

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Communication Committee Meeting**

**SAU #1 Board Room**

**Tuesday, January 15, 2019**

**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 December 11, 2018**
- 3. *Working meeting - Please come with computers***
- 4. Review current assignments**
  - Jim's "Budget / Tax" White Paper
- 5. New Assignments:**
  - ***\*Prepare/review an intro/ summary for MLT and Villager etc. to direct to Website.***
  - Get published on website
  - ***\*Decide on pieces for publication for pamphlets and handouts.***
  - Create handout/pamphlet asap
  - ***\*Decide on distribution of materials. Distribute.***  
(\*star indicates will take place at meeting)
- 6. Schedule smaller group special additional work sessions to complete tasks**
- 7. Review next steps**

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

**Minutes**

**Committee Members:**

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

**Present:** Rich Cahoon, James Fredrickson, Janine Lesser, Kristen Reilly, Kimberly Saunders, Myron Steere, Pierce Rigrod, Brian Grattan

**1. Call to order**

**Janine Lesser called the meeting to order 7:07 p.m.**

**2. Accept minutes of November 13, 2018**

**Kristen Reilly moved to accept the minutes of November 13, 2018. Jim Fredrickson second. Janine Lesser and Jim Fredrickson abstained. All others in favor. Motion carried.**

**3. Review and revise assignments**

- White Paper by Jim Fredrickson and Warrant by Stephan Morrissey

Jim Fredrickson reported that he worked on the White Paper today. He will share it for committee review for their input. It includes an introduction, budget discussion, and tax impact explanation. Next steps will be working to upload this onto the ConVal website after review. Part 4 and 5, if incorporated, would consist of what the make-up of the proposed budget is and what is contained within the default as well as what would go away if a default occurred.

A series of articles should be communicated so there is an expectation of information.

- Prepare to Publish? Website? Handout?

Discussion took place about the timeline to rollout the communication of this information. Getting information out now with a hard rollout during the first week in January was suggested. Uploading to the website could begin in December.

Rich Cahoon suggested that *The Villager* be connected with to publish as well.

A mailer was suggested as well. It may be a better use of time and dollars.

Who will write part four and part five? Janine Lesser, Kristen Reilly, and Kimberly Saunders agreed to meet to write information up.

Asking towns to put a link that redirects to the ConVal budget page was suggested. Having it available at Deliberative Session was also suggested.

- Stephan's Warrant Article

If you are going to put specific town names for school closure in the warrant it is recommended to also include dates that it would be implemented.

**4. Assign new communication pieces needed to support 2019-20 budget, district meeting, etc.**  
Discussed under agenda item 3.

- 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?)**

Is there an interest in a Google tutorial? There was not an overwhelming response.

Other points to communicate – Nashua Community College, science labs, and major accomplishments. It was an important year and we should share the work and accomplishments that have been done. The work done to tackle the funding of education is also underway.

Explaining capital improvement was suggested. Janine Lesser said that there is always an explanation of the warrant articles and what it is for and why it is important.

Discussion took place about recent school designation information. Scheduling a communication on this topic is important. A forum in Antrim was suggested. Information on the website is important as well. A Press Release was suggested to provide at Tuesday's meeting. Distribution of whatever the measure is by school was requested.

- 6. Discuss how we want to proceed in creating smart goal for developing our board communication plan. Possible February draft deadline?**

Passed over.

- 7. Other**

None.

**Rich Cahoon motioned to adjourn at 8:14 p.m. Jim Fredrickson second. Unanimous.**

Respectfully submitted,

Brenda Marschok