

Board of Education
Communications Sub Committee

November 7, 2022

BOE Conference Room

3 Primrose Street

Newtown, CT 06470

1:00 PM

Minutes of the meeting in the BOE/Administration Conference at 3 Primrose Street

Present: Don Ramsey, BOE Member and Chair of Communications Subcommittee
Dan Cruson, BOE Member, Janet Kuzma, BOE Member,
Chris Melillo, Superintendent of Schools

1. Call to Order

Mr. Ramsey called the meeting to order at 1:00PM

2. Public Participation

There was no public participation.

3. Motion was made to approve the minutes of October 10, 2022. Seconded by Dan Cruson. The motion passed unanimously.

4. Old Business:

Janet Kuzma indicated that the District Highlights Volume 2 Issue 4 for October/November went out as a PDF this time and that as a result, we are unable to review the readership analytics for this particular issue. Don Ramsey suggested a review of our procedures for editing future newsletter additions according to a time line that would reduce the likelihood of a delay sending out. Dan Cruson suggested that procedures used in the past should circumvent delays if we just give ourselves an earlier deadline for adequate review. All members present agreed.

5. New Business:

All participants agreed to a general theme of budget and finance for the next issue of District Highlights with a plan to meet as scheduled during the first Monday of December. General discussion of budgetary challenges for the upcoming budget season ensued.

6. Public Participation:

There was no public participation.

7. Motion to adjourn the meeting at 1:25PM. Seconded by Janet Kuzma. Motion passed unanimously.

Respectfully submitted,

Donald H. Ramsey, Chair