

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Strategic Plan Committee  
SAU Office**

**Thursday, February 4, 2016  
6:30 p.m.**

**AGENDA**

- 1. Approval of Minutes – January 7, 2016**
- 2. Presentation on Implementation of Plan - Year 1/2 Priorities**
- 3. Final Content/Formatting of Final Plan Document and "Flyer"**
- 4. CV Special Honors Webpage**
- 5. Other**

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Thursday, January 7, 2016  
6:30 p.m.

MINUTES

**Present:** Pierce Rigrod, Myron Steere, Stephan Morrissey, Beecher Clifton-Waite, Dr. Brendan Minnihan

**Pierce Rigrod called the meeting to order at 6:32 p.m.**

**1. Approval of Minutes – November 2, 2015**

**Stephan Morrissey moved to accept the minutes of November 2, 2015 as read. Myron Steere second. Unanimous.**

**2. Scope and Budget for Editing and Publishing Strategic Plan**

Dr. Minnihan shared information on prospective editing options. A timeline is necessary for prospects to commit. What is the time frame? Is there a dollar value that the committee has in mind to spend on editing and printing? The first 64 pages would be printed. The full document will be available on line. It would be nice to have the plan in its final form in time for the March 8<sup>th</sup> vote. Web and print publications should be available at the same time. How many hard copies will be printed? One hundred (100) was decided.

Discussion took place about the pieces that still need finalization; technology plan, capital plan etc. The Strategic Plan is a living document and will change and evolve.

Including an introductory letter was suggested that provided the detail about it being a “living document”. Color or black and white? The two page document should be color and the more inclusive document should be black and white. A color cover to catch the eye was suggested. Offering a link to help those interested in accessing the full blown plan was discussed.

The two page document should be larger font but remain two pages.

The 60 page document contains the short and long version. 64 pages minus appendices will be printed.

March 1<sup>st</sup> – deadline for delivering.

A virtual meeting will take place

**Myron Steere moved to authorize the Superintendent to spend up to \$1,500 for editing and designing both documents. Second. Unanimous.**

Dr. Minnihan will gather information and share it with the committee if it is more.

Pierce Rigrod said that the summary, including a bulleted list from the survey is still needed. His presentation reflects the data needed. Select comments should be included.

**3. Next Steps**

The Strategic Plan Committee should meet next month once cost and other information is gathered and decisions can be made.

A standing committee will be established after the March School Board turnover.

Myron Steere suggested a standing committee for each section.

A highlight of year one, which we are currently in, will be worked on by Kimberly Saunders.

**4. Other**

None.

**Stephan Morrissey motioned to adjourn at 7:10 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok