

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

106 Hancock Road  
Peterborough, New Hampshire

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Strategic Plan Committee**

**Thursday, November 18, 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, Alan Edelkind, Katherine Heck, Greg Kriebel, Dr. Kimberly Saunders, Dr. Ann Forrest, Cari Christian-Coates, Amy Janoch, Lori Schmidt, Mark Schaub

**1. Call to Order**

**Tim Theberge called the meeting to order at 6:03 p.m.**

**2. Approval of Minutes – October 21, 2021**

Passed over.

**3. Subcommittee Reports & Status**

Potential survey questions were reviewed from each of the subcommittees.

The survey will be sent out to the entire community. It will be posted in newspapers, towns, sent out in multiple avenues including community newspapers.

Discussion took place about tabulating electronic and manual copies. Electronic submissions were preferred.

Caution to be able to mine to what category the survey respondent was in is important to identify feedback.

The questions were developed as a jumping off point.

Advance communication will be sent out so that people know that the survey is coming.

**4. Steering Committee Actions**

It might be helpful for a member from each group to review the questions for that specific group to see if they make sense as well.

Including community questions for personnel might be provided.

In the Wellness and Finance and Facilities subcommittees things came out of the SWOT Analysis that didn't make the list because the intended target audience was unclear.

How do stakeholders perceive the Strategic Plan Process? Are they aware this work is underway?

NESDEC could develop the survey with information provided by the district.

The facilitators of the subcommittees could take the questions back to their subcommittee to identify more about the different surveys to determine if this is what they want to get at.

Strategizing who will work on what questions might take place tonight.

Dr. Kriebel – Wellness

Alan – facilities

Katherine – Athletics and Co-Curricular

Kevin – Personnel

Mark – Technology

Tim – CIA

The perspective that people would look at the questions would be the following:

Community, Student, Parent, Personnel – would be the four buckets.

Katherine Heck shared concerns around putting specific percentages around community expectations for investment.

Sending out a primer survey about the awareness of the Strategic Plan Committee and survey was suggested. It would build awareness.

Initial questions were based on what the SWOT analysis groups did. They identified and prioritized the responses, and developed questions based on the responses, that were identified as priorities. What questions were not asked that may not have surfaced during the SWOT?

Cari Coates suggested bucketing the questions from individual subcommittees now rather than bringing it back to committee. It is more of a leadership function.

Those present paired up to categorize the questions for their subcommittee that they Chair.

Greg Kriebel exited the meeting at 7:06 p.m.

## 5. Next Steps

Kimberly Saunders will rework the agendas for the next round. Questions can be categorized in the subcommittees. Once that is done, this committee will get the final version of the questions. Do the questions represent enough depth to get to the issues?

A pre-survey survey was favored by this committee in advance of the survey.

Katherine Heck reviewed the two questions in rough form.

## 6. Other

None.

**Alan Edelkind motioned to adjourn at 7:28 p.m. Katherine Heck second. Unanimous.**

Respectfully submitted,

Brenda Marschok