

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Communication Committee Meeting

SAU #1 Board Room

**Tuesday, December 11, 2018
7:00 p.m.**

AGENDA

Committee Members:

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

- 1. Call to order**
- 2. Accept minutes of November 13, 2018**
- 3. Review and revise assignments**
 - White Paper by Jim Fredrickson and Warrant by Stephan Morrissey
 - Prepare to Publish? Website? Handout?
- 4. Assign new communication pieces needed to support 2019-20 budget, district meeting, etc.**
- 5. Choose a date for a Google Docs work session so we can become more collaborative with writing remotely. (Or determine a method that we can practice to become more efficient/ Trello was a no go but Google Drive creating some challenges too, Ideas?)**
- 6. Discuss how we want to proceed in creating smart goal for developing our board communication plan. Possible February draft deadline?**
- 7. Other**

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7:00 p.m.**

Minutes

Committee Members:

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

Present: Niki McGettigan, Rich Cahoon (7:20 p.m.), Dr. Ann Forrest, Myron Steere

1. Call to order

The meeting was called to order at 7:01 p.m.

2. Accept minutes of October 15, 2018

Passed over.

3. Review assignments

Discussion took place about communication work underway.

4. Work session (partial committee)

-read, revise, rework, and prepare for publishing

A review of a document titled "Your Tax Bill and the ConVal School Budget" took place. It is meant to be an informative explanation of how tax bills are arrived at. The focus was to bring the reader in and uncomplicated how tax bills are arrived at. Simple and more concise.

5. Assign new research and work for next meeting

"Your Tax Bill and the ConVal School Budget" will continue to be reviewed.

6. Other

None.

Niki motioned to adjourn at 8:01 p.m. Rich Cahoon second. Unanimous.

Respectfully submitted,

Brenda Marschok