

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Communication Committee Meeting

Tuesday, October 24, 2017

6:30 p.m.

SAU #1

MINUTES

Committee Members:

- Stephan Morrissey, Chair (ATC Committee Rep)
- Jim Fredrickson (B&P Committee Rep)
- Kristen Reilly (Strategic Plan Committee Rep)
- Bernd Foecking (Education Committee Rep)
- Niki McGettigan

Present: Stephan Morrissey, Jim Fredrickson, Bernd Foecking, Kristen Reilly (6:35), Myron Steere, Niki McGettigan, Kimberly Saunders, Janine Lesser

1. Call to order

Stephan Morrissey called the meeting to order at 6:30 p.m.

2. Accept Minutes – September 26, 2017

Jim Fredrickson moved to accept the minutes of September 26, 2017. Bernd Foecking second.
Unanimous.

3. Communications Plan Review

Janine Lesser shared a site, Trello, that is a project management tool. It creates a board that tasks can be created. Cards can be created from there. A task for each of the stakeholders that is desired to be reached can be created. For example, "Public Forums" might be the card header. Within that, all elementary schools could be detailed. PTO's, Town Meetings, Board Meetings etc. can be detailed. Comments can be added. Emails can be generated from the board. People can be invited so the work is a collaboration. The calendar function will allow a due date to be set.

Why is this better than Google? Google cannot do what this will for this committees purposes. Whoever creates the board becomes the administrator. Others can be invited into the board.

An early release on the topic of the budget was suggested as a press release.

Bernd Foecking suggested creating a broad list of areas that they want to publish.

Janine Lesser suggested that this committee meet on Monday, October 30th to look at Trello further. Further discussion took place about how this application could be utilized to get communication out on various topics. I.e. committee reports, high school labs, budget, sports, etc. A Communications Sub-Committee work session was scheduled for Monday, October 30th at 5:30 p.m. at the SAU Office. The Communication Plan will be worked on to create a final form.

4. New Business

None.

Kristen Reilly motioned to adjourn at 7:03 p.m. Bernd Foecking second. Unanimous.

Respectfully submitted,

Brenda Marschok