

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee

Thursday, May 14, 2020
5:00 p.m.

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/81133942280?pwd=NFpDbVgydUQ1NVVJWVphWEdbjNaZz09>

MINUTES

School Board Committee Members:

Tim Theberge – Chairperson
Alan Edelkind
Katherine Heck
Niki McGettigan
Kevin Pobst
Robert Short, Jr.

Present: Tim Theberge, Alan Edelkind, Katherine Heck, Niki McGettigan, Kevin Pobst, Rich Cahoon, Dr. Kimberly Saunders, Cari Christian-Coates, Dr. Ann Forrest

1. Call Meeting to Order

Tim Theberge called the meeting to order at 5:04 p.m.

2. Approval of Minutes – April 22, 2020

Katherine Heck moved to accept the minutes of April 22, 2020. Niki McGettigan second. Unanimous.

3. Timeline for Adding Community Members

Tim Theberge said that the timeline for adding other members to this committee should be discussed.

The Goal to Develop and disseminate a new Strategic Plan for the ConVal School District by July 2022 was noted.

Seeking and selecting community members was discussed.

A reporting of what has been accomplished will be available for completion by November of 2020. What the committee wants reported out should be decided.

Kevin Pobst said that one of the first things that the membership of the new committee would want to know is what has been accomplished.

Niki McGettigan said that if communication about accomplishments could be shared, it may help new community members wrap their head around what is being asked.

Katherine Heck said that overlap might be helpful to provide perspective and direction.

How will the solicitation of additional members go forward? In the past, there was very little membership from towns. There was membership from principals. Planning of the committee could have had further thought on the last go around.

How much of a commitment is being asked? It depends on how often this committee meets plus the time required to read material.

Katherine Heck proposed that the committee consider teachers, administrators, school board members, students, staff, parents, community leaders, and community citizens.

Rich Cahoon encouraged the consideration of geography when making up the committee so that it is diverse.

Tim Theberge said that area businesses should be included.

Alan Edelkind asked if roles and responsibilities should be defined so that people have an idea of what work they are being asked.

Is this committee adding to its membership or adding another subcommittee? What will the Strategic Plan of the Board be doing beyond creating a new Strategic Plan by June 2022.

In the last round, people were added to the committee but board had voting rights. People considering joining should know if they have voting rights or not.

Katherine Heck spoke about an overlap of this committee with a Steering Committee. The steering committee would pass their work to the Board Strategic Plan Committee. They would have value. Katherine Heck said that if there is complete overlap, the larger committee would meet and the board group would take the information and narrow it down. There will always be direction on the next agenda.

Rich Cahoon said that there has been a dozen of significant board committees.

4. High Level Review of Status of Goals

<https://schoolboard.convalsd.net/wp-content/uploads/sites/3/2018/09/Strategic-Plan-Print.pdf>

- Goal 1 - Student Achievement/Performance
- Goal 2 - Culture & Community
- Goal 3 - Organizational Structure
- Goal 4 - Operations (including Personnel, Leadership, Facilities, and Technology)

5. Timing of Surveys & Focus Groups

Kevin Pobst said that he sees the Board Committee as the Steering Committee and the larger group would discuss ideas presented and move to a regular agenda of processing particular ideas. But the six-member board committee would meet to manage the pace, agenda, and scope.

Before each time the larger committee met, the board committee would meet.

Niki McGettigan said that when the Strategic Plan Committee met they reviewed surveys and met with focus groups.

Rich Cahoon said that it morphed over time. At first, there was a lot of work, once the outline for the Strategic Plan was determined, there were subcommittees. It morphed further to an implementation committee.

Tim Theberge said that he agreed with Katherine and Kevin about the committee set-up.

Kimberly Saunders asked if the committee wants to create a document so that the roles are memorialized. It could be given to potential members.

Kevin Pobst said that the procedures that will be followed should be laid out as well. Tim Theberge confirmed.

Niki McGettigan highlighted the timeline so that the length of the commitment would be known.

Kevin Pobst asked if putting focus groups and surveys this fall was realistic considering the current conditions. He suggested spring. Kimberly Saunders offered to rework the dates by working the plan backward.

Are focus groups a definite? The value of them was questioned.

Kimberly Saunders said that there are several staff members who may become part of this committee that would do a very good job running focus groups.

Dr. Ann Forrest said that she is a fan of focus groups. The last focus groups were very general at the beginning of the process. Targeting the use of focus groups has value.

Kevin Pobst said that organized focus groups have a great deal of value. He offered that it is likely that current board members have experience with focus groups. Will the vision, mission, and core values be sustained? Perhaps the use of focus groups could be targeted to actions and steps within the Strategic Plan. The first part is to determine if the committee needs to completely revisit vision, mission, and core values?

Kimberly Saunders asked if the focus groups happened before the survey. It should be the other way around. If we are going to run focus groups, it may bring question into the validity of what is being done. Kimberly said that she was unsure if the Strategic Plan created the mission, vision, and core values. Rich Cahoon confirmed that the Strategic Plan Committee did not write those.

Alan Edelkind said that focus groups, if managed correctly and given the right information, are a tremendous resource.

Katherine Heck echoed the value of focus groups. It engages stakeholders, they feel involved in the process and plan. She added that she would like to see focus groups be also held in the small towns rather than only Antrim and Peterborough.

Kevin Pobst suggested that this work be done in house in order not to alienate people by using generic questions that do not apply to ConVal.

Rich Cahoon said that the last survey was poorly designed and did not yield the results sought.

Kevin asked that the composition of the larger committee be circled back to. How will it be determined what the number of members will be and how those seats will be distributed?

Alan Edelkind asked if a charter for the committee should be stated. It will direct the type of representation needed for the committee.

Discussion took place about considering “what have we learned” since the last development of a Strategic Plan.

Discussion took place about the report out of the survey and Strategic Plan.

6. Timeline of Deliverables

Discussion encompassed under agenda 5.

7. Other

None.

8. Non-Public Session: RSA 91-A:3,II (If Required)

None.

Katherine Heck motioned to adjourn at 6:36 p.m. Niki McGettigan second. Unanimous.

Respectfully submitted,

Brenda Marschok