

**Regional School District 17
Board of Education
Communications Subcommittee Special Meeting Minutes
January 21, 2020**

A special meeting of the Communications Subcommittee (“CS”) of Regional School District 17 Board of Education was held on January 21, 2021 at 6:02 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 6:08 PM)

Subcommittee Members Absent: None

Guests: One.

Call to Order: The meeting was called to order at 6:02 p.m. by Jen Favalora.

Discussion:

1. Minutes of the November 21, 2019 Special Meeting were approved.
2. **Discussion of Communications Plan Draft:** Jen Favalora explained the draft for first steps for the Communications Sub-committee. The committee discussed writing monthly Board Summaries, and writing monthly articles, as well as the various ways to deliver those communications. Next steps were discussed for articles and evaluating Board Communications against objectives.

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

Submitted By: Jennifer Favalora