

Board of Education  
Communications Sub Committee  
October 10, 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,  
Anne Uberte, Asst. Superintendent of Schools

1. Call to Order  
Mr. Ramsey called the meeting to order at 1:05PM
2. Public Participation  
There was no public participation.
3. Motion was made to approve the minutes of September 12, 2022. Seconded by Dan Cruson. The motion passed unanimously.
4. Old Business:  
Janet Kuzma briefly discussed “analytics” of the last issue including the number of people reading and time spent reading the entire issue. Members present gave an overview of progress for composing articles for the October/November edition of the District Highlights. Janet Kuzma indicated that she is progressing on her article featuring Bob Gerber for the “Closer Look” as well as an article that highlights various summer projects, including custodial and maintenance activities. Dan Cruson will submit an article that specifically highlights the Hawley HVAC System Project with accompanying photos. Don Ramsey issued an update on his articles that features a personal look at three school custodians (one each at Reed, NHS, and Head O’Meadow) along with the introductory article for the newsletter. Janet indicated that Chris Melillo has already submitted his article to be made ready for publication. The Target date for presentation to the BOE for approval is the first meeting in November. Articles are due to Janet by Friday, October 28<sup>th</sup> to allow her time to format within the SMORES medium.
5. New Business  
Dan Cruson will assist the Tech. Department with revamping the district website to reflect improved aesthetics and user friendliness for ease of searches. That will be done at the request of Chris Melillo.

6. Public Participation

There was no public participation

7. Motion was made to adjourn the meeting. Seconded by Dan Cruson. Motion passed unanimously at 1:35pm.

Respectfully submitted,

Donald H. Ramsey, Chair