

**Suffield Board of Education
Community Engagement & Public Relations Subcommittee
Meeting Minutes
October 15, 2018 at 5:30 pm
Central Office Conference Room**

Attendees: Board members Matthew Service, Debra Dudack, Susan Mercik Davis Maureen Sattan, and Jamie Drzyzga, and Interim Superintendent Mark Winzler and Assistant Superintendent Michelle Zawawi

I. Call to Order: 5:34 pm

II. Discussion surrounding the goals, priorities and bounds of the subcommittee

The subcommittee was created to assist in developing a framework for a plan to improve community engagement. Our goal is to support, not run, the communication efforts of the district. The longer-term need for this subcommittee will be assessed in upcoming months.

III. Preliminary discussion of methods to assess the current status of community engagement within the district and identify opportunities for improvement.

The subcommittee can examine the spring results from the Panorama survey, and will consider other avenues for community feedback. Communications with the public will be important during budget season and beyond.

IV. Establish future meeting dates

Subcommittee members' availability will be polled next week.

V. Adjournment

The subcommittee meeting adjourned at 6:28 pm.