

**Colebrook School Board  
Building Expansion Committee  
Minutes  
November 29 2022  
5:30 pm  
Colebrook School Library**

**1. Welcome and Introduction of Guests**

Chairman Falconer called the meeting to order at 5:30 pm.

**2. Review and Approval of Minutes**

- a. The minutes of September 13, 2022 and October 19, 2022 were reviewed and approved.

**3. Building Aid Update**

- a. The building aid application process of ranking and points were presented by the Lavalle team, clearly indicating that we were ranked # 2.
- b. Debra reported that we had received the DOE approval through a preliminary letter and the final DOE commitment letter was expected in December.

**4. Communication and Messaging**

- a. A communication subcommittee had formed including the following individuals from the building committee: Mary Jolles, Jenny Keazer, Ron Patterson, Kim Wheelock and Debra Taylor. The group discussed plans to expand the group to include more Colebrook parents and community members.
- b. The committee will meet every one to two weeks with Anne and or Lance to discuss outreach events, publications, mailings and messaging.
- c. The Committee reviewed an outline for the presentation on December 1. Anne, Ron, Mary and Jenny are presenters.
- d. The PTO has reached out and would like to plan an event for parents in January.
- e. The committee discussed that one to one discussion was the most effective method to communicate information about the project.

**5. Next Steps**

- **Community Engagement plans continue**
- **Future Event: December 1 Public Forum on Building Expansion Project at Colebrook School Cafeteria at 6:00 pm. Please plan to attend.**

**6. Adjournment**

- a. **The meeting adjourned at 6:30 pm.**