

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

CONTOOCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee

Thursday, October 8, 2020
5:00 p.m.

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/81167001335?pwd=aEM2WEoyMXRUT3RUb3BUbUVOZzRRdz09>

Meeting ID: 811 6700 1335

Phone: 1 301 715 8592

Passcode: EUB12q

Webinar ID: 811 6700 1335

Passcode: 847137

AGENDA

School Board Committee Members:

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

- 1. Call Meeting to Order**
- 2. Approval of Minutes – June 11, 2020**
- 3. Review Timeline**
- 4. Membership**
 - Review proposed categories of membership
 - Discuss need to balance representation factors
- 5. Invitation**
 - Open posting for interested parties to respond / targeted approach
- 6. Use of Internal/Community Resource for Facilitation of Focus Groups**
 - Discussion on internal vs external and possible procurement/budget, if needed.
- 7. Other**
- 8. Non-Public Session: RSA 91-A:3,II (If Required)**

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CONTOOCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee

Thursday, June 11, 2020
5:00 p.m.

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/87310118519?pwd=bnFkTnpqR1pZRCtzWUxzRllVFAyQT09>

Password: 1FVtZy

Telephone: +13126266799

Webinar ID: 873 1011 8519

Password: 106004

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, Robert Short, Jr., Dr. Kimberly Saunders, Dr. Ann Forrest

1. Call Meeting to Order

Tim Theberge called the meeting to order at 5:14 p.m.

2. Approval of Minutes – May 14, 2020

Niki McGettigan moved to approve the minutes of May 14, 2020. Katherine Heck second. Robert Short, Jr. abstained. All else in favor, motion carried.

3. Discussion and Review of “An Invitation to Participate” Draft (Attached)

- a. Membership
- b. Roles and Responsibilities
- c. Timeline

Katherine Heck said that she developed this document with three distinct parts. Edits are still pending. Katherine said that the process is outlined, roles and responsibilities, and timeline are included. She said that it might be overwhelming for someone to commit to becoming a member of this committee based on this document.

Kevin Pobst agreed that it seemed overwhelming. He was unsure if this document would stand as an invitation but, it would certainly be useful for the committee to use for structure. Focus on “agree on a multi-faceted model of strategic planning which may include these elements” was made.

Kimberly Saunders said that she can work within any of the strategies as long as they are clear and workable. She suggested picking one and sticking with it. She suggested that a SWOT Analysis might not be best for larger groups.

Kevin spoke on behalf of “appreciative inquiry”. Focus on *what is actually being done right* is the focus for duplication elsewhere in the district, rather than focusing on the negative.

Dr. Ann Forrest said that we learn more from what is going well than what is not.

Tim Theberge said that this would lead to identifying the gaps and then a Strategic Plan.

Katherine said that using an Environmental Scan, SWOT Analysis, and Gap Analysis (Appreciative Inquiry) might be enough.

Kevin added that looking at what is working particularly well really fits well under the SWOT analysis and will lead to Gap Analysis.

Tim Theberge liked the idea of replicating success and looking at the elements of why it was successful.

Kevin Pobst exited the meeting at 5:36 p.m.

In terms of membership, the composition of the membership includes a Chair, Vice-Chair, and Stakeholder groups.

How many committee members should there be? Kimberly Saunders said that anything over 15 or 20 becomes unmanageable.

Are the Superintendent and Assistant Superintendent automatic members because they will guide this work? Ann Forrest confirmed, because they are implementing the plan. She said that it is helpful to be apart of it so that a better understanding is helpful.

Different demographics on the committee are necessary.

Alan Edelkind spoke about the different methodologies and the importance of how people would be grounded in the process.

Katherine Heck said that once the roadmap is created then the real work can begin. There is advance work of this committee before expanding the committee, and the real work.

Limiting the student participation to the high school was suggested; a sophomore or junior was advised. One who has been part of the district for a while would benefit.

Kimberly Saunders said that when parents and students are selected, we should look for groups that are not as well represented and even disenfranchised. We are apt to hear different opinions.

Ten groups; two per group – community organizations, parents, students, administrators (SAU), select board, business, school board, faculty/staff, physical plant/IT, and principals.

Kimberly said that if a faith-based member is desired, End 68 Hours of Hunger might be asked.

Work on the timeline would be next so that invites could be rolled out from there. A sample Time Period/Activity schedule was shared. Kimberly asked if the SMART Goal format would not be used. Tim Theberge said that something reasonable that works for the committee is his preference.

Action items include narrowing down the preferred approach, narrowing down focus groups, hiring a facilitator or use in-house, and develop a timeline. Katherine Heck agreed to upload the documents.

4. Use of Internal/Community Resource for Facilitation of Focus Groups

This can be discussed at a future meeting. If we are going to hire someone to shepherd us through the process, we need to be sure what that will be. We will need an RFP if that is the route decided.

5. Other

None.

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

None.

Niki McGettigan moved to adjourn at 6:26 p.m. Robert Short, Jr. second. Unanimous.

Respectfully submitted,

Brenda Marschok