



## Return to School Communication Committee

Kady Gould, HT Principal - Co-Chair  
 Josh Farr, Adult Education Director - Co-Chair

<p>Elissa Tracey, Board Member - absent        Nick Bucci, Teacher        Kristin Lorbeski, Teacher        Andrea Cram, Teacher        Patrick Colwell, Teacher        Heather Gilbert, Teacher</p>	<p>Alison Nichols, Ed Tech        Amy Cole, School Counselor        Beth Newman, Social Worker - absent        Michael Johnson, IT        Sarah Hubert Adkins, P Parent        Hilary Belanger, P Parent</p>
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Date of Meeting	June 24, 2020 9:00 am
Note Taker	Josh Farr
Meeting Notes/ Agenda	<p>Start time: 9:05 am</p> <ol style="list-style-type: none"> <li>I. Welcome Committee Members!</li> <li>II. Attendance</li> <li>III. Shared <b>PURPOSE</b> for communication committee: <i>Create and distribute various communications throughout this process to keep stakeholders informed and educated as appropriate.</i></li> <li>IV. How to <b>ORGANIZE</b> our work (3 options listed):       <ol style="list-style-type: none"> <li>A. By <b>media platform? stakeholder groups? reopening committee groups?</b></li> <li>B. Currently have a district most recent news "COVID" page that includes up to date news, this is linked from each school website           <ol style="list-style-type: none"> <li>1. Need to consider how static information and resources are kept available online</li> </ol> </li> <li>C. Establish priority of communication to determine the frequency with which information goes to various stakeholders: <i>what needs to be shared now and what can be shared in a weekly email, post, or on the website?</i></li> <li>D. Generally agreed that multiple mechanisms will continue to be needed for communication           <ol style="list-style-type: none"> <li>1. Continue to use "Thrill Share"</li> <li>2. Use of brief videos was seen as very effective</li> </ol> </li> </ol> </li> <li>V. Liaison to other Committees outlined       <ol style="list-style-type: none"> <li>A. Nick - Technology</li> <li>B. Kristin - Instruction</li> <li>C. Amelia - Food Service</li> <li>D. Andrea - Resources</li> <li>E. Sarah - Transportation</li> <li>F. Alison - Facilities</li> </ol> </li> </ol>

	<p>VI. Survey <b>FEEDBACK</b> - What worked? What needs improvement?  A. There is a huge amount of information to look through, we reviewed some and we will continue to discuss further review.</p> <p>VII. <b>TIMELINE</b>: Stakeholder should have communications at least two (2) weeks prior to start of school (based on FIS model); this is August 7th*</p> <p>End time: 10:08 am</p>
Key points	<p><b>PURPOSE</b> for communication committee: <i>Create and distribute various communications throughout this process to keep stakeholders informed and educated as appropriate.</i></p> <p><u>Discussion: How to <b>ORGANIZE</b> our work:</u></p> <ul style="list-style-type: none"> <li>● Important that we (district) continues to be as consistent as possible on communication and this group should attend to how this happens</li> <li>● Much of our work will be influenced by what other committees decide and need, we will need to be paying attention!</li> </ul> <p><u>Liaison Assignments</u></p> <ul style="list-style-type: none"> <li>● Assigned liaison to each of the other committees to 1) read the meeting notes consistently, 2) make a regular connection with a member of that committee to learn information, and 3) report back to this committee.</li> </ul> <p><u>Survey Feedback</u>: There is a huge amount of information to look through, we reviewed some and we will continue to discuss further review.</p> <ul style="list-style-type: none"> <li>● Andrea will review GRMS survey results</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>● Our Chairs to communicate with other committees the expectations and assignment of liaisons.</li> <li>● Group to meet weekly beginning July 8th at 9am on Wednesdays.</li> </ul>

Core Instruction    Operations    Transportation    Facilities    Food Service    Resources    Communications    Athletics

**Next Meeting Date: Every Wednesday 9:00am**  
**No meeting week of 6/29**  
**July 8, 2020**