

**Contoocook Valley School District
School Board Communications Committee
Meeting
6:30 p.m., November 8, 2005**

Minutes

Attendance

Board: Gail Cromwell, Nan Fornal, Craig Hicks, Joe MacGregor, Bill McKinnon, Tom Welden
Staff: Marian Alese, Paul Bartolomucci, Keith Burke, Linda Potter

1. Board attendance at school events

There has been an ongoing discussion of how to get the word out to board members of events at the schools in the district. Given the number of meetings of the board every month, there has also been some interest in having a signup list so that individual board members can plan on attending school events based on whether other board members plan to attend particular events. The goal is to cover as many events as possible without duplication of effort.

The frequent lack of accessibility to the district's Monthly Events calendar (via the link on the home page, conval.edu) was cited as a problem. The administration will look into this. Joe MacGregor said that board members will continue to get a printed copy of the monthly events calendar with board meeting agendas.

2. Board communication with its various constituencies

a. Several board members said they receive positive feedback about the board newsletter. Communications committee will continue to produce the newsletter. The group discussed ways in which we could gauge readership of the newsletter, perhaps by having a contest.

Paul mentioned that SAU 29 (Keene school district) publishes a newspaper insert in the *Keene Sentinel* four times a year. Joe suggested we ask the local newspapers about the possibility of our doing occasional inserts in lieu of the newsletter. Nan will approach the papers about this.

Nan offered to write news releases, especially for meetings that aren't attended by the press. She asked for committee chairs to provide input on matters they would like to see communicated to the public.

b. With regard to communicating with staff, Bill MacKinnon noted that policy requires that the board communicate with staff through the superintendent. Paul Bartolomucci suggested that we ask Beth San Martino, the teacher representative to the school board, how she communicates with staff and how staff communicates with her. Nan Fornal will talk with Beth about this to make sure that staff knows they can communicate with the board through her.

Tom Welden asked if there is regular communication from the SAU office with the staff. Keith Burke responded that any communication for staff goes through the principals at weekly meetings. Marian Alese noted that the SAU office also produces a newsletter for staff. Paul said there is a lot of informal communication with staff, via classroom visits, curriculum work, etc.

c. Tom said that a number of towns in the district have newsletters, and that it would be good for members of the board to have prewritten copy to submit.

3. Public relations efforts around the budget process

There was a brief discussion about presenting the budget to the public. Craig Hicks talked about the budget process calendar.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

NAN FORNAL
chair, communications committee
11/14/05