

**Suffield Board of Education**  
**Community Engagement & Public Relations Subcommittee**  
**Meeting Minutes**  
**April 24, 2020**  
**Held Remotely**

Present: Susan Mercik Davis, Debra Dudack, Brian Fry, Michael Sepko and Melissa Finnigan and Superintendent Timothy Van Tasel

**I. Call to Order**

The meeting was called to order at 9:00 a.m.

**II. Discussion Regarding 2<sup>nd</sup> Call with Families**

The committee discussed the parent conference call. Calls will likely be divided in parts between primary and secondary grade levels. Additional call to be conducted specific to families of students with special needs. Date and time to be determined at the Superintendent's discretion.

**III. Discussion of End of Year Board Flyer**

Subcommittee board chairs will be reached for a paragraph that details the high-points of their respective subcommittee's activities throughout the year. Flyer anticipated for release in early June.

**IV. Budget and Response to COVID-19**

The budget was discussed briefly; no action required. COVID discussed briefly. The Superintendent provided an update of local impact of disease and shared that we are still waiting on formal recommendations from State agencies.

**V. Future Meeting Dates**

Future meeting dates will be May 8<sup>th</sup> to combine reports provided by subcommittee chairs, May 22 to review the draft of the end of year flyer, and June 5<sup>th</sup> to finalize flyer.

*Board members Finnigan and Sepko left the meeting at approximately 10:15am*

**VI. Adjournment**

The meeting adjourned at 10:30 a.m.