

**Suffield Board of Education  
Community Engagement & Public Relations Subcommittee  
Central Office Conference Room  
November 1, 2024  
8:30 am**

**Minutes**

**Present:**

Debra Dudack, Brian Fry (at 8:34 am), Gianna Rossi, Sam Toskin, Maureen Sattan (at 8:42 am) and Superintendent Matthew Dunbar

Subcommittee chair Debra Dudack called the meeting to order at 8:33 am.

Subcommittee members discussed the following items:

- **Review of Subcommittee Goals for 24/25:** The subcommittee reviewed 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.
- **Community Newsletter:** In considering ideas to raise awareness about the work of the Board of Education, the subcommittee revisited the idea of distributing a community newsletter.
- **Potential Board Communications:** The subcommittee also discussed additional options to raise awareness about the work of the Board of Education, which include sharing content in the Suffield Observer and on the district's social media accounts. Members reviewed draft content and a draft calendar for such communications. The subcommittee plans to move forward with preparing content for the Suffield Observer, which can also be shared on the district's social media accounts.
- **Suffield Middle School Building Project:** The subcommittee discussed potential next steps for the middle school building project, which are dependent upon a final report of town facilities from the Permanent Building Commission. The subcommittee will continue to revisit this topic.
- **Adjournment:** Subcommittee chair Dudack adjourned the meeting at 9:31 am.