

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Communication Committee Meeting**

**Tuesday, November 28, 2017**

**6:30 p.m.**

**SAU #1**

**AGENDA**

**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

- 1. Call to order**
- 2. Accept minutes of October 24, 2017**
- 3. Accept minutes of October 30, 2017**
- 4. Trello**
- 5. Communication schedule-budget**
- 6. Other**

**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 30<sup>th</sup> 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 30<sup>th</sup> 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

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