

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Communication Committee Meeting

**Thursday, February 16, 2023
6:30 p.m.**

Physical Location: SAU 1 Board Room

Agenda

Committee Members:

- Alan Edelkind, Chairperson
- Jim Fredrickson
- Liz Swan

- 1. Call to order**
- 2. Approval minutes of December 15, 2023**
- 3. Review all activities including schedules, presentation progress, logistics needs and progress, etc. that are required for the upcoming Community Forum on March 6th**
- 4. Adjourn**

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**Thursday, December 15, 2022
6:00 p.m.**

Physical Location: SAU 1 Board Room

Minutes

Committee Members:

- Alan Edelkind, Chairperson
- Jim Fredrickson
- Michael Hoyt
- Liz Swan

Present: Alan Edelkind, Liz Swan, Janine Lesser

1. Call to order

Alan Edelkind called the meeting to order at 6:05 p.m.

2. Approval minutes of November 17, 2022

The minutes of November 17, 2022 were approved.

3. Upcoming community forum

a. Scheduling -

- After Deliberative Session (2/7) and prior to vote (3/15) – not on a Thursday. Monday, February 20, 2023 was the date selected for the Community Forum.
- 6-8 PM
- 8-8:30 Meet and Greet
- Lucy Hurlin Theater

b. Presentations - Budget only (4 presentations)

- 1) Budget process and 2022 final tax bills – Jim
Jim Fredrickson won't be in town; Katherine Heck was suggested. Alan Edelkind suggested sharing the process for budget development without the numbers. There are local, state, and federal guidelines. The ramifications of a default budget might be shared.
- 2) Proposed budget and warrant articles - Katherine Heck
- 3) Administration budget process – Kimberly Saunders
- 4) Budget basics – Liz Swan
Having someone explain budget basics who does not have a great strength in budgeting was suggested so that it would present at a level that would be at a moderate, understandable level.
Janine Lesser said that sharing that teachers and administrators are leaving the field and why might be touched on. State funding goes down every year to the tune of millions. It is a small percentage of the budget that is available to work with; roughly 8%. All while meeting state and federal laws while supporting student achievement.
Liz Swan said that she could put something together and do a dry run with the committee.

Alan Edelkind shared that Jim Fredrickson asked that the remodeling project be brought up at the forum. Alan said that he disagreed for the forum; it should stick to budget.

c. Format –

- Same as prior four forums – Presentation-Q/A
- Since all topics will be on the budget should we hold off questions until after last presentation?

Liz Swan said that people will need a chance to speak along the way and not wait until the end.

Alan Edelkind suggested breaking the presentations into two parts with a Q&A after each one.

The committee was favorable to that option.

- In-house and on-line, two moderators. Alternate Q/A's (in-house and on-line)

Liz Swan suggested another graphic to provide guidelines on how to submit questions.

d. Other

Renovation - This is separate from the budget conversation? It will be a bond. We are signing a contract for the architectural plans. Is it relevant to this budget cycle? No.

4. Consolidation/reconfiguration

a. Strategic plan approved.

- Should we communicate on process only or hold off until after the budget?

To be transparent, should the road that is being followed be shared now?

Alan Edelkind said that he thought something should be shared.

Janine Lesser said that it is premature; the board has to come together. Firms are being sought, getting the RFP out is needed. There is so much before we are prepared to communicate it.

Alan Edelkind said that after the board is in place, the RFI goes out and will be followed by an RFP.

Janine Lesser said that she would like to hear from the board about the RFI and what they have to say about all of it. Alan agreed that the board needs to be engaged and understand the whole process.

Liz Swan said that conversations need to be started. The board needs to be the buffers and speak to the communities that will have the greatest impact.

Alan said that a committee will need to be formed. Communication to the communities is the most important.

The Articles of Agreement need consideration.

5. Upcoming articles

- a. Board goals - no time or author determined
- b. Budget – Jim Fredrickson, no time determined
- c. School safety audit- administration, no time determined
- d. Why choose a public school- Liz Swan, no time determined.
- e. Monthly article on school board activities.

6. Other

None.

Liz Swan motioned to adjourn at 6:46 p.m. Alan Edelkind seconded. Unanimous.

Respectfully submitted,

Brenda Marschok