

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Communication Committee Meeting**

**Tuesday, August 28, 2018**

**7:00 p.m.**

**SAU #1**

**AGENDA**

**Committee Members:**

- Niki McGettigan, Chair
- Rich Cahoon
- James Fredrickson
- Stephan Morrissey
- Janine Lesser
- Kristen Reilly

1. **Call to order**
2. **Accept minutes of June 26, 2018**
3. **Plan the roll out of “Reimagining ConVal” ( model(s)) / SB Communication’s Committee Role**
4. **Assign tasks and deadlines / check in’s**
5. **Set next meeting time? Do we need additional meetings considering warrant?**
6. **Other**

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**Tuesday, June 26, 2018**

**7:00 p.m.**

**SAU #1**

**Minutes**

**Committee Members:**

- Niki McGettigan, Chair
- Rich Cahoon
- James Fredrickson
- Stephan Morrissey
- Janine Lesser
- Kristen Reilly

**Present:** Niki McGettigan, James Fredrickson, Stephan Morrissey, Janine Lesser, Kristen Reilly, Cari Christian-Coates, Myron Steere

**1. Call to order**

**Niki McGettigan called the meeting to order at 7:04 p.m.**

**2. Accept minutes of May 22, 2018**

**Stephan Morrissey motioned to accept the minutes of May 22, 2018. Jim Fredrickson second. Unanimous.**

**3. Review, discuss, and determine which mode fits best for which content based on earlier presentations. MLT, website/social media online/other.**

Niki McGettigan distributed a document titled "Working Draft/Work to do at meeting" as well as "CV School Board Communications Committee Assignment Calendar". Niki asked that the worksheet get populated tonight with assignments and due dates.

Niki said that she will be meeting on Tuesday with Monadnock Ledger-Transcript about reimagining the ConVal School District for the 21<sup>st</sup> Century. Communications would hit in August and beyond. Discussion took place about the timeline to place something on the warrant for vote related to consolidation or reconfiguration.

Do we want a weekly short piece in the local paper? It could be bragging, meeting reminders, informational; like price change for meals etc.

One person could share bragging items of what is taking place in schools, another could be budgetary, another could be class size etc. The advantage is that it can also be placed on the website.

A weekly spot will be asked.

Sharing information that is available through links to the Strategic Plan and other important documents was suggested.

Niki said that "Completed and Published" on the Team Drive for Communications contains information, including the Temple Newsletter.

Should this committee be doing a quarterly or twice-yearly mailing from the School Board?

Stephan Morrissey suggested enlisting students through a related course at the high school for this work. Niki will investigate.

Online presence – we need to sharpen up the board web pages.

Using a current server or the need for a separate server will be investigated.

Using current communications; Facebook, other publishing, webpages etc. should be utilized.

Looking at the Working Draft schedule by month, Budget might produce four key communications for the public: August, October, December, and February were confirmed.

Cari Christian-Coates suggested that goal setting be part of the Budget communication since goals drive the work and the budget. (Janine Lesser, Dick Dunning, and Bob Edwards will read for content on the CVHS project)

Negotiations – July (Jim Fredrickson, Myron Steere, Linda Quintanilha, and Kimberly Saunders will read)

Restructuring – August through February plus forums, websites, surveys etc.

**4. Finalize the list of what content needs to be communicated. Sketch out a year-long planning chart. Pencil in possible writers. Assign those needing deadlines for Aug, Sept, Oct. (cross check strategic plan schedule, science lab schedule, budget etc.)**

July – Sports Fees (Niki will ask Gib, John Reitnauer, and Linda Quintanilha to read)

August – Budget (2017/2018 year end summary, trust funds, 18/19 reminder, 2019 start) (August 10<sup>th</sup>)

August – NCC (Stephan Morrissey writes; Janine Lesser, Kimberly Saunders, and ATC Director or Michelle Voto will read)

August – Meal prices and FRL (Kristen Reilly will write; Mindy Ryan, Linda Quintanilha will read)

August – ATC (Stephan Morrissey writes)

September – Science Lab Part 1 and Part 2; (Jim Fredrickson writes; same readers)

September – ATC; college credits, welcome new director

**5. Review immediate assignments. Share background work that is happening. Plan July meeting. (Online writing checks vs. mtg.)**

**6. Other**

**Stephan Morrissey motioned to adjourn at 8:11 p.m. Jim Fredrickson second. Unanimous.**

Respectfully submitted,

Brenda Marschok