

**Regional School District 17
Board of Education
Communications Subcommittee Special Meeting Minutes
November 21, 2019**

A special meeting of the Communications Subcommittee of the Regional School District 17 Board of Education was held on November 21, 2019 at 5:30 p.m. in the Central Office Board Room.

Subcommittee Members Present: Gerry Matthews (Chair) and Brenda Buzzi

Subcommittee Members Absent: Kathy Zandi

Guests: 1

Call to Order: The meeting was called to order at 5:30 p.m. by Gerry Matthews.

Discussion:

1. Minutes of October 24, 2019 Special Meeting reviewed and approved by Brenda Buzzi.
2. BoE Handbook final revision was given final review and approved with three minor edits.
3. Need to develop a “Communications Plan” was deferred to the next meeting to allow new BoE members to contribute and new Chairman to participate.

Adjournment: The meeting adjourned at 5:55 p.m.

Submitted by: Gerry Matthews