

**REGIONAL SCHOOL DISTRICT 17
BOARD OF EDUCATION
COMMUNICATIONS SUB-COMMITTEE MEETING**

A meeting of the Communications Subcommittee of Regional School District 17 Board of Education was held on February 23, 2021 at 6:09 p.m. via Google Hangouts Meet Video Conference (Live Stream.)

Members Present: Shawna Goldfarb, Kathy Zandi, and Jen Favalora (Chair)

Subcommittee Members Absent: None.

Guests: None.

Call to Order/Opening of Meeting: The meeting was called to order at 6:09 p.m. by Jen Favalora.

Agenda Item #2 - Approval of Minutes: Minutes of the January 19, 2021 meeting were approved unanimously.

Agenda Item #3 - Review Board Communications Software: Shawna Goldfarb presented two software options to streamline communications for Board and Subcommittee meetings. The Committee discussed the different purposes of using a software rather than Google Drive, including being able to build an agenda with relevant materials linked in, building an agenda identifying actionable items and a document center for easy access for Board members. Kathy Zandi asked that the Board Secretary, Board Chair and Superintendent be able to try out the software to make sure this is an easier process rather than adding more work.

Agenda Item #4 - Discuss Future Communications: This item was tabled until the next meeting.

Adjournment: The meeting was adjourned at 6:30 p.m.

Submitted by: *Jennifer Favalora*