

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Strategic Plan Committee  
SAU Office/Boardroom**

**Thursday, December 14, 2017  
6:00 p.m.**

**MINUTES**

**School Board Committee Members:**

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

**Committee Members Present:** Pierce Rigrod, Richard Dunning, Bernd Foecking (6:21 p.m.), Jim Fredrickson, Kristen Reilly

**Others Present:** Kimberly Saunders, Myron Steere, Rich Cahoon, John Jordan (SAC), Ed Juengst

**Pierce Rigrod called the meeting to order at 6:03 p.m.**

**1. Approval of Minutes from November 9, 2017**

**Jim Fredrickson moved to approve the minutes of November 9, 2017. Dick Dunning second. A correction to the misspelling of Jim Fredrickson's name was asked. Unanimous as amended.**

**2. Strategic Plan Progress/Items Behind**

Kimberly Saunders distributed a table of Completed Tasks and another titled Strategic Plan Late Tasks. This information will be passed to the Communication Committee. Expanding middle/high school summer opportunities is one to be communicated. Expanding partnerships and information on what it means to be a SWIFT District were noted as other items valuable to communicate. Recent work with the ATC might be communicated. Local connections made with the ATC work are valuable. Discussion took place about what items are contained in a default budget.

Items that are behind, include items that are with the Education Committee. Other items are in good shape but are not complete. Other items are late because we have not completed the prerequisites to finish. How could we use excess space in the district is part of researching the space that we currently have. Other items were discussed.

International Baccalaureate remains on the list because the board has not directed otherwise.

**3. Configuration Questions (SAU/status)**

Kimberly Saunders reported that the questions posed in September on configuration are being worked on. The projected savings are being reassessed.

What questions need answers when considering consolidation models? The savings estimated for staffing was likely overstated because it would likely be junior teachers. Related insurance plans for these staff are likely overstated as well.

If a town leaves as a result of consolidation, what would it look like?

A market analysis for property in a town where the school was closed is needed.

The value for students should a school be closed should be estimated. What do students gain through consolidation?

The questions asked will be brought to future Strategic Plan Committee meetings.

Before and after school day care, PLC's, bus costs and bus travel time, who has implemented this type of model before, itinerant staff issues, number of school/staff days in the model (additional 18 days), food service implications were among the topics that questions were asked.

Kimberly Saunders and Dr. Ann Forrest have approached the Commissioner of Education and there may be some support available to help answer some of these questions.

The implementation was discussed as a question.

What are the real additional costs to consolidation? Most of it was for additional staff time.

#### **4. SAU Recommendations on Goals 1.3.1, 1.3.3 and 1.3.4 (SAU)**

Achieving milestones in performance and testing were discussed. What is the best way to assess kids for achievement is a continued discussion? How do we measure a year's worth of growth?

The Education Committee is slated to continue this discussion at their January 22<sup>nd</sup> meeting.

Rich Cahoon spoke about measuring a year's worth of growth for a high school student vs. an elementary student. This will be revisited at this committee.

#### **5. Board Goals (review, action items)**

Passed over.

#### **6. Other**

a. SAU and Committee feedback on achievements

b. Budget impact on strategic planning

Kimberly Saunders reported that part of leveraging technology includes the 1-1 initiative. Professional Development dollars are specifically directed toward multi-age. High school renovations, ATC partnerships, and community college partnership pieces are in the budget. Everything that was placed in the budget by administrative council had to be linked to the Strategic Plan.

Pierce Rigrod said that he would be happy to write on these topics to bring to the Communications Committee to push out.

**Dick Dunning motioned to adjourn at 7:01 p.m. Jim Fredrickson second. Unanimous.**

Respectfully submitted,

Brenda Marschok

## Completed Tasks

Name	Start	Finish	% Complete
1.1.2 Implement SRSD at all school levels	Fri 3/25/16	Fri 6/30/17	100%
1.2.1A Report to School Board	Thu 10/1/15	Mon 11/30/15	100%
1.21B Complete application	Thu 10/1/15	Mon 11/30/15	100%
1.3.2 Work with DOE to become a PACE district	Mon 10/3/16	Fri 3/31/17	100%
1.5.1A 50% of Students will have one goal established	Tue 10/3/17	Wed 10/3/18	100%

Name	Start	Finish	% Complete
2.2.2 Implement community/school recognition programs	Thu 9/1/16	Fri 6/30/17	100%
2.3.1 Expand middle/high school summer opportunities	Fri 7/1/16	Wed 8/31/16	100%
2.3.4 Expand partnerships with Harris Center, Rotary Camp Quest, and ConVal Youth Sports Association	Wed 3/1/17	Fri 6/30/17	100%
2.1.4 Apply to become a SWIFT District	Wed 9/2/15	Thu 10/1/15	100%



## Completed Tasks

2.1.6 Begin SWIFT implementation project	Fri 8/26/16	Thu 9/1/16	100%
2.1.8 Schools will partner with behavioral health and substance abuse task force	Tue 9/1/15	Wed 9/30/15	100%
2.5.1 Update district and school websites	Tue 9/1/15	Thu 10/1/15	100%
2.5.6 Increase visibility in local print media	Mon 4/4/16	Fri 6/30/17	100%
2.5.7 Post articulated planning and budget documents on website	Tue 9/1/15	Mon 4/4/16	100%

Name	Start	Finish	% Complete
3.1.1A.1 Report Ed Committee Recommendation to Board	Tue 11/1/16	Tue 11/1/16	100%
3.2.1A Create process for school approval requests	Wed 11/2/16	Sun 1/29/17	100%
3.2.1B Bring recommendations to School Board	Tue 2/7/17	Tue 2/7/17	100%
3.3.1 The School District will review different possible school and grade level organizational structures.	Wed 6/1/16	Wed 6/1/16	100%

## Completed Tasks

3.4.1 The School District will develop a process and list of criteria to be applied when considering school configuration and consolidation options.	Mon 7/3/17	Tue 8/1/17	100%
3.6.1 The School District will create preliminary documents regarding high school and ATC renovation and space reconfiguration.	Mon 6/1/15	Fri 9/30/16	100%
3.6.3 The School District will prepare bond for renovation work at the high school and ATC.	Thu 9/1/16	Fri 9/30/16	100%

Name	Start	Finish	% Complete
4.1.3.1 Identify key tasks and skill sets	Fri 7/1/16	Mon 10/3/16	100%
4.2.4 Update paging systems in all schools	Fri 7/1/16	Wed 11/30/16	100%
4.3.1 Create centralized building data sites	Fri 4/1/16	Thu 6/30/16	100%
4.3.3 Rollout Community Use of School Facilities	Thu 9/1/16	Thu 9/29/16	100%
4.4.1 Train administrators in current interviewing and hiring practices	Mon 2/1/16	Thu 3/3/16	100%
4.4.2 Inventory all present job descriptions	Tue 1/5/16	Tue 5/31/16	100%



## Completed Tasks

and determine which ones need revision or creation			
4.4.4 Create process and schedule for revision of job descriptions, policies, and practices	Fri 4/1/16	Thu 6/30/16	100%
4.6.1 Identify groups to be evaluated	Tue 9/1/15	Tue 9/15/15	100%
4.6.2 Determine responsibility for building evaluation system for each group	Tue 9/1/15	Wed 9/30/15	100%
4.6.4 Train stakeholders and evaluators on model and tool(s)	Tue 9/1/15	Mon 5/2/16	100%
4.6.5 Put model into Oasys software	Tue 9/1/15	Thu 10/15/15	100%
4.7.1 Identify groups to be included and persons responsible	Fri 3/25/16	Fri 4/1/16	100%
4.7.6 Provide mentoring support for new staff	Tue 9/1/15	Thu 9/1/16	100%
4.10.1 Revise community use and access policies to ensure access to appropriate groups	Wed 2/17/16	Wed 5/25/16	100%
4.10.2 Develop clear procedures for community use	Mon 4/4/16	Fri 5/27/16	100%

## Completed Tasks

4.11.1 Implement systematic cycle for replacement hardware	Tue 9/1/15	Thu 9/10/15	100%
4.13.5 Develop set of competencies and standards for staff	Thu 8/25/16	Fri 2/23/18	100%
4.13.6 Identify "power users" and coordinate training model with PD groups	Thu 9/15/16	Wed 8/16/17	100%
4.13.7 Develop District-wide framework for training in software and other technologies	Mon 7/3/17	Fri 10/27/17	100%
4.14.1 Define Learning Commons	Wed 8/5/15	Tue 9/1/15	100%

# Strategic Plan Late Tasks

Name	Start	Finish	% Complete	Remaining Work	Resource Names
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
1.3.1 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
1.4.3 Make appropriate changes to ATC offerings	Fri 3/31/17	Thu 11/30/17	0%	1,400 hrs	Director of ATC
1.5.4B Create implementation timeline	Tue 10/3/17	Thu 11/30/17	0%	688 hrs	CVHS Leadership, Teachers



# Strategic Plan Late Tasks

Name	Start	Finish	% Complete	Remaining Work	Resource Names
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
2.2.3 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
2.5.5 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 surveys	Thu 9/1/16	Tue 10/31/17	50%	1,216 hrs	Board

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

# Strategic Plan Late Tasks

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
3.4.2 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 will determine possible uses for excess space.	Mon 10/3/16	Thu 12/22/16	9%	1,712 hrs	Superintendent,School Principals,Budget & Property Committee,School Board
3.5.3 The School District will develop a process and list of criteria to be applied when	Mon 10/3/16	Mon 10/3/16	25%	24 hrs	Superintendent,School Principals,Budget & Property Committee,School Board

## Strategic Plan Late Tasks

considering uses for excess space.				
3.5.4 Board Approval of process and list of criteria	Tue 1/17/17	Tue 1/17/17	0%	0 hrs