma, and Chris Melillo

**Call to Order** - 1:11pm

**Public Participation** - None.

**Approve Minutes of December 5th, 2022** - Mr. Ramsey makes a motion to approve the minutes from December 5, 2022, Mrs. Kuzma seconded. Motion passes unanimously.

**Old Business**

-Continue discussion of the "Budget Season" and commensurate communication.

Mr. Melillo said that he sent out a newsletter that included budget information. Committee discussed that all articles be in by February 24, so the newsletter can be approved by the March meeting.

-Review the theme, review article assignments and progress, and review the timeline for the next District Highlights publication. All committee members are aware of assigned topics for newsletter and will forward to Mrs. Kuzma for publication in S'mores.

**New Business**

-School Calendar:

Mr. Ramsey wanted to discuss the upcoming school calendar.

Mr. Melillo mentioned that there are some changes being made to the upcoming calendar. We use a 182 day calendar. This calendar will have more instructional hours as most ½ PD days will be going away and going to a full day PD model. A 2 year calendar will be presented. Mr. Ramsey asked if it was possible for parents to be informed about what the topic of PD will be? Mr. Melillo said they can share with families what staff will be learning on those days.

Mr. Melillo also noted that Hawley & Preschool will have a 180 calendar year this year due to the move back to Hawley. Mr. Cruson did inquire about whether or not the union was made aware of these changes. Mr. Melillo said they have been in communication with them and will be having another meeting soon to discuss further. More information on this will be coming soon.

Mrs. Kuzma asked if there have been any possible accommodations made for students with working parents? Mr. Melillo said he can discuss with the community center about possibly having an option for a program there.

-Black Board Communications and Transportation Issue Communications

Mr Ramsey asked how the application is working out. Mr. Melillo stated that it doesn't work great with PowerSchool. Also, blackboard was down on a recent delayed opening. Mr. Cruson stated it is kind of a letdown after all the work that was being done. Mrs. Kuzma asked if we have looked into other programs? Mr. Melillo said School Messenger did work well with Powerschool. He would also look into other programs. Mrs. Kuzma asked about putting some kind of message on the website listing the parked buses to eliminate some of the social media confusion. Mr. Melillo said that he could start putting it on his twitter account which is linked to the school website.

-Newtown Public School WebSite Modification Review

Mr. Cruson said that Dennis has been working on it and still deciding whether this is the provider we need. Different people have access to the website and different people manage different aspects. Mr. Cruson will keep us updated on the process.

**Public Participation** - None.

**Adjournment** - Mr. Cruson makes the motion to adjourn, Mrs. Kuzma seconded the motion. Motion passes unanimously. Meeting adjourned @ 1:48pm.