

**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 May 18, 2021 at 6:05 p.m. at Haddam-Killingworth Intermediate/Middle School and via Google Hangouts Meet Video Conference (Live Stream.)

Members Present: Shawna Goldfarb and Jen Favalora (Chair)

Subcommittee Members Absent: Kathy Zandi

Guests: None.

Call to Order/Opening of Meeting: The meeting was called to order at 6:05 p.m. by Jen Favalora.

Agenda Item #2 - Approval of Minutes: Minutes of the February 23, 2021 meeting were approved unanimously.

Agenda Item #3a - Old Business - Review Board Communications Software: Jen Favalora reported the Superintendent's preference to work with Google Docs for Board communications. Shawna Goldfarb suggested possible Google Docs training for Board members to be able to better access shared information.

Agenda Item #3b - Old Business - Future Communications: The Committee discussed the Budget article and the time and resources needed to produce monthly articles.

Agenda Item #4 - Review of 2020 Communications Plan: The Committee reviewed and evaluated the Communications Plan that was written in January 2020. Overall, the Board Summaries were the most consistent and sustainable with a broad reach. The group discussed constituencies that could be better served and the methods that may make those communications effective. Shawna Goldfarb suggested getting Board input on how to better communicate with our communities. The Committee also discussed recommending the BoE Public Comment email remain once Board meetings return to allowing public attendance.

Adjournment: The meeting was adjourned at 6:36 p.m.

Submitted By: Jennifer Favalora