

Board of Education  
Communications Sub-Committee  
May 4, 2020  
Virtual Meeting 1:00 p.m.

Minutes of meeting held virtually.

Present: D. Cruson  
D. Zukowski  
L. Rodrigue

1. Call to Order

*Mr. Cruson called the meeting to order at 1:02 PM*

2. Public Participation

*None*

3. New Business

- Approve Minutes of March 5<sup>th</sup> Meeting  
*Motion made by Mr. Cruson, 2<sup>nd</sup> by Mrs. Zukowski. Approved Unanimously*
- Discuss and action on revised publication schedule for 2020

*Discussion was held around the revised schedule caused by the fact that we missed our April meeting which would have begun work on the June newsletter. The following changes were made:*

- *Push June newsletter July (with the newsletter being presented to the BoE at the 2<sup>nd</sup> June meeting for approval)*
- *Skip the September newsletter, move the December newsletter to November (with the newsletter being presented to the BoE at the 1<sup>st</sup> October Meeting for approval)*
- *Regular budget newsletter will be started in January 2021 for late March/early April release*
- Discuss delivery mediums for newsletters  
  
*The different methods we could use to distribute our newsletter in the future to the greater community were discussed. These include:*
  - *Send to the chairs of the other boards in town (LC, BoF, BoS)*
  - *Post in Municipal Center, Community Center, Senior Center, Town Hall, Central Office, Library*
  - *Send to Rotary Club, Lions Club, Board of Realtors, Chamber of Commerce for distribution to their members.*
  - *Create an archive on the District website*

- Add a QR Code to the newsletter that directs people to the archive
- Send to PTA Presidents

- Discuss and action on topics for the next newsletter

*The newsletter will focus on the creation and execution of the Alternative Learning Plan*

*- Two Did you Know that focuses on Technology Deployment number and Lunches provided*

*- Special Ed by Mrs. Zukowski*

*- Curriculum Delivery by Mr. Cruson*

*- Staff Change in Practice (Profile) by Mrs. Zukowski*

*- Student Perspective by the BoE Student Representatives*

*- Unified Arts by Mr. Cruson*

#### 4. Public Participation

*None*

#### 5. Adjournment

*Motion made by Mr. Cruson, 2<sup>nd</sup> by Mrs. Zukowski. Approved Unanimously. Adjourned at 2:25 PM*

Respectfully submitted:

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Daniel Cruson Jr.  
Chair