

CONTOOCCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458

Strategic Organization Planning Committee (SOPC)

Thursday, February 16, 2023

5:30 PM

SAU Boardroom

Agenda

COMMITTEE MEMBERS:

Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Douglas Sutherland

- 1. Approval of January 26, 2023 minutes.**
- 2. Approval of February 2, 2023 minutes.**
- 3. Discussion on types of members on committee. Voting vs. non-voting.**
- 4. Review process for RFI.**
- 5. Activation and members for SOC.**
- 6. Schedule for RFI.**
- 7. Start of review of RFI.**
- 8. Adjourn**

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458

Strategic Organization Planning Committee (SOPC)

January 26, 2023

6:00 PM

SAU Boardroom

Minutes

COMMITTEE MEMBERS:

Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Douglas Sutherland

Present: Alan Edelkind, Liz Swan, Richard Dunning, Tom Burgess, Janine Lesser, Dr. Kimberly Saunders

Alan Edelkind called the meeting to order at 6:02 p.m.

1. Determine charge (purpose) of the Strategic Organization Committee (SOC).
Alan Edelkind said that there are seven documents to reference this evening. This is not an operational committee, it is an organizational meeting that might morph into the operational committee.
The draft charter reads:
"To develop and implement the best possible financially responsible, educationally rich, safe, socially responsive, community sensitive and organizationally sound physical model to support the ConVal community and students. Consideration will also be given to developing alternative models using the current physical plant based on the above noted criteria"
Kimberly Saunders asked if it is not the company contracted with to do some of this work. Alan spoke about overseeing the implementation. The SOC would be present during the implementation.
Kimberly asked what is trying to be communicated.
The charge would be for the Strategic Organization Committee, and not the planning committee, which is the group that is meeting here tonight. It is the charge for a community-based committee.

Alan Edelkind shared that the committee meeting tonight (SOPC) will likely meet once or twice and then dissolve. The Strategic Organization Committee meetings will follow.

Kimberly Saunders said that it is one thing to develop an RFP and have a group come in to look at components. She said that she hears that the committee of 10-12 people will develop the plan and implement it. She worries about that.

Liz suggested adding the words "and oversee". Agreed.

The charter now reads:

"To develop and implement and oversee the best possible financially responsible, educationally rich, safe, socially responsive, community sensitive and organizationally sound physical model to support the ConVal community and students. Consideration will also be given to developing alternative models using the current physical plant based on the above noted criteria"

2. Determine makeup of the SOC (members) School board members etc.

Alan Edelkind said that the SOC will likely be school board, administration, not community in terms of membership. Kimberly said that the board can form a committee with community members.

Alan said that he was told that community members cannot be on committees.

Janine Lesser confirmed that community members can sit on the committee.

As a result, Alan added community members to the makeup of SOC.

3. Determine SOC structure (committee and sub-committees)

Alan Edelkind referenced the preliminary structure chart. The Consulting Organization, Strategic Organization Committee and Outside Communications Firm would feed into each other. Four School Board Committees that would be involved would include the Communication Committee, Budget & Property Committee, Selectmen's Advisory Committee, and Strategic Plan Committee. The Education Committee and Equity Committee were also suggested and confirmed as important committees.

The Equity Committee was discussed in terms of role. Equity issues within certain areas would feed to specific committees e.g. if it is an educational topic it would feed through the Education Committee.

Selectmen's Advisory Committee placement on the flow chart was discussed.

Kimberly Saunders noted that the only standing committee not represented in the flow chart is Policy Committee. ConVal policies might feed information to whoever responds to the Request for Proposal (RFP).

4. Outline activities, including timelines, of the SOC to be done up to engagement of outside firm.

Alan Edelkind said that companies heard from identify about eight months for preliminary work. There will be impacts with renovation projects.

Preliminary timelines for discussion were noted. Alan Edelkind said that writing RFP's are different for education. One month was allotted to write the RFP. Receipt of the RFP from vendors would allow one month leading to interviews and selection of the vendor partner by May 2023.

The project would become operational for eight months through February 2024.

Janine Lesser shared her concern if this was laid against Lavallee Brensinger's timeline.

Alan Edelkind said that this is looking at this project only. The renovation work lies mostly within the middle schools. Prioritizing the elementary schools and middle schools is undetermined. The timeline focuses on the work of the Strategic Organization Committee. Much discussion is needed.

Kimberly Saunders said that if ConVal gets in line for building aid next January, we would have to have a full set of plans to the DOE by July 2024. She asked if an article on the 2024 warrant is a goal. Alan and Dick confirmed that it is. Kimberly said that a report will be needed sooner. Areas to compact the timeline were discussed.

Tom Burgess said that it appears that the elementary schools are most in need of consolidation. Others might feel that it is the middle schools. He asked if we really need to consolidate the middle schools or is it something that we are able to do without voter approval. Alan Edelkind said that the report will identify that.

Tom Burgess asked the sense of those present.

Dick Dunning said that elementary schools would be looked at. The CTE would be looked at. Bringing the middle schools for equity purposes should be looked at. Looking at the school start times should be examined.

Advantages of bringing the two middle schools would be examined. The Great Brook School facility could be used for an elementary school consolidation location.

Kimberly Saunders said that GBS has been looked at on multiple occasions for closure and the Antrim community has responded by looking at withdrawing to go to other schools.

Tom Burgess said that is political. Why has it failed in the past?

Changes to the Articles of Agreement would be required. Implementation should consolidation pass would follow.

Liz Swan said that it has failed in the past because the community schools vote against. The community does not understand the disparities between the education students are not getting. They want more but they don't want their taxes to go up. A heart centered communication around these issues is needed. They need answers as to why this is so important.

Kimberly Saunders said that we have never once put it on the warrant. The only time it appeared on a warrant was by petition.

Dick Dunning said that we now have a board that has a global picture. The other piece that is critical is getting teacher support. Communicating that a better education system with a minimal loss of staff is critical. The biggest voice in the community is that of the teachers.

Liz Swan said that whoever takes this on from a firm perspective will look at what might become of school buildings. The value of having a school is seen as valuable.

Dick Dunning said that people move into the district because of the high school.

Alan Edelkind asked since Requests for Information (RFI's) will be coming in, should another meeting be scheduled sooner than waiting a month. He suggested meeting next week.

Kimberly asked if Alan would look into compressing the schedule. If a report is not available until February 2024 nothing will go on the warrant.

Alan said that once the RFP is out the schedule compression can be considered.

February 2nd at 6:00 p.m. was suggested as the next meeting date.

5. Determine committee name (Strategic Organization Committee?)
Passed over.
6. Outline direction of SOC (what to be considered within scope)
Passed over.

7. Should SOPC “morph” into the operational SOC? Same members +/-
Passed over.
8. Elect SOPC Chair
Passed over.
9. Adjourn

The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Brenda Marschok

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458

Strategic Organization Planning Committee (SOPC)

February 2, 2023

6:00 PM

SAU Boardroom

Minutes

COMMITTEE MEMBERS:

Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Douglas Sutherland

Present: Alan Edelkind, Liz Swan, Dick Dunning, Tom Burgess, Doug Sutherland, Dr. Kimberly Saunders, Janine Lesser

Alan Edelkind called the meeting to order at 6:03 p.m.

1. Determine charge (purpose) of the SOC

Alan Edelkind referenced some changes to the charter since the last meeting. Two versions were shared. Alan said that he preferred the first.

Kimberly Saunders said that the second version is more accurate. The company hired will be doing the development.

Janine Lesser shared that the second version was preferred.

Alan Edelkind said that the committee will be responsible for the development and oversee the implementation, not actually do the implementation, but oversee it. He did not feel that was correct.

Kimberly Saunders said that if you put "to develop" vs. "oversee" people will think that they will create the plans.

Alan Edelkind asked who would create the plan? Kimberly said that the company hired will create the plan.

Alan further said that we will create the plan and have the final authority over what the plan will say; they work for us.

Doug Sutherland said that he looked at the RFI's. What are they creating? Will they provide information and we create the plan? Or will we decide what portions of the plans would we like to do? The second was confirmed.

Janine Lesser said that version two says that rather than version one. Version one makes it sound like the group is going to develop the plan.

Dick Dunning said that our charter is to oversee and not develop. The second version is better.

Liz Swan said that we want them to give us different pathways. The version doesn't matter too much. She was indifferent.

Version two was confirmed.

Janine Lesser asked if now is a good time to point out that several models have been developed.

Alan Edelkind said that the previous models provide a lot of information that should be looked at. Former models should be shared.

Doug Sutherland asked why we would share them.

Alan Edelkind said that it provides a grounding and information should not be limited.

Doug shared concern that if we are paying them to come up with a plan, we are giving them the answers to the previous test.

Janine Lesser suggested giving the previous models and say that they might help provide which might be the best. The financials and why a model would work well is needed.

Dick Dunning disagreed; it is a different time now, a different economic situation and environment. We need to know more about models and what is good and not about them, along with economics and suggestions to make a model.

Kimberly Saunders said that the company hired will spend a significant amount of time culling records. The board needs to consider if this takes ten weeks and they return with a model previously developed that a plan of action will be needed.

Dick Dunning said that all of the models never answered the question of the financial, social emotional and other impacts.

Kimberly Saunders said that a year was spent conducting a study in depth.

Alan Edelkind said that they may come back with a model similar to one that has been done. Justifying the model is what is needed.

2. Determine makeup of the SOC (members) School board members etc. MAKEUP OF BOARD MEMBERS LARGE MEDIUM SMALL TOWNS

Select board members were added as well as a teacher's union representative to the makeup of the SOC.

Tom Burgess asked about the School Board makeup, we want a member from Antrim.

Small elementary school would have 2-3 members, medium school populations could have two members and Peterborough could have two members.

Kimberly Saunders cautioned placing Antrim in the medium group. They are in the middle school impact group.

Doug Sutherland assumed that the representation from the small school might likely be the schools impacted. Getting representatives from all was his suggestion. He suggested having all four; 3-4 from the small towns.

Dick Dunning said that if you are looking at board elementary representation than you look for representation from that town.

You are looking for a group to represent the board in this investigation to come back to the full board where everyone will have representation.

Kimberly said that you want six or fewer board members otherwise it looks like the committee was loaded. She recommended that two from the small, two from the medium, one from Peterborough. You would have five board members.

Doug Sutherland said that other people that are not board members would come from other towns. It would be important to have less than half of the board membership.

3. Determine SOC structure (committee and sub-committees)

Consolidation/Reconfiguration Scope/Objective – Doug Sutherland was asked to rework the information and return it to committee.

4. Outline activities, including timelines, of the SOC to be done up to engagement of outside firm

The only change made was to shorten the timeline. Renovations are under consideration to schools and this work should dovetail.

If the Articles of Agreement should change, public hearings will be required.

The drop-dead date is December.

Kimberly Saunders said that if the interviews and selection of vendor partner could be complete by April it allows May to get ducks in a row.

Alan Edelkind shared information about the creation of a shared drive to manage information.

Kimberly Saunders asked if any company has given cost information to do this work. Ballpark figures have been given but it is premature until the RFP comes out.

Kimberly shared concerns if the budget does not pass, the money will not be there.

Determining the scope of the project is so important so that the cost to do the work can be more exacting.

Doug Sutherland asked why one of the past models was not used; what stopped it?

Janine Lesser said that some of the cost information was absent. We never went out to the community on it.

Dick Dunning said that there has never been a School Board recommendation that led to a warrant article. There have only been petition warrant articles.

There was an article proposed that was advisory only. It is advice, but the board would not have to follow.

The communities may be ready to see the outcome of this work. The board wants to see something happen.

How are community members being selected for the committee?

Put something out and ask for interest and choose. Balance will be important.

Kimberly Saunders said that she thinks highly of Selectmen's Advisory Committee. We also have to target parents for this committee. It is the adults that go into the schools and feel comfortable.

Kimberly said that PTO's should be connected with but it should be broader group of parents. It might be better to have two parents from each town because not everyone will be able to attend every meeting; maybe a primary and an alternate. It doesn't have to be a parent, it could be community members.

Nine community members was Alan's preference, with an alternate for each. Nine would attend a meeting.

Liz Swan suggested creating a hybrid opportunity for people to attend the meeting so that we would have a better shot at getting parents. If that was possible, an alternate might not be necessary.

Should there be an agreement to commit to the committee?

Kimberly said that norms for the group should be set for the group and how it should function.

Alan Edelkind asked when the SOC starts. As soon as possible was the suggestion.

Kimberly Saunders said that all of the work discussed needs to be taken to the board. She suggested posting a short meeting after Deliberative Session next week for this purpose. Agreed.

Liz Swan suggested doing the meeting before Deliberative Session and state that we are looking for members. Making an announcement was suggested rather than meeting prior. After further discussion, it was thought that no one at Deliberative Session would know what was being discussed. A communication should be sent out first. Mixing up this discussion with the budget discussion was cautioned.

Should we form the SOC with the members from this committee and add members when new School Board members come on? Yes.

5. Determine committee name (Strategic Organization Committee?)

6. Outline direction of SOC (what to be considered within scope)

7. Should SOPC “morph” into the operational SOC? Same members +/-

This has not yet been decided. If members here want to be on the committee they should.

Tom Burgess shared his indifference in being on an official committee but will be present and invested at meetings.

Meetings will begin after Deliberative Session if the board is in favor.

Send out communication to all parents will start. A press release and release on ConVal news, put out through principal newsletters. Names of those interested in the committee should contact the School Board Chair.

Dick Dunning asked Kimberly to come up with norms for the committee. Norms are the criteria for the meeting; be respectful as an example.

Kimberly Saunders agreed to come up with a sample.

Doug Sutherland asked once this is put out, should we expect people to wonder what is happening since this has been discussed before.

Liz Swan suggested a Q&A to bring people to the table in addition to other communications.

Kimberly asked the group to provide that information to her and she will talk to Guilfoil to come up with the graphics.

Actual operational work will be done by the SOC, that includes but is not limited to, reviewing RFI responses, developing RFP, reviewing RFP, recommending firm to be engaged with, coordinating work activities with outside firm, communications to school board, structuring detailed project plan with outside firm engagement etc.

8. Elect SOC Chair

9. Adjourn

Dick Dunning moved to adjourn the meeting at 7:27 p.m. Liz Swan seconded.

Unanimous.

Respectfully submitted,

Brenda Marschok