

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Strategic Plan Committee**

**Thursday, October 21, 2021**  
**6:00 p.m.**

**Physical Location: SAU #1 Board Room**

**Agenda**

**School Board Committee Members:**

Tim Theberge – Chairperson  
Alan Edelkind  
Katherine Heck  
Kevin Pobst  
Greg Kriebel

- 1. Call to Order**
- 2. Approval of Minutes – August 24, 2021**
- 3. Approval of Minutes - September 16, 2021**
- 4. Subcommittee Reports & Status**
- 5. Steering Committee Actions**
- 6. Next Steps**
- 7. Other**

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Strategic Plan Committee**

**Tuesday, August 24, 2021**  
**6:00 p.m.**

**Physical Location:** SAU #1 Board Room

**Minutes**

**School Board Committee Members:**

Tim Theberge – Chairperson  
Alan Edelkind  
Katherine Heck  
Kevin Pobst  
Greg Kriebel

**Present:** Tim Theberge (6:07), Alan Edelkind, Kevin Pobst, Greg Kriebel, Jim Fredrickson, Dr. Kimberly Saunders, Dr. Ann Forrest, Lori Schmidt, Ben Moenter, Cari Christian-Coates, Carrie James, Amy Janoch

**1. Call to Order**

**Kevin Pobst called the meeting to order at 6:00 p.m.**

**2. Approval of Minutes – April 15, 2021**

**Alan Edelkind moved to approve the minutes of April 15, 2021. Kevin Pobst second. Greg Kriebel abstained. Motion carried.**

**3. Recap of May 11<sup>th</sup> Kick Off Event**

Kimberly reported that Tim Theberge had shared what he wanted to see in terms of the Strategic Plan process. Contact information was collected from those present.

**4. Review of Subcommittee Memberships & Chairs**

Facilities Chair – Tim Grossi  
Curriculum – Ann Forrest/Ben Moenter  
Finance – Lori Schmidt  
Personnel – Kimberly Saunders/Carrie James  
Co-Curricular – Kimberly Saunders  
Wellness – Cari Coates  
Tech – Mark Schaub

## 5. Subcommittee Meetings

Time has been spent to create and survey availability to set next meetings up.

Chairs of the committees will send out a request to collect best times to meet going forward.

Tim Theberge reported that a sub-committee report was developed.

Obtaining input from the community is valuable to the development of the Strategic Plan.

Why are the facilities, capital planning and finance separate?

Tim Theberge said that what the facilities and classrooms look like was a discussion. Tim said that finance and facilities could be combined.

Jim Fredrickson said that he sees facilities as looking at the classroom of the future. It ties with curriculum.

Kevin Pobst shared his involvement in other strategic planning in his past. People will need information so that they can actively participate in curriculum as an example.

Kimberly Saunders will outline a process piece. She asked Kevin Pobst to assist. An outline is included in the Drive.

Community members were previously sent an invitation to participate but ConVal staff were not. That is a disconnect.

The timeline needs adjustment.

Kimberly said that a draft of a solid survey will be developed by November 30th.

The Strategic Planning outline was never finalized. It will be condensed and pulled together.

## 6. Broader Public Engagement

Discussion took place about facilitators. The need for focus groups had been previously discussed. Kimberly will make contact for facilitation.

Because there is an aggressive schedule, Kimberly and Kevin will push information out to the committee for input before the September 16<sup>th</sup> Strategic Plan Committee meeting.

## 7. Other

None.

**Greg Kriebel motioned to adjourn at 6:35 p.m. Alan Edelkind second. Unanimous.**

Respectfully submitted,

Brenda Marschok

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106 Hancock Road  
Peterborough, New Hampshire

CONTOOCCOOK VALLEY SCHOOL BOARD

Strategic Plan Committee

Thursday, September 16, 2021  
6:00 p.m.

Physical Location: SAU #1 Board Room

Minutes

School Board Committee Members:

Tim Theberge – Chairperson  
Alan Edelkind  
Katherine Heck  
Kevin Pobst  
Greg Kriebel

**Present:** Alan Edelkind, Kevin Pobst, Kimberly Saunders, Mark Schaub, Carrie James, Lori Schmidt,  
Janine Lesser

**1. Call to Order**

The meeting was called to order at 6:08 p.m.

**2. Approval of Minutes – August 24, 2021**

Passed over.

**3. Status of Subcommittee Scheduled Meetings**

Subcommittees are scheduled with exception of Technology.

Will these meetings be recorded? No, there is no capacity to do so.

Co-Curricular – first Wednesday @ 3-5:00 @SAU

Facilities – first Thursday 5-7 @ SAU

Wellness – first Thursday 5-7 @ SAU

Finance – first Thursday 5-7 @ SAU

Personnel – fourth Tuesday 5-7 @ SAU

The Steering Committee should monitor the work of the committees to be sure of what items are being addressed and the progress.

Protocols and data will be gathered to share with committees.

**4. Review of the Plan Development Process (email of 09/03)**

Kevin Pobst brought focus to two questions Kimberly Saunders previous posed:

- 1) Is it okay to survey the community electronically without a hard copy option? If there is to be a hard copy option, arrangements must be made for the data entry/processing of hard copy surveys?  
The response was that this survey will be conducted electronically only. No hard copy surveying.

2) On the “Strategic Plan Development Process” plan, what do #'s 5 and 6 look like? Can the Board Committee provide more detail, please?

Once the plan had been drafted by this committee it would be presented to solicit feedback from the community. What does that look like? This is open for discussion. It could disappear or a vision could be developed.

When meeting in one town, the focus becomes that town and other information is sometimes lost. The draft could be sent out similarly to the “Reopening Plan” and feedback could be solicited.

Alan Edelkind asked if we are satisfied with a 10-month process for this plan.

Kevin Pobst said that he is interested to hear from people who are chairing committees of the Strategic Plan to see if the process outline is helpful.

Kimberly Saunders said that the committee work adds a meeting or more to schedules. Some serve on more than one committee. We have community members who can't come when others can meet.

Discussion took place about the conflicts in meeting.

Data will come from areas of expertise i.e. curriculum from Assistant Superintendent, finance from Business Administrator, personnel from Human Resources.

**5. Role of the Strategic Planning Committee**

**6. Community Communication (Tim Draft)**

**7. Next Steps**

The same protocols will be used at each of the committee meetings.

**8. Other**

None.

**9. Adjourn**

**Meeting was adjourned at 6:46 p.m.**

Respectfully submitted,

Brenda Marschok