

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Communication Committee Meeting**

**Thursday, September 9, 2021**

**6:30 p.m.**

**Physical Location: SAU 1 Board Room**

**Agenda**

**Committee Members:**

- Keira Christian
- Alan Edelkind, Co-Chairperson
- Jim Fredrickson
- Janine Lesser, Co-Chairperson
- Liz Swan

- 1. Call to Order**
- 2. Approve Minutes – August 12, 2021**
- 3. Community Forum task assignment**
- 4. Communication Tree Update**
- 5. Other**
- 6. Adjourn**

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**CONTOOCOOK VALLEY SCHOOL BOARD**

**Communication Committee Meeting**

**Thursday, August 12, 2021**

**6:00 p.m.**

**Physical Location: SAU 1 Board Room**

**Minutes**

**Committee Members:**

- Keira Christian
- Alan Edelkind, Co-Chairperson
- Jim Fredrickson
- Janine Lesser, Co-Chairperson
- Liz Swan

**Present:** Alan Edelkind, Jim Fredrickson, Janine Lesser, Liz Swan, Keira Christian, Dr. Kimberly Saunders

**1. Call to Order**

**Alan Edelkind called the meeting to order at 6:03 p.m.**

**2. Approve Minutes – June 8, 2021**

**Janine Lesser moved to accept the minutes of June 8, 2021. Keira Christian second. Jim Fredrickson abstained. All others in favor. Motion carried.**

**3. Finalize parameters agreed upon at Board meeting, resolve open issues, and set up activity/task schedule needed for first Community Forum**

Janine Lesser referenced a letter to the editor accusing the district of being duplicative. The focus is on the District returning \$1.8M and not \$3.2M. Kimberly Saunders reported having called Gail Cromwell to discuss further today. Tim Theberge has written a response to that Letter to the Editor and submitted it to the Monadnock Ledger Transcript.

Janine Lesser said that the details of the Community Forum need finalization. It would be nice to have a Q & A period. The Community Forum is designed for this purpose; especially with the Reopening Plan coming forward.

Alan Edelkind referenced documents previously shared. Discussion items from school board meetings and an activity list to assign people to specific areas were among them. Should a special, view only event, be considered?

Should we schedule something where Kimberly Saunders can talk about the Reopening Plan from a community standpoint?

Alan Edelkind reported that in Dublin, half of the followers of his Facebook page are parents and the remaining half do not have children in school. They are interested.

Kimberly Saunders said that this is also a good way to communicate about the news blog to get people interested.

Kimberly Saunders suggested holding the first community forum at the end of September. She also suggested next Thursday or Friday to produce a clip on the Reopening Plan.

Alan Edelkind suggested giving it to the Monadnock Ledger Transcript and to also send it out to the towns. Once tonight's presentation on the Reopening Plan is shared, the board can choose to use a snip of that for this purpose. Kimberly agreed to get something out by August 19<sup>th</sup>.

Alan Edelkind said that Tim Theberge will be the Moderator at the first Community Forum. The second half of the forum is open for questions. Should conversation take place about topics the school board has not yet discussed or voted?

Tim Theberge shared an example where an item might be brought up where individual board members might have an opinion but the board has not discussed as a whole. The board could respond by sharing information about how the board operates.

Kimberly Saunders asked how administration will know which answers they should be prepared to respond to?

Alan Edelkind said that a board member might provide a personal response. Tim Theberge said that a follow-up question might be asked by the board to allow a take away of the question.

What is the location of the public forum? Likely the ConVal High School Gymnasium.

Tim Theberge will field the question and he will yield to a specific person to respond.

Alan Edelkind said a list of topics will be sent out to the general populous. The top three or four will be selected. A question about attendance expectations in person or livestream will be asked.

Will childcare be provided? Kimberly Saunders will connect with Heather McKillop to see if it is needed. The Interact Club will be asked to assist.

Providing the most opportunity for people to attend was discussed. Should Zoom be used? For the first forum, Zoom was not suggested.

Alan Edelkind referenced information about determining who is responsible for what.

Determine meeting schedule – Communication Committee will determine (Keira)

Forum Locations – CVHS Gym or LHT

Logistics – Tim Theberge will moderate

Scheduling location – Janine Lesser

Physical Set-Up – Provide Kimberly with a list of what is needed to arrange

Construct Communication to Public and Media – Guilfoil Press Release (Kimberly); provide a bulleted list

Create Survey of topics to be discussed – Liz Swan

Who will determine subject that will be talked about?- Tim Theberge, Communication Committee, Kimberly

Assign people to topics – Tim Theberge will coordinate

Entertain a dry run? – tech walk-through ahead of time

Schedule necessary personnel for livestreaming – Kimberly

Childcare – Kimberly Saunders/Heather McKillop

**Janine Lesser motioned to adjourn at 6:57 p.m. Alan Edelkind second. Unanimous.**

Respectfully submitted,

Brenda Marschok