

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

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Strategic Plan Committee**

**Thursday, April 15, 2021**  
**5:30 p.m.**

**Physical Location:** None

**Virtual Location:**

<https://us02web.zoom.us/j/83524835641?pwd=cGgweW1TcVRUQWdHNFdxN2NwNzF5QT09>

Meeting ID: 835 2483 5641

Passcode: Qh2dkF

Telephone: 1 646 558 8656

Webinar ID: 835 2483 5641

Passcode: 029253

**Agenda**

**School Board Committee Members:**

Tim Theberge – Chairperson

Alan Edelkind

Katherine Heck

Kevin Pobst

Robert Short, Jr.

1. **Call to Order**
2. **Approval of Minutes – March 11, 2021**
3. **Status of Direct Invites**
4. **Community Invites**
5. **Staff Assignments**
6. **Timeline**

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CONTOOCCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee

Thursday, March 11, 2021  
5:00 p.m.

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/84537019790?pwd=SW01bENhUWlzb1U5UTRvY08zeDZNQT09>

Meeting ID: 845 3701 9790

Passcode: Z7mbCR

Telephone: 1 646 558 8656

Webinar ID: 845 3701 9790

Passcode: 868827

Minutes

School Board Committee Members:

Tim Theberge – Chairperson

Alan Edelkind

Katherine Heck

Kevin Pobst

Robert Short, Jr.

**Present:** Tim Theberge, Alan Edelkind, Katherine Heck, Kevin Pobst, Jerry Wilson, Janine Lesser,  
Dr. Kimberly Saunders, Dr. Ann Forrest, Cari Christian-Coates

**1. Call to Order**

Tim Theberge called the meeting to order at 5:03 p.m.

**2. Approval of Minutes – February 11, 2021**

Alan Edelkind moved to approve the minutes of February 11, 2021. Katherine Heck second. Tim Theberge abstained. All others in favor. Motion carried.

**3. Status of Direct Invites**

Direct invites have been sent out. Tim Theberge reported receiving inquiries as a result of the letters going out. People are interested and are asking about the time commitment required.

Janine Lesser reported receiving calls for information as well. Tim will expand on what is being asked and provide talking points.

**4. Review Community Invite & Google Form**

Alan said that there is nothing on the form that identifies what should be done with it.

Tim said that it would be posted on the School District website.

Alan said that this should be mailed to people since it is intended for the community. A return address is needed as well.

Kimberly Saunders said that this would be a great project for Guilfoil Public Relations. It would run in the newspaper and coincide with community surveys soon to be released.

The committee agreed that this was a perfect project for Guilfoil to release.

Tim Theberge noted that on the form itself, additional information could be added. i.e. do you have children in the district? How long have you lived in the district?

Katherine Heck spoke to the importance of participation of various socio-economic groups.

Asking principals to reach out to individuals was requested.

The question asking for a volunteer's level of education was removed.

**5. Administrator/Staff Assignments**

Kimberly Saunders and Ann Forrest will seek out administrator and staff assignments to committees.

The community invite should be out first.

**6. Kick-Off Date**

Tim Theberge said that the recovery plan should follow in short order.

Katherine Heck said that timetables and check-ins are important. Reasonable expectations with forward motion is key. Authentic community input in goal setting is important.

Janine Lesser spoke about Board Goals and Superintendent Goals. A conversation about a timeline to develop these goals is needed. The goals need to align vertically from the classroom to the board.

Kevin Pobst said that he hopes to hammer out a policy regarding what the Superintendent assessment and evaluation process will look like. The year for the Supt. is March/April through January/February. To have meaningful time to work on goals is time sensitive.

Janine Lesser exited the meeting at 5:30 p.m.

Kimberly Saunders will meet with Guilfoil next Thursday.

Reaching out to community members at transfer stations etc. will be scheduled.

Kevin Pobst suggested using rescheduled town meetings strategically to get information out.

Meetings will take place in zoom and slowly roll out to include in person meetings. Meetings will begin no earlier than April 5<sup>th</sup>.

This committee will meet next to define important points.

What is a realistic goal in terms of time to receive meaningful input and develop a document?

Katherine agreed to draft a timeline and this committee will meet next on Wednesday, March 24<sup>th</sup> at 5:00 p.m.

Kimberly asked if this committee was staying intact. Typically, Board Chairs do not Chair subcommittees. Tim said that there is no Board policy that says that it isn't possible. This would be a good committee to Chair for the School Board Chair. Agreed.

**7. Other**

None.

**8. Non-Public, if needed**

None.

**Kevin Pobst motioned to adjourn at 5:44 p.m. Alan Edelkind second. Unanimous.**

Respectfully submitted,

Brenda Marschok