

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

CONTOOCCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee
SAU Office/Boardroom

Thursday, October 12, 2017
6:00 p.m.

Minutes

School Board Committee Members:

- Pierce Rigrod
- Richard Dunning
- Bernd Foecking
- Jim Fredrickson
- Kristen Reilly

Present: Bernd Foecking, Dick Dunning

Others Present: Kimberly Saunders, Dr. Ann Forrest, Myron Steere, Rich Cahoon, John Jordan

Bernd Foecking called the meeting to order at 6:00 p.m.

1. Approval of Minutes from September 21, 2017

Dick Dunning moved to approve the minutes of September 21, 2017. Bernd Foecking second. Unanimous.

2. Strategic Plan progress / items falling behind on (KS)

Kimberly Saunders shared an update, based on Project software, on the status of the Strategic Plan (see attached). The software goes by "time" basing a percentage of completion on that time span. We might be on track to complete by the finish date but the report reflects being behind.

Comparing the percentage complete with the expected finish date is important to note.

Ann Forrest noted 1.1.8 and 1.1.9 as unexplored.

Dick Dunning asked that items of concern be highlighted in the future.

1.3.1 – Develop a measure for a year's worth of growth; was an area that more clarity is needed. It is an area that is always being worked on in terms of assessments. Understanding what the intent is, is important. It may have been tied to determining when a student is ready to move in a multi-age classroom. More information is needed.

There was ensuring growth with students with special needs and other purposes to this indicator.

Bernd Foecking said that we should trust the teachers for this determination outside of the areas where standard testing is not available.

A recommendation should be brought forward to the board for math and language arts.

Effort is being put on the framework in 1.3.3 to have a balanced assessment. It encompasses various methods of assessing; it doesn't mean sitting with paper and pencil and testing, it could mean a one minute check for understanding as the type of assessment.

1.3.1, 1.3.3, and 1.3.4 might join into one statement.

Dick Dunning moved the recommendation that 1.3.1, 1.3.3, and 1.3.4 be joined to the board. Bernd Foecking second. Ann Forrest agreed to draft what this would look like in writing. Unanimous.

Student lead conferences were discussed. This is good for grades 3-12.

The contents of the Strategic Plan came from the previous Superintendent and should be changed if it is no longer the plan.

Dick Dunning moved to ask administration to look at items under Goal 1 and Goal 2 and make recommendations that will address any concerns that may require changing or dropping words.

In the future, Kimberly will pull overdue items and those that she is confident that will not be met in terms of report presentation.

3. Reconfiguration Model Q&A - SAU estimate on time needed to research questions submitted

Kimberly Saunders estimated six to eight months to produce another presentation along with responses to questions asked. Other work would be pushed back in order to accomplish this. Goal 3 would get behind. The next step is to gather feedback from the board and community. Implementation would follow. Additional resources would be needed. The board needs to decide if they want answers to which questions and allow administration the time to accomplish that work.

Discussion took place about the presentations providing a solution to a problem, but not necessarily the best approach. A possible solution to a perceived problem was presented.

Is this alternative viable?

Dick Dunning said that the elephant in the room is whether we consolidate or not.

Rich Cahoon said that a model that is not being done now, and without consolidation, might be a consideration.

If the district is not going to consolidate, we need say that we cannot deliver the curriculum in an equitable way. Administration is asking for direction for their work for the upcoming months. What is the most likely scenario? It won't be on the March ballot; likely talking 18 months from now.

Bernd Foecking said that very brief answers to the questions should be attempted. If the answers confirm that this is a viable option, more work can be done from there. Some components may be able to occur independent of the proposal.

Bernd Foecking moved that the Superintendent will come up with a brief version by February for the research questions submitted at the last Strategic Plan Committee meeting for the reconfiguration model proposed.

Dick Dunning second. Unanimous.

4. School Board Goals - further discussion.

The School Board Goals will be moved to the board meeting. It was noted that these will be discussed further. This will go to the board for sharing and feedback will be asked. The orange section is under consideration. The green areas will go back to the Strategic Plan Committee by the end of the month.

Dick Dunning motioned. Bernd Foecking second. Unanimous.

5. Other

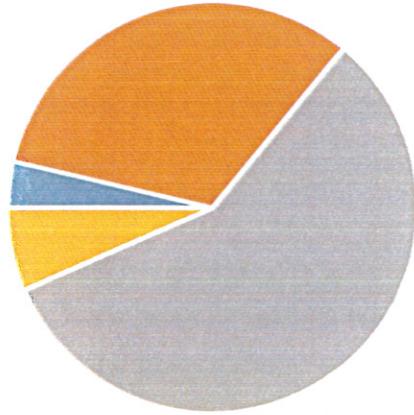
None.

Motion to adjourn at 7:05 p.m. Second. Unanimous.

Respectfully submitted,

Brenda Marschok

LATE TASKS



- Status: Complete
- Status: On Schedule
- Status: Late
- Status: Future Task

Tasks that are late as compared to the status date. A task is late if its finish date has passed or it is not progressing as planned.

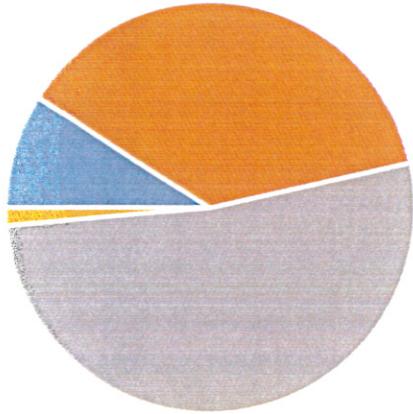
Name	Start	Finish	% Complete	Remaining Work	Resource Names
1.1.1 Conduct review of math content and instruction; revise curriculum and professional practices as necessary	Fri 3/25/16	Wed 2/28/18	75%	2,016 hrs	Math Coaches, Math Committee
1.1.3 Conduct review of science content and instruction; revise curriculum and professional practices as necessary	Thu 9/1/16	Sat 6/30/18	50%	3,824 hrs	Science Committee, Science Department Chair
1.1.4 Conduct review of world language content and instruction; revise curriculum and professional practices as necessary	Fri 9/1/17	Sun 6/30/19	0%	3,816 hrs	World Language Committee
1.1.5 Conduct review of reading content and instruction; revise curriculum and professional practices as necessary	Thu 9/1/16	Sun 4/1/18	50%	1,652 hrs	Curriculum Committee
1.1.6 Include critical thinking, tech, and collaborative skills in all curricula areas	Thu 9/1/16	Tue 6/30/20	10%	7,192.8 hrs	Curriculum Committee
1.1.7 Identify competencies for each level, grade, and subject area that meet or exceed NH DOE standards	Thu 9/1/16	Wed 6/30/21	5%	9,576 hrs	Admin Council[50%], Assistant Superintendent[50%]
1.1.8 Examine potential for participating in International Baccalaureate program	Tue 7/4/17	Wed 10/4/17	10%	482.4 hrs	CVHS Leadership and Middle School Leadership

1.1.9 Explore potential for becoming a Blue Ribbon School District	Tue 7/4/17	Wed 10/4/17	0%	1,072 hrs	Admin Council,Leadership
1.2.2A Decrease number of 14-15 number by 50%	Thu 10/1/15	Thu 6/30/16	0%	1,568 hrs	Student Services
1.2.2B Decrease number of 14-15 number by 65%	Fri 9/30/16	Fri 6/30/17	0%	1,568 hrs	Student Services
1.2.2C Decrease number of 14-15 number by 75%	Mon 10/2/17	Fri 6/29/18	0%	1,560 hrs	Student Services
1.2.3A Analyze data and make recommendations	Mon 10/3/16	Fri 12/30/16	50%	780 hrs	Student Services,Assistant Superintendent,Superintendent
1.2.6 Develop and implement extended day/year program on as needed basis	Fri 9/30/16	Fri 6/29/18	50%	5,472 hrs	Assistant Superintendent,Student Services,Superintendent
1.2.7 Promote inclusion and equity for all students	Thu 10/15/15	Sun 5/30/21	0%	11,744 hrs	Admin Council
1.3.1 Develop a measure for a year's worth of growth	Fri 10/2/15	Mon 10/30/17	50%	4,336 hrs	Assistant Superintendent,Superintendent
1.3.4 Develop and implement communication plan for assessment system	Thu 9/1/16	Thu 8/31/17	50%	2,088 hrs	Assistant Superintendent,Admin Council
1.4.1 Develop process for students to explore post secondary career opportunities	Thu 11/3/16	Tue 4/3/18	50%	8,856 hrs	Assistant Superintendent,Admin Council,Director of Counseling,School to Career Coordinator,Transition Coordinator,School Counselors
1.4.2 Increase number of work and internship experiences	Mon 10/3/16	Sat 6/30/18	25%	8,208 hrs	Director of Counseling,School to Career Coordinator,Transition Coordinator
1.4.3 Make appropriate changes to ATC offerings	Fri 3/31/17	Thu 11/30/17	0%	1,400 hrs	Director of ATC
1.4.4 Collaborate with community to provide	Sat 10/1/16	Tue 10/2/18	0%	16,736 hrs	Director of ATC,School to

extended learning opportunities

<p>Career Coordinator, Transition Coordinator, Director of Counseling</p>	<p>Admin Council</p>	<p>2,080 hrs</p>	<p>0%</p>
<p>1.5.2A 25% of students will lead at least one conference</p>	<p>Mon 10/2/17</p>	<p>Fri 9/28/18</p>	<p>0%</p>
<p>1.5.4A Report to Ed Committee</p>	<p>Fri 12/16/16</p>	<p>Mon 10/2/17</p>	<p>10%</p>
<p>1.5.4B Create implementation timeline</p>	<p>Tue 10/3/17</p>	<p>Thu 11/30/17</p>	<p>0%</p>
		<p>CVHS Leadership, Teachers</p>	<p>CVHS Leadership, Teachers</p>
		<p>688 hrs</p>	<p>CVHS Leadership, Teachers</p>

LATE TASKS



- Status: Complete
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Tasks that are late as compared to the status date. A task is late if its finish date has passed or it is not progressing as planned.

Name	Start	Finish	% Complete	Remaining Work	Resource Names
2.1.1 Implement co-teaching models	Tue 9/1/15	Sat 6/30/18	25%	4,440 hrs	Student Services
2.1.2 Train staff to provide interventions that address behavior concerns	Wed 9/2/15	Wed 6/30/21	25%	27,378 hrs	Admin Council, Asst Superintendent, Student Services
2.1.5 Train applicable personnel in SWIFT practices	Wed 9/2/15	Thu 8/25/16	95%	205.6 hrs	Asst Student Services, Asst Superintendent
2.2.1 Train students to create personalized plans for success (Grade 7)	Thu 9/1/16	Sat 6/30/18	11%	3,390 hrs	Admin Council
2.2.3 Create local internships related to Applied Technology career paths	Fri 9/1/17	Fri 12/1/17	30%	369.6 hrs	ATC Administration
2.3.3 Enter into articulation agreements with other local institutions	Fri 4/29/16	Tue 11/1/16	0%	3,192 hrs	ATC Administration, CVHS Principal, Superintendent
2.4.1 Create District wide Arts/Science/Tech Days	Mon 4/4/16	Sat 6/30/18	42%	2,738 hrs	Building Administrators
2.5.2 Create social media presence where appropriate	Mon 4/4/16	Sat 12/30/17	8%	6,691.2 hrs	Leadership, Technology Team
2.5.3 Create parent portal at all levels	Tue 9/1/15	Mon 7/1/19	50%	4,000 hrs	Technology Team
2.5.4 Increase access to teacher websites	Tue 9/1/15	Mon 7/1/19	50%	4,000 hrs	Building Administrators
2.5.5 Create community curriculum nights	Mon 7/3/17	Thu 9/28/17	50%	512 hrs	Admin Council, Leadership
2.5.8 Provide parents and community with opportunities for input via	Thu 9/1/16	Tue 10/31/17	50%	1,216 hrs	Board

surveys

2.6.2 Actively solicit
community members to
serve on committees

Fri 7/1/16

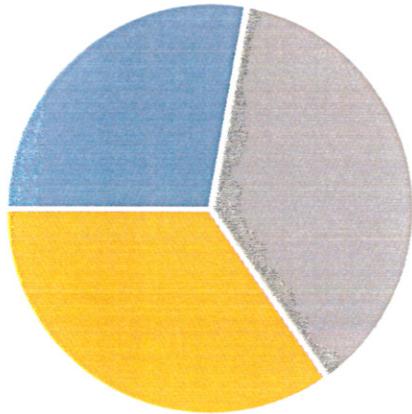
Fri 6/28/19

0%

6,248 hrs

Board

LATE TASKS



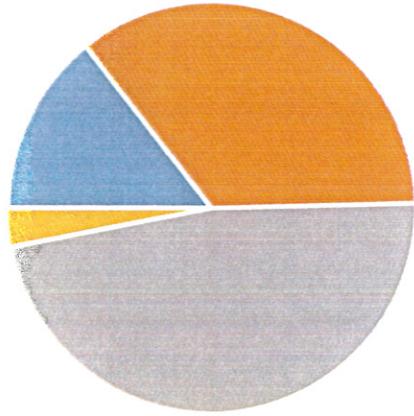
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Name	Start	Finish	% Complete	Remaining Work	Resource Names
3.1.2 Make a determination on whether to pursue multi-age/multi-grade as a District practice.	Tue 11/15/16	Tue 11/15/16	50%	12 hrs	Asst. Superintendent, Education Committee, School Board
3.1.3 Develop policy on use of multi-age/multi-grade classes.	Wed 11/16/16	Mon 1/30/17	22%	1,008 hrs	Asst. Superintendent, Policy Committee, School Board
3.3.2 The School District will share with broader ConVal Community results of educationally sound school and grade-level organizational structures.	Mon 7/3/17	Fri 12/29/17	50%	2,096 hrs	Superintendent, Asst. Superintendent, Education Committee, School Board
3.4.2 The School District will share with broader ConVal Community the process and list of criteria to be applied when considering school configuration and consolidation options.	Tue 8/8/17	Tue 8/8/17	20%	12.8 hrs	Superintendent, School Board
3.4.3 The School District will develop plan for any changes to school and/or grade level organizational structures.	Mon 7/3/17	Tue 11/7/17	20%	2,355.2 hrs	Superintendent, Asst. Superintendent, Education Committee, School Board
3.5.1 The School District will research space usage throughout the District.	Mon 10/3/16	Fri 12/23/16	9%	1,712 hrs	Superintendent, School Principals, Budget & Property Committee, School Board
3.5.2 The School District	Mon 10/3/16	Thu	9%	1,712 hrs	Superintendent, School Board

<p>will determine possible uses for excess space.</p>	<p>12/22/16</p>	<p>ool Principals,Budget & Property Committee,School Board</p>
<p>3.5.3 The School District will develop a process and list of criteria to be applied when considering uses for excess space.</p>	<p>Mon 10/3/16</p>	<p>Mon 10/3/16 25% 24 hrs Superintendent,School Principals,Budget & Property Committee,School Board</p>
<p>3.5.4 Board Approval of process and list of criteria</p>	<p>Tue 1/17/17</p>	<p>Tue 1/17/17 0% 0 hrs</p>
<p>3.6.2 The School District will share preliminary documents regarding high school and ATC renovation and space reconfiguration.</p>	<p>Mon 10/3/16</p>	<p>Fri 3/31/17 75% 1,560 hrs Superintendent,Business Administrator,Director of Facilities,High School Principal,Budget & Property Committee,School Board</p>
<p>3.6.4 The School District will share bond information regarding high school and ATC renovation and space reconfiguration.</p>	<p>Mon 10/3/16</p>	<p>Fri 3/31/17 65% 2,184 hrs Superintendent,Business Administrator,Director of Facilities,High School Principal,Budget & Property Committee,School Board</p>

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Name	Start	Finish	% Complete	Remaining Work	Resource Names
4.1.1 Create comprehensive inventory of building components and condition	Thu 6/2/16	Tue 1/3/17	68%	666.67 hrs	AA Data Entry, Facilities Director
4.1.2 Develop comprehensive maintenance schedules for all major systems	Mon 8/1/16	Mon 3/13/17	36%	669.33 hrs	Facilities Technicians
4.1.3.2 Creates and implement procedure and/or work instructions	Mon 4/4/16	Fri 6/30/17	42%	2,992 hrs	Facilities Technicians, Facilities Director
4.1.3.3 Train technicians	Wed 7/5/17	Fri 7/28/17	0%	0 hrs	
4.2.1 Create digital maps of networks, phones, evacuation routes, sprinkler and fire suppression systems	Fri 9/16/16	Tue 1/31/17	65%	548.8 hrs	Technology Director, Facilities Director
4.2.2 Create and implement building security policies and procedures	Tue 3/8/16	Fri 9/30/16	90%	238.4 hrs	Admin Council, School Board
4.2.3 E911 protocols are in place	Fri 4/1/16	Fri 9/1/17	25%	2,226 hrs	Technology Director
4.2.5 Train personnel in ICS 100	Fri 7/1/16	Wed 5/24/17	37%	1,172 hrs	Business Administrator
4.2.6 Draft Emergency Management Plans for each school	Fri 4/1/16	Sat 10/29/16	47%	2,312 hrs	Building Leadership, AA Data Entry, Facilities Director, Technology Director
4.3.2 Populate data sites	Fri 7/1/16	Fri 6/30/17	27%	0 hrs	
4.4.3 Inventory all policies and practices to determine which ones	Fri 7/1/16	Tue 1/31/17	35%	795.6 hrs	Leadership

need revision or creation

4.4.5 Revise job descriptions, practices, and policies	Fri 7/1/16	Fri 6/29/18	45%	4,584.8 hrs	Director of HR,Business Administrator
4.5.1 Survey regional districts	Mon 7/3/17	Wed 8/2/17	15%	312.8 hrs	Director of HR,Business Administrator
4.5.3 Establish total compensation packages that attract highly qualified staff	Mon 7/3/17	Fri 12/1/17	0%	0 hrs	
4.6.3 Build evaluation models in conjunction with stakeholders	Tue 9/1/15	Thu 12/31/15	90%	70.4 hrs	Leadership
4.6.6 Pilot evaluation model for CBA members and create opportunity for feedback from stakeholders	Tue 9/1/15	Wed 8/31/16	95%	171 hrs	Superintendent,AA Data Entry,Business Administrator
4.7.2 Develop format for master plan	Thu 9/15/16	Tue 1/31/17	50%	792 hrs	PD Committee,Asst. Superintendent
4.7.3 Identify and develop standards for each group	Tue 5/31/16	Wed 5/31/17	45%	3,458.4 hrs	PD Committee,Leadership,AC
4.7.4 Approved plans entered into MLP for staff access	Tue 11/29/16	Fri 9/15/17	25%	2,508 hrs	HR,PD
4.7.5 Provide training on MLP	Tue 9/6/16	Wed 5/31/17	25%	1,152 hrs	PD
4.7.7 Add "Recognition of Excellence" to existing staff recognition programs	Thu 9/1/16	Wed 5/31/17	30%	1,092 hrs	Admin Council
4.8.2 Use program review process to determine staffing	Tue 10/4/16	Wed 11/30/16	85%	0 hrs	
4.9.1 Evaluate effectiveness of KSC Leadership cohort	Wed 6/1/16	Fri 6/30/17	50%	1,132 hrs	Leadership
4.9.2 Continue to develop internal candidates for leadership roles	Fri 7/1/16	Sat 6/30/18	40%	2,505.6 hrs	Leadership
4.10.3 Facilities use process is accessible to public through SchoolDude software	Tue 9/6/16	Mon 11/7/16	40%	216 hrs	Business Administrator

4.11.2 Train staff in use of SchoolDude for technology requests	Wed 11/2/16	Mon 4/3/17	25%	654 hrs	Technology Team
4.11.3 Use SchoolDude to generate lists for replacement	Tue 10/4/16	Wed 11/2/16	75%	44 hrs	Technology Director
4.11.4 Use SchoolDude to staff technology department as appropriate	Mon 10/3/16	Fri 9/29/17	75%	520 hrs	Technology Director
4.12.2 Catalogue and distribute software/subscriptions offerings to all staff	Tue 10/4/16	Mon 10/2/17	8%	1,910 hrs	Technology Team
4.13.1 Develop set of competencies for each grade level	Thu 8/25/16	Fri 2/23/18	25%	4,704 hrs	Technology Team, Curriculum Committee
4.13.2 Create corresponding rubric for all competencies	Sun 8/28/16	Mon 2/26/18	25%	4,704 hrs	Curriculum Committee, Technology Team
4.13.4 Work with stakeholders (Tech Team) to identify existing and upcoming technologies to include in curriculum	Tue 11/1/16	Fri 5/31/19	25%	8,088 hrs	Curriculum Committee, Technology Team
4.14.2 Assure that adequate resources are available for implementation	Mon 7/3/17	Mon 1/1/18	0%	1,048 hrs	LC Advisory Committee
4.15.1 Research and evaluate Learning Management Systems	Fri 3/25/16	Fri 3/25/16	25%	12 hrs	Technology Team, LC Advisory Committee
4.15.2 Implement LMS at specific grade levels	Mon 11/7/16	Wed 12/7/16	25%	276 hrs	Technology Team, Leadership
4.16.1 Define digital citizenship and media literacy at each grade level	Thu 9/15/16	Tue 8/15/17	9%	3,472 hrs	Technology Team, LC Advisory Committee
4.16.2 Review and revise practices and policies as appropriate	Wed 8/16/17	Thu 2/15/18	0%	1,056 hrs	Technology Team
4.16.3 Develop curriculum to appropriately deliver content at each level	Wed 8/16/17	Fri 8/9/19	0%	8,288 hrs	Curriculum Committee, Technology Team

School Board Goals	Possible Objectives: efforts or actions are intended to attain or accomplish;	Outputs/SAU Role
<p>Goal 1 Enhance existing business and community partnerships that result in high value educational and post-graduate career pathways</p>	<p>1.1 ATC programs and private industry - support and make clear and necessary improvements and resources for current and future ATC programming</p> <p>1.2 Articulate the mutual benefits to students with input from partners, Conval School District and students (ATC and other partnerships)</p> <p>1.3 Identify strategic investments necessary to industry or community partnerships that are of greatest benefits to students.</p> <p>1.4 Clarify ATC goals and participation levels, ed value and identify current or future student internships and apprenticeships that lead to in-demand career opportunities through partners or others</p> <p>1.5 Schedule and/or attend public forums at schools, selectman and at industry events</p>	<p>High value partnerships (#); expanded ATC/ED programming involving partners. Description of mutual potential/future benefits that extend beyond current benefits.</p> <p>\$ that extend ATC, such as manufacturing, plumbing, electrical</p> <p>List CVHS internships/apprenticeships and compare against other districts; solicit and add new high value internships</p> <p># of events hosted or attended</p>
<p>Goal 2 The District will complete organizational structures that are educationally sound, equitable and financially efficient.</p>	<p>2.1 Complete reconfiguration and consolidation models and work for unified vote.</p> <p>2.1.1 Resolve questions that affect educational and/or financial equity</p> <p>2.1.2 Measure indirect community impacts on housing values, disposition of land/buildings.</p> <p>2.1.3 Effectively plan and hold public forums structured to allow for public feedback and use other feedback loops that provide a statistically representative response.</p> <p>2.1.4 Vote on what option/s voters should consider in 2019.</p>	<p>Complete the concepts as final reports</p> <p>Complete equity report</p> <p>Engage a consultant to study effects</p> <p># of forums; # of participants; conduct a survey</p> <p>Unified Board vote</p>
<p>Goal 3 Adopt and Publish a comprehensive communications plan for the school district and resource the same.</p>	<p>3.1 Define the purpose and goals of a communication plan and ownership</p> <p>3.3.1 Determine a list of current communications needs for the District (teacher's contract, budget, reorganization.</p> <p>3.4. Review plans from other districts</p> <p>3.5 Identify the appropriate outlets and mechanics for communications from the District</p> <p>3.6 Write a usable plan.</p> <p>3.7 Publish a Plan</p>	<p>1 page statement; Communications to Board</p> <p>Needs assessment</p> <p>SAU review</p> <p>Based on survey feedback on news sources</p> <p>Plan written and useful.</p> <p>Plan on CV website; plan implemented</p>

REV1 10/10/2017