

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Communication Committee Meeting

Monday, October 30, 2017

5:30 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, Kristen Reilly, Niki McGettigan, Bernd Foecking, Janine Lesser, Myron Steere

1. Call to order

Stephan Morrissey called the meeting to order at 5:33 p.m.

2. Preview Trello

Trello is a project management software that the committee is investigated for use with organizing the work of the committee and the communications aimed for. Janine Lesser reported that committee members will have to sign up for Trello. Then, they can be invited into the group to collaborate.

Niki McGettigan walked the committee through the software.

If Google Drive is enabled and Twitter it comes into Trello, there is a limit to what can be “powered up”; otherwise there is a cost.

Discussion took place about the best way to organize the information on the cards and within the program. Press Releases should go through the Superintendent before being sent out. Jim Fredrickson prepared a release of information on the proposed 2018/2019 budget and shared it.

Stephan Morrissey moved the press release on to Kimberly. Kristen Reilly second.

A video demo on *Getting Started with Trello* was shared. Niki reported that she has done some research on training modules that she will share them with this committee.

3. Other

Discussion took place about the Manufacturing Night that took place last week.

Further discussion took place about the dropout rate at CVHS. Discussion also took place about the literacy rate of our graduates.

Committee members will have to join Trello, view the tutorials, and develop ways to organize.

Niki McGettigan will invite members to the various boards; they are sample boards for members to play with and get used to the capabilities.

Meeting adjourned at 6:34 p.m.

Respectfully submitted,

Brenda Marschok