1. **Call to Order**  The Long Term Planning Committee meeting held at Litchfield Intermediate School and via teleconference was called to order at 4:31 p.m. by Joanne Moore.

   Members present: Joanne Moore, Chair, and Tiffany Parkhouse. Also present: Chris Leone, Superintendent, Emily Cole, John Morosani, Alexandrea Papp, Rob DeLayo, Andrew Tita, Jennifer Munson, Christine Lauretano, Kristen Della Volpe, Assistant Superintendent, Craig Robillard, Accounting Manager, and Deanne Marchand, Region 20 Project Manager.

2. **Mission Statement - Discussion**

   Mr. Leone opened by sharing the committee is tasked with creating a vision statement for Region 20 and provided an outline for consideration on the process. During discussion the committee commented it was important to include the students, parents/guardians, and community in the development process of the Mission Statement of Region 20. It was agreed that a Google Survey would be developed and sent to the students, parents/guardians, and community by the week of December 5th to close on December 12th. Survey results would be available to the committee to review in early January to allow for a communication out to the community in late January. Barring an unforeseen issues, the Region 20 Mission Statement could go before the Board of Education in February for approval.

3. **Adjourn**  There being no further business to come before this committee the meeting adjourn 4:52 p.m.

   Respectfully submitted,
   Christine Escobar
   Secretary, pro-tem