

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Communication Committee Meeting**

**SAU #1 Board Room**

**Monday, February 18, 2019**

(Rescheduled from Tues., February 12, 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 January 15, 2019**

**3. *Working meeting - Please come with computers***

- Map out communication plan for the month prior to March 12<sup>th</sup> vote

**4. New assignments**

- List topics for communication and assign content writing to committee members with deadlines
- Determine teams of readers and checkers
- Decide on pieces for publication for pamphlets and handouts as applicable
- Assign- Create handout/pamphlet distribution
- Prepare/review an intro summary for newspaper and website

**5. Schedule smaller group special additional work sessions to complete tasks**

**6. Review assignments, deadlines, and next steps**

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**Communication Committee Meeting**

**SAU #1 Board Room**

**Tuesday, January 15, 2019**

**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, James Fredrickson, Stephan Morrissey, Janine Lesser, Kristen Reilly, Kimberly Saunders, Myron Steere

**1. Call to order**

**Niki McGettigan called the meeting to order at 7:20 p.m.**

**2. Accept minutes of December 11, 2018**

**Rich Cahoon moved to accept the minutes of December 11, 2018. Kristen Reilly second. Stephan Morrissey and Niki McGettigan abstained. All else in favor. Motion carried.**

**3. *Working meeting - Please come with computers***

Work on communications was conducted during the meeting.

**4. Review current assignments**

- Jim's "Budget / Tax" White Paper

The main assignment tonight is to look at Jim's "white paper".

Creating a PowerPoint and a flipbook from this information was discussed.

Helping people who don't understand the budget process is the goal.

Boiling it down to identify the message we want the public to hear is needed. The white paper is a reference document.

The flip book could be accessed easily and flipped through.

When reviewing the white paper, what flows well and what does not?

On page 16 – last paragraph.....the period of years; eight, five, or ten makes a difference in the story being told.

Discussion took place about breaking down the document into small releases to release it. It is more readable.

Publishing the default piece sooner than later was suggested.

Putting out information on the proposed budget and what the default will be, should it not pass, could be the introduction. Deliberative session would follow.

Further discussion took place about the cuts for the default.

Quest, Summer Adventures, Summer Academy, 5<sup>th</sup> Block, Cornucopia, Arts Integration and NNDI were defined and explained.

Singling out the operating budget, bussing, and CVEA should be broken out in terms of the impact on property taxes. Not the all in.

White Paper – does it need a table of content? It is a research 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**

Meetings to get smaller groups together were suggested.

Impact on local education tax, by town, should be calculated and communicated for the proposed changes.

**7. Review next steps**

**Stephan Morrissey motioned to adjourn at 8:21 p.m. Kristen Reilly second. Unanimous.**

Respectfully submitted,

Brenda Marschok