

Return to School Communication Committee

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

Elissa Tracey, Board Member - absent Nick Bucci, Teacher Kristin Lorbeski, Teacher Andrea Cram, Teacher Patrick Colwell, Teacher Heather Gilbert, Teacher 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

Date of Meeting	June 24, 2020 9:00 am
Note Taker	Josh Farr
Meeting Notes/ Agenda	Start time: 9:05 am
	I. Welcome Committee Members!
	II. Attendance
	III. Shared PURPOSE for communication committee: Create and distribute various communications throughout this process to keep stakeholders informed and educated as appropriate.
	IV. How to ORGANIZE our work (3 options listed): A. By media platform?stakeholder groups? reopening committee groups? B. Currently have a district most recent news "COVID" page that includes up to date news, this is linked from each school website 1. Need to consider how static information and resources are kept available online C. Establish priority of communication to determine the frequency with which information goes to various stakeholders: what needs to be shared now and what can be shared in a weekly email, post, or on the website? D. Generally agreed that multiple mechanisms will continue to be needed for communication 1. Continue to use "Thrill Share" 2. Use of brief videos was seen as very effective V. Liaison to other Committees outlined A. Nick - Technology B. Kristin - Instruction C. Amelia - Food Service D. Andrea - Resources E. Sarah - Transportation F. Alison - Facilities

	VI. Survey FEEDBACK - 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.
	VII. TIMELINE : Stakeholder should have communications at least two (2) weeks prior to start of school (based on FIS model); this is August 7th*
	End time: 10:08 am
Key points	PURPOSE for communication committee: Create and distribute various communications throughout this process to keep stakeholders informed and educated as appropriate.
	 Discussion: How to ORGANIZE our work: Important that we (district) continues to be as consistent as possible on communication and this group should attend to how this happens Much of our work will be influenced by what other committees decide and need, we will need to be paying attention!
	 Liaison Assignments 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.
	Survey Feedback: There is a huge amount of information to look through, we reviewed some and we will continue to discuss further review. • Andrea will review GRMS survey results
Next Steps	 Our Chairs to communicate with other committees the expectations and assignment of liaisons. Group to meet weekly beginning July 8th at 9am on Wednesdays.
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Next Meeting Date: Every Wednesday 9:00am No meeting week of 6/29 July 8, 2020