

**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

Minutes

Committee Members:

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

1. Call to Order

Janine Lesser called the meeting to order at 6:32 p.m.

2. Approve Minutes – August 12, 2021

Alan Edelkind moved to approve the minutes of August 12, 2021. Jim Fredrickson second. Unanimous.

3. Community Forum task assignment

Alan Edelkind said that it was brought up whether this event should still be held because of COVID. Alan suggested asking administration and the COVID Monitoring Team if it should be held. Distancing and masks will be mandatory.

Dr. Kimberly Saunders said that planning could continue and if the positivity rate escalates it can be cancelled.

Alan Edelkind said that Liz Swan produced a mock-up of the survey. Guilfoil has it in their hands. Alan said that was provided was a version for Guilfoil to further work with and fine tune. The Communication Committee nor the board have the ability to distribute the survey. Guilfoil and administration have the ability.

Constructing a communication to go around the survey will be needed when the survey is sent out for completion. This will provide an understanding to the reader about the purpose.

Within the survey, there are eight topics plus one additional blank topic that the survey responder can submit. The top four topics will be selected for this forum.

Presenters on the topics are volunteering to speak on behalf of them. For example, both Jim Fredrickson and Dick Dunning are willing to speak about the budget and small school sustainability. Alan Edelkind spoke about the potential that a topic of strong interest has no one to speak on it. Jim Fredrickson said that if it is a top four, someone will speak on it.

Janine Lesser said that Jim Fredrickson is uniquely positioned to speak on behalf of the budget. On other areas, it may not be suitable for a board member to speak. For example, the Learning Recovery Plan may be better suited to someone to speak on behalf of. The board might speak on why they voted the plan in, but not the details of the plan.

Another example was “protocols if a student tests positive for COVID”.

Once input from the rest of the board comes in on interest in speaking on topics, more can be decided.

When the survey comes back it will be easy to pick the four topics. A zoom meeting of this committee can be scheduled to talk further before the forum.

The communication about the forum should identify what the forum is really about.

Kimberly Saunders said that she is getting ready to have principals send information out to families letting them know that the survey is coming.

Defining how board meeting are designed to run as business meetings and not a back and forth dialogue should be well stated.

The moderator will set the tone for how this meeting will be conducted.

Kimberly Saunders and the committee worked on a statement for inclusion in school newsletters and other school communications about the forum and to anticipate the opportunity to complete the survey soon.

Janine Lesser applauded the work that Alan Edelkind has done relative to the forum. She said that he has thought of every detail.

4. Communication Tree Update

Janine Lesser spoke about finding a consistent communication plan.

Janine further spoke about a form that would be online that would allow people to ask a question.

The routing of the form would have needed determination.

A communication tree would be helpful by directing people where to go with their questions rather than submitting a form.

Alan Edelkind spoke about communication directly with the board.

A communication flow chart was seen as favorable.

5. Other

None.

6. Adjourn

Janine Lesser motioned to adjourn at 7:35 p.m. Alan Edelkind second. Unanimous.

Respectfully submitted,

Brenda Marschok