

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

CONTOOCOOK VALLEY SCHOOL BOARD

**Strategic Plan Committee
SAU Office**

**Tuesday, September 22, 2015
6:30 p.m.**

MINUTES

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

1. Approval of Minutes – September 3, 2015

Tim Iwanowicz moved to accept the minutes of September 3, 2015. Janine Lesser second. Janine Lesser abstained. All else in favor. Motion carried.

2. Strategic Plan Review

New school configuration options in Goal 3, further action steps, shows a September 2019 time frame. Why so far down the road? 2019 was selected because other dates were deemed too soon. It doesn't mean that nothing can change in this area until 2019; a change in the Articles of Agreement will be needed for change in configuration.

Evaluating graduation requirements, as part of the plan, was discussed. General program review implies more than just the program. It talks about competencies. It was thought that a specific strategy is not needed on this topic in the plan. Others thought that an action step on this topic would serve the plan well. A competency based system was discussed.

If any changes are anticipated with the graduation requirements for students are anticipated, then decisions are needed now in time for sharing those requirements with incoming freshmen.

Continued online review of the Strategic Plan, along with date and time stamping was confirmed moving forward.

Goal #1 – looking at IB Schools and Blue Ribbon Schools – what does the committee think about adding the IB career program? More investigation would be needed.

Do we have articulated agreements for students with colleges? We have agreements through the ATC.

3. Format and Public Consumption Material Development

Format was discussed. Connections in the documents must be easily understood. Optimum length was discussed; ten pages.

Agreement to have the plan follow the format of a narrative front, with goals and strategies tied into tables in the appendix. The "Readers Digest" format would have a summary table in the end. Take goal #2, include narrative, include one column with focus area, one column would include strategies, a table with timeline would be included, and appendices would include all other information. A ten to fifteen page executive summary would be developed.

A strategic plan should be one that projects positive. Producing a digital copy was discussed. The deliverable would be a PDF. The ability to change the document as needed is important. The software must be selected and it must be convertible. Developing an RFP was decided but not until a final product is near. Three press releases were asked for as well. Rich Cahoon agreed to work on the first press release.

4. Public Forums (logistics and schedules)

Press releases will take place over the next six weeks. Objectives of public forums is to lay the plan out for people and receive public comment on the plan. Forums should take place before the board vote on the plan unless the thought is to share the final result and to show that input through surveys was considered. January was proposed for forums. Since it is a living document it can be updated. Information will be shared at Deliberative Session as well. Printing a dozen copies to share at the December SAC meeting was requested.

5. Timeline for Completion (final draft, Board review, published)

The high school plan should go back to Education/Budget & Property Committee. Individual plans should come before the full board to weigh in on. Reviewing the high school plan as a Google Doc was discussed before being brought before the full board. A final vote on the Strategic Plan is slated for December 15th.

6. Other

Myron Steere motioned to adjourn at 8:07 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok