

Suffield Board of Education
Community Engagement & Public Relations Subcommittee
Meeting Minutes
May 8, 2020
Held Remotely

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

I. Call to Order

The meeting was called to order at 9:08 a.m.

II. Discussion of End of Year Board Flyer

- Subcommittee paragraphs for year-end flyer were shared and will be combined into a single Google document for review and editing.
- Template for flyer was reviewed and will be modified to include four blocks of space dedicated to information from each of the Board's subcommittees. Three columns will be created at the bottom of the document to include a "Spotlight" section, a list of future meeting dates, and the names of all board members.
- Spotlight for flyer will detail some of the very generous donations made to the district this year (book drive, Chromebook donation, piano donation, lunch money donation)

III. Adjournment

The meeting adjourned at 9:52 a.m.