

**Communication Sub Committee  
Meeting Minutes  
December 13, 2019**

Present: Holly J. P. Kopp, Donna Brunette, Shawn Chabot

The Committee met and discussed the following items to include in upcoming posts:

- Construction Update: The building is on schedule and moving forward quickly. Masonry has been slow but additional personnel have been added to speed the process. Interior finishes are underway, and flooring will be laid at the beginning of the year. The technology bid package and furnishings bid package will go out at the beginning of the year.
- Building Committee Minutes: Minutes from August through November need to be posted. Shawn has requested those from Kathy, and we will post as soon as we have received them.
- Holly will ask Mark Conrad to send the November construction budget to Ryan so that can be posted.
- Ryan will post the sustainability article authored by Mark Conrad and Chris Shaw.
- Elisa has provided Ryan with donor event pictures for a posting.
- Donna will provide pictures and a posting about the teacher tours that have been underway at the high school.
- Digital Signage: Post when final design is determined

Next Meeting: January 10, 2020 at 1 pm, District Office