

Meeting Minutes: Communications, Engagement and Advocacy (CEA) Committee **Date/Time:** Tuesday, August 17, 2021

Location: Board room **Start:** 7:32 a.m. **End:** 8:47 a.m.

Committee Members Present: Nikkie Gullickson - Chair, Rebecca Knutson, Seth Holden, Tracie Newman, Jennifer Benson

Administrators/Staff Members Present: Rupak Gandhi, AnnMarie Campbell **Recorder:** Betsy Beaton

Agenda Item	Discussion – Conclusion	Recommendations or Actions
Minutes	The minutes of the June 15 minutes were reviewed.	The minutes were approved and will be posted on the Board section of the public website.
Town Hall Meetings	Town Hall meetings have been scheduled for the 2021-22 school year. Discussion was held on Board member assignments to the meetings. September’s possible discussion topics were discussed, noting Tasks Forces for 2021-22 or Negotiations as topics to present. Due to the State of the Schools Address and Public Focus group on January 17, 2022, the January Town Hall may not be held. Consensus was reached for Rebecca Knutson to be at the September Town Hall.	Rebecca Knutson will attend the September Town Hall meeting. Future assignments and topics will be discussed at the September CEA meeting.
2021-22 Work Plan	<p>Mrs. Campbell shared the previously discussed work plan; the updated plan is attached.</p> <p>Discussion occurred on communications efforts with the community by the School Board. Mrs. Gullickson shared sentiments of having two-way dialogue with the public. Ms. Knutson shared sentiments about the overwhelming number of emails received recently and how to acknowledge receipt. Mrs. Campbell explained that there is an automated response that appears after an email is sent from the ‘Contact All School Board Members Form’ on the Board of Education web page. Board members are also able to set up an auto-reply (out of office reply) showing a receipt of a message in their email.</p> <p>Dr. Gandhi spoke about communicating the why behind board decisions. During the 2020-21 school year, Board columns were an avenue for communicating Board decisions in the District newsletters.</p>	<p>Mrs. Campbell will work with Rebecca Knutson to update the automated response received after sending an email to the ‘Contact All School Board Members Form’ when filling out the form on the web site.</p> <p>Rebecca Knutson will write a welcome back letter and explanation of COVID-19 mitigation efforts for the first edition of the 2021-22 newsletters. FEA President Kim Belgarde and Ms. Knutson will collaborate to write an article regarding negotiations for the second edition of the 2021-22 newsletters.</p> <p>Vice President Nelson will write articles about Board decisions in future newsletters. Rebecca will discuss this with Ms. Nelson.</p>
Next Meeting	The next meeting is scheduled for Friday, September 17 at 7:30 a.m.	Committee to meet on the third Tuesday of the month for the 2021-22 school year, except September, due to the Board planning session held on Tuesday, September 21.