Concord School Board
City and Community Relations Committee
July 24, 2019

Committee members present: Liza Poinier, Chair, Danielle Smith, Barb Higgins
Committee member absent: Pam Wicks
Other Board members present: Tom Croteau, Jennifer Patterson
Administration: Superintendent Forsten, Superintendent

Liza Poinier called the meeting to order at 5:30 p.m. and appointed Jennifer Patterson and Tom Croteau as temporary members. The following agenda items were discussed.

**Stable building**

The Abbot-Downing Historical Society would like to use the “stable building” to develop a museum for its Concord Coach collection in a partnership. Concerns were expressed about funding, parking (including access for buses and handicap accessibility) and traffic. The committee discussed the organization of the parking lot, the need for an engineering study and whether there is flexibility in parking. Committee members asked whether the lot is fully utilized for senior parking. The committee will discuss an update from the city’s perspective in September.

**Memorial Field**

The committee considered an offer of support to the city given its request that the District take some responsibility for Memorial Field. Barb Higgins addressed the District’s use of the fields, and the city’s use of District buildings. She asked whether these uses balance each other out. The committee discussed providing an estimate about the District’s use of Memorial Field and whether to make a contribution to upkeep. They discussed making a study of costs and staff, and establishing the District’s timeframe for the fields (from April to June and August to November). There was a discussion of the intended use of turf by Concord High School, the District’s practice schedule, the cost of ADA compliance, and fundraising for bleacher replacement.

**Parent – Student Handbook**

The committee discussed whether students and parents need to sign off on receipt of the handbook; whether signatures would be required of middle and high school students. They discussed how to make a usable (printable) version of the handbook for students, and how to gain assurance that the handbooks are being used. A suggestion was made to create an online survey to assess user input.
Brochure

The committee discussed essential elements of the brochure: size and layout, photography, color scheme, shorter/more concise text, “info graphics,” quotes from students, photos of students and teachers, and a checklist for registration readiness. Committee members also discussed whether to consolidate and tighten the sections on CSD’s elementary schools, to highlight each school’s unique elements and locations. It was suggested that the online registration, map, and information about the School Board be removed.

The committee voted 5-0 to adjourn (motioned by Ms. Higgins, seconded by Danielle Smith).

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Liza Poinier, Chair
Terri Forsten, Recorder