

**Regional School District 17  
Board of Education  
Communications Subcommittee Special Meeting Minutes  
February 25, 2020**

A special meeting of the Communications Subcommittee (“CS”) of Regional School District 17 Board of Education was held on February 25, 2020 at 6:05 p.m. at the Haddam-Killingworth Intermediate/Middle School Conference Room.

**Subcommittee Members Present:** Jen Favalora (Chair), Gerry Matthews, Shawna Goldfarb and Kathy Zandi (Arrived 6:30 PM)

**Subcommittee Members Absent:** None

**Guests:** None.

**Call to Order:** The meeting was called to order at 6:05 p.m. by Jen Favalora.

**Agenda Item #2 – Approval of Minutes:** Minutes of January 21, 2020 Special Meeting were approved.

**Agenda Item #3 - Evaluation of Communications Inventory:** The Committee discussed the various means of communication from the Board of Education, the constituencies served, and their effectiveness. The Subcommittee discussed exploring other opportunities including a “What you need to know” section for the website, potential for summaries and updates to be sent by email, and adding subcommittee meeting reminders to BOE Facebook posts.

**Agenda Item #4 - Outline of Communications for Next Quarter:** The Committee laid out plans for the next three articles to be written by committee members with ideas for summer articles on the table for further discussion. A request will be made to Committee Chairs for summaries of their Committee work for future articles.

**Adjournment:** The meeting was adjourned at 6:52 p.m.

**Submitted By:** *Jennifer Favalora*