

**Suffield Board of Education  
Community Engagement & Public Relations Subcommittee  
Central Office Conference Room  
October 11, 2024  
8:30 am**

**Minutes**

**Present:**

Debra Dudack, Gianna Rossi, Maureen Sattan and Superintendent Matthew Dunbar

**Absent:** Brian Fry and Sam Toskin

Subcommittee chair Debra Dudack called the meeting to order at 8:31 am.

Subcommittee members discussed the following items:

- **Proposed Subcommittee Goals and Areas of Focus for 24/25:** The subcommittee discussed goals for its work that focus on 1) providing guidance on community engagement or public relations initiatives that Superintendent Dunbar requests input on and 2) discussing potential ways to raise awareness in the community about Board of Education work.
- **Review of Common Communication Themes:** The subcommittee discussed common communications themes and potential ways the district could seek further input from stakeholders and the community with regards to current and potential future community engagement and public relations initiatives.
- **Community Mailing:** Superintendent Dunbar presented samples of community mailings that his previous district distributed. The subcommittee discussed potential benefits of distributing similar newsletters and whether other alternatives could achieve the same purpose. The subcommittee plans to revisit this item at its next meeting.
- **Suffield Middle School Building Project:** This item was not discussed due to time constraints.
- **Social Media:** This item was not discussed due to time constraints.
- **Adjournment:** Subcommittee chair Dudack adjourned the meeting at 9:28 am.