From Matt Jenkins <matthew.jenkins@bvsd.org>
Subject **Communications Liaison Intro**
To Christopher Basten <christopher.basten@bvsd.org>
Date August 25, 2026 11:28:23 AM MDT

Dear Chris,

I wanted to personally reach out to you after this morning's meeting and ensure that you have my contact information.

I will be the communications liaison for the schools involved in the High Peaks / Community Montessori / BCSIS Branch and you are welcome to reach out to me via my cell phone (call or text), email or Google Chat:

Cell Phone [redacted]
Email Address matthew.jenkins@bvsd.org

As Randy mentioned in the meeting, the goal of the communications liaisons is to provide you with a direct contact that you can connect with anytime regarding:

- Communications consultation
- Drafting of communications materials
- Helping to find answers to questions that need to be addressed
- Clearing obstacles/ red tape

We are here to help.

Earlier this week Randy shared folders with Communications materials with each principal (let us know if you didn't get it), which include:

- School-specific letter in English: 2026-08-25 Resilient Schools - SCHOOL LETTER - **SCHOOL NAME** (sent by BVSD Communications)
- School-specific letter in Spanish: SPANISH Copy of 2026-08-25 Resilient Schools - SCHOOL LETTER - **SCHOOL NAME** (sent by BVSD Communications)
- Sample letter for your email to the community (specific to your situation: closure, relocation, reconfiguration, etc.)
- Talking Points: for you and your office staff when talking to people, answering phones
- One Sheet: Flyer to be printed and placed in office, shared with parents or staff during in-person meetings.

Hopefully your ED shared the waterfall for communication:

- When the Board meeting ends: Communications sends districtwide message from Superintendent Anderson (blanket message) to All Parents and All Staff
- About a half hour later Communications will send the school-specific letters
- This evening, after you receive the school-specific letter you may send your message to your school community.

I look forward to working with you!

Matt

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Matt Jenkins
Communications Manager
Community Schools
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