

**Board of Education  
Communications Sub-Committee  
Monday September 12, 2022  
BOE Conference Room  
3 Primrose Street Newtown, CT 06470**

**1:00PM**

**Meeting attendance:** Don Ramsey (Committee Chair), Dan Cruson (committee member), Janet Kuzma (Committee member), Chris Melillo (Superintendent).

**1. Call to Order:** 1:01pm

**2. Motion to add approval of the August 1, 2022 minutes to the agenda -**

Mr. Cruson made motion to add approval of the August 1, 2022 minutes to the agenda.

Ms. Kuzma seconded the motion. Motion Passes unanimously.

**2. Public Participation:** None.

**3. Old Business**

**a. Review and debrief regarding the publication of District Highlights Volume 2 Issue 3.**

Mr. Cruson asked if it was given to government officials. Mr. Ramsey replied it was given to all officials and has not received any feedback. Mr. Cruson asked if the PDF file printed out better with the upgrade as he noticed a few page break concerns. Ms. Kuzma said she will look in to whether or not we can add page breaks.

**b. Superintendent feedback.**

Mr. Melillo said it was well done and noted it was a nice touch highlighting unified sports.

**c. Continue general discussion regarding future District Highlights topics and Content.**

Our next issue will highlight the facilities department. Facilities, Maintenance, Custodial, and summer projects. Mr. Cruson said he thinks it is important for Hawley HVAC project to have it's own article. All members agreed. Article submissions will be as follows:

Cruson: Hawley HVAC article

Ramsey: Closer look on Custodian - will consult with Bob Gerbert on options for highlighting.

Kuzma: Closer look on Bob Gerbert

Melillo: Article on the new turf field (summer project)

Ramsey: Introduction

Kuzma: SummerProjects

**d. The "CABE's Bonnie B. Carney Awards for Excellence for Educational Communications Contest.**

Mr. Cruson noted the deadline for this award passed last week. Mr. Ramsey will discuss with board chair for information regarding future submissions.

#### **4. New Business**

##### **a. Explore specific ideas for the next issue of District Highlights Volume 2 Issue 4 including the theme and various articles.**

This item was covered in "old Business".

##### **b. Other New Business**

Mr. Melillo asked about the newsletter that Dr. Rodrigue did. Mr. Cruson stated that her newsletters were not part of this committee and she did them through an administration lens. Mr. Melillo indicated that he would like to do one possibly monthly. Committee agreed that sounded like a good idea.

##### **c. Approve the Minutes from August 1, 2022.**

Mr. Cruson made a motion to approve the minutes from August 1, 2022. Ms. Kuzma seconded the motion. Motion passed unanimously.

#### **5. Public Participation: None.**

#### **6. Adjournment**

Mr. Cruson made a motion to adjourn. Ms. Kuzma seconded the motion. Motion passed unanimously. Meeting adjourned at 1:24pm.