

**SCHOOL BUILDING ADVISORY COMMITTEE
COMMUNICATIONS SUBCOMMITTEE
MEETING AGENDA**

MEETING: School Building Advisory Committee Communications Subcommittee
DATE: November 30, 2023
TIME: 8:30 AM
PLACE: Jordan Conference Room

1. Welcome
2. Review Communications Masterplan directed by CESO that coordinates with the master schedule
 - a. Key messages to be communicated
 - b. Methods for addressing/implementing key messages
 - c. General timing of messaging
 - d. Deliverables CESO needs from our sub-committee and/or Harriman
3. Set up communications structures & determine important components
 - a. Outreach tools: Website, social media, emails, etc.
 - b. Feedback tools: Questions, point of contact
 - c. Consolidation of project data/information
4. Discuss communications support and activities (who is doing what)
5. Public Comment
6. Adjourn