

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

CONTOOCOOK VALLEY SCHOOL BOARD

**Strategic Plan Committee
SAU Office**

**Thursday, October 15, 2015
6:30 p.m.**

MINUTES

Present: Pierce Rigrod, Tim Iwanowicz, Marian Alese, Myron Steere, Kimberly Saunders, Dr. Brendan Minnihan

Pierce Rigrod called the meeting to order at 6:34 p.m.

1. Approval of Minutes – September 22, 2015

Stephan Morrissey moved to accept the minutes of September 22, 2015. Myron Steere second. Unanimous.

2. Strategic Plan Outline (review and motion requested)

A document titled “The 10/13/15 Table of Contents” was reviewed.

Discussion took place about the current preamble being too heavy and discusses budget. When compared to others, they are more aspirational. Pierce Rigrod recommended that this committee do something similar.

Dr. Minnihan agreed to draft a “Letter from the Superintendent” for inclusion in the plan.

The Executive Summary will be moved up in terms of placement in the plan and located closer to the beginning of the document.

Section 2, ConVal Community, is separated out into a different section.

Section 3, Findings from Community Survey and Focus Groups, needs to be drafted and moved – Pierce Rigrod will work on. Chart selection will be needed.

Including a budget component at the end of each goal, with a disclaimer that the information provided is subject to change as it evolves, was suggested. Funding sources would be identified. A summary of fiscal cost was agreed for the larger items.

A “Glossary” needs creation.

Content available offline that could link into the plan for update was suggested. Links will be embedded on specific topics to provide more information.

Changing the tabs at the top of the web version to reflect more a report style was recommended.

Incorporating both styles was also suggested.

3. Measuring a Year's Growth - Academic Performance

Clarity about what this means is needed for the plan.

Kimberly Saunders said that she would bring a group of teachers and administrators together to look at ways that growth is measured. Determination of validity for our district would take place with a recommendation. Education Committee would review.

Stephen Morrissey exited the meeting at 7:15 p.m.

4. Funds and Selection of Designer/Copyeditor - Starting Work in Oct

Goals and contextual narrative around the goals could be developed now. It could be shared in advance of the public forums. Is a fact sheet desired?

Several mockups could be produced in-house for committee review.

A "Fact Sheet" will be done by November 2nd.

5. Fiscal Impact: What is the Cost of Implementing the Plan?

6. Timeline for Completion: Final Draft for Committee Review Nov 2; ~~Board Review Nov 17~~; Final Draft for Public Review December 1

A rough/near final draft of the full-blown document will be ready by December 1st.

Final draft approval – December 1st for December 15 school board vote.

Longer document, editing, and copying – in-house by staff using existing staff to send out to be finished and printed – for Deliberative Session (after December 15th School Board vote).

7. Incorporating Capital Plans, CVHS Plan, Tech Plan

Each plan carries significant information. How does the committee envision incorporating any numbers already included in these plans?

Dr. Minnihan suggested that all of the plans be posted online. Linking these plans was suggested.

Snapshots could be included in the Strategic Plan and referenced in the appendix with appropriate links.

8. Other

Given the timeline, community forums (2), and press releases are needed.

Forums were suggested after December 1st and before the 15th to allow public input.

Tuesday, December 8th in Antrim at GBS and Thursday, December 10th in Peterborough at the SAU at 6:30 p.m. was decided. The 20 page document will be shared at these meetings with a web presence.

Press releases – Pierce Rigrod suggested a topical release i.e. PACE, or SWIFT.

Kimberly Saunders will write on a topic under Goal 1 for 10/29 publication.

Dr. Brendan Minnihan will write on a topic under Goal 2 for 11/5 publication.

Pierce Rigrod will write on Goal 3 for 11/12 publication.

Marian Alese will write on Goal 4 for 11/19 publication.

200 words or less was suggested on an item of interest within the goal.

Pierce Rigrod reported that he read about Bedford's 1:1 initiative. Students can lease or purchase.

Pierce asked what the number is associated with mobile units i.e. \$800K+ includes wireless etc. Marian Alese and Brian Grattan will dissect the figure. Pierce said that there might be value in looking into this further for our district. Marian reminded him that if it is a multi-lease, it would have to go on the warrant.

Dr. Minnihan suggested greater suggestion on potential perceptions.

The Strategic Plan Committee will meet next on Monday, November 2nd at 6:30 p.m. at the SAU.

Myron Steere moved to adjourn at 8:05 p.m. Pierce Rigrod second. Unanimous.

Respectfully submitted,

Brenda Marschok