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

Strategic Organization Committee (SOC)

Thursday, August 10, 2023
5:30 PM

SAU - Finch Room

Agenda

COMMITTEE MEMBERS:
Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Dan Harper

1. **Call Meeting to Order**

2. **Accept Minutes Meetings**
   a. May 4, 2023
   b. May 19, 2023
   c. May 23, 2023
   d. May 24, 2023

3. **Activity/Status Update – Update on activities taking place**

4. **Upcoming Activities**

5. **Non-Public Session (If needed)**

6. **Adjourn**

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

Strategic Organization Committee (SOC)

Thursday, May 4, 2023
5:30 PM

SAU - Finch Room

Minutes

COMMITTEE MEMBERS:
Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Dan Harper

Present: Alan Edelkind, Liz Swan (6:00 p.m.), Richard Dunning, Tom Burgess

1. **Call Meeting to Order**
   Alan Edelkind called the meeting to order at 5:32 p.m.

2. **Accept Minutes of April 27, 2023**
   Dick Dunning moved to accept the minutes of April 27, 2023. Tom Burgess seconded. Unanimous.

3. **Review motions and information from School Board Meeting**

4. **Non-Public Session: RSA 91-A: 3,II (If Required)**
       a. **Negotiations**
   Dick Dunning moved to enter into Non-Public Session in accordance with RSA 91-A:3,II at 5:32 p.m. Alan Edelkind seconded. Unanimous.

   Dick Dunning motioned to exit the Non-Public Session at 6:35. Tom Burgess seconded. Unanimous.

   Dick Dunning moved to seal the minutes of Non-Public Session for a period of five years. Tom Burgess seconded.

   Alan Edelkind referenced the "Consolidation/Reconfiguration Project Tasks" document. When should the project start? At the end of June.

   Tom Burgess exited at 6:41 p.m.

   Alan Edelkind said that meeting with Kimberly Saunders is critical.

5. **Next meeting activities and date**
   Getting two companies in for interviews will be scheduled.

   Alan Edelkind said that there is a write-up that shares what this committee is doing. He would like to get that out soon. The public should know about the project in place. It is not too soon.

   Dick Dunning said that status quo is an option. If this doesn't pass, we are at status quo.

6. **Adjourn**
   Dick Dunning motioned to adjourn at 6:53 p.m. Liz Swan seconded. Unanimous.

   Respectfully submitted,

   Brenda Marschok

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

Strategic Organization Committee (SOC)

Friday, May 19, 2023
1:00 PM

SAU - Finch Room

Minutes

COMMITTEE MEMBERS:
Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Dan Harper

Present: Alan Edelkind, Dick Dunning, Tom Burgess (elect.), Dan Harper

1. **Call meeting to order**
   Alan Edelkind called the meeting to order at 1:07 p.m.

2. **Vendor Planning Meeting**
   Alan Edelkind said that the purpose of this meeting is to discuss two vendors coming next week for the purpose of interviews related to how they respond to questions and present. Contracts will be reviewed. A selection will be recommended to the full School Board.
   The first meeting is on Tuesday and the second on Wednesday.
   Presentations should include a preliminary schedule of engagement activities/project plan. A preliminary project plan should be developed.
   This is a study, not an implementation. A study will take place, a report outlining a recommendation will follow.
   Each company was asked to provide a series of information including the names of who will be part of the team project and what their specialty is.
   Nineteen questions were outlined and were shared for review of the committee. Once the committee confirms the questions, Alan will forward them to the companies.

   a. An overview of how and whom you engage in a project like this.
      i. internal and external
   b. How much time onsite vs. remote vs. online
      i. Estimate how many hours in the district physically and how many offsite/remote.
   c. How do you report progress? Weekly? Monthly? Who is it to?
      i. Who will the ConVal contact person be? The project manager at ConVal will be the contact.
         Dick Dunning suggested that Alan take on the role. A project manager may need to step in where appropriate. An independent view is what the committee wants.
   d. Interviewing vs. group encounters

        i.   Group encounters would include talking to community members; how would that be structured? It should be the community at large itself.
- e. Public Communications
- f. Community engagement - each community has their own unique identities and nuances.
- g. Implementation planning - how do they plan the implementation of the process? In the summer, some people do not work; how will interviews take place?
- h. Community vs. town forums - community forums are definite. How many will there be? One a month? Less or more frequent?
- i. Project organization - how is this going to be organized? Project manager, Vice-President etc. What is the chain of command for the organization and the district? Committee organization is important - 20/30 people on a committee is too many. Subcommittees might be formed.
- j. Travel expenses - clarify travel expenses and expectations. No surprises.
- k. Committee structure - numbers of people that sit on a committee.
- l. Teachers interviewing - critical to do; have they done this before?
- m. Students interviewing - important
- n. Community leaders - They have been elected to represent the town e.g. Selectboard.
- o. Facilities review - Critical. How do you get involved at looking at the facilities? If in turn it says that work is needed on the facility, are they skilled enough to state that? It will be more than looking at an architectural drawing, it will require onsite visits.
- p. How do you see the interface between your work and the work of the administration happening? It is the key to everything because it is operational. What is their experience?
- q. How do you build relationships with members of the community to be able to understand the potential impact of the modeling you may be doing?
- r. How do you model the potential impact (good or bad) on the home values of those communities in which you may suggest closing a school?
- s. If ConVal is going to consolidate any elementary schools, it first needs to win a public vote with a ⅔ majority. What is your experience in preparing a community for a consolidation vote? Will the necessity for a public vote impact the way you conduct your study? Financial impact is key in this discussion. The bill they receive in June and December matters. Safety, equity in education etc. Cost savings and education enhancement are important.

The above information will be sent to the contacts of the companies under consideration.

Asking a question about the diversity or perceived demographics might be asked. How do you merge Communities?
Multiple questions above might be answered in one response.

3. Adjourn
Dick Dunning motioned to adjourn at 1:55 p.m. Dan Harper seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

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

Strategic Organization Committee (SOC)

Tuesday, May 23, 2023
9:30 AM

SAU - Board Room

Minutes

COMMITTEE MEMBERS:
Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Dan Harper

Present: Dick Dunning, Dan Harper, Dr. Kimberly Saunders

1. **Call Meeting to Order**
   Dan Harper called the meeting to order at 9:34 p.m.
   Those present introduced themselves.
   Dr. Karinda Barrett, Vice-President, MGT Solutions (4 years).
   Dr. Lance Richards, past Supt., former teacher, principal etc.
   MGT representation said that MGT is built for the work being asked

2. **Non-Public Session**
   a. **Negotiations**
   Non-Public Session was entered into at 9:34 p.m.

3. **Adjourn**
   Non-Public session was adjourned at 11:22 a.m.

   The meeting adjourned at 11:23 a.m.

   Respectfully submitted,

   Brenda Marschok

CONTOOCOOK VALLEY SCHOOL DISTRICT
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Strategic Organization Committee (SOC)

Wednesday, May 24, 2023
1:30 PM

SAU - Board Room

Minutes

COMMITTEE MEMBERS:
Alan Edelkind
Elizabeth Swan
Richard Dunning
Thomas Burgess
Dan Harper

Present: Richard Dunning, Dan Harper, Dr. Kimberly Saunders

1. Call Meeting to Order
The meeting was called to order at 1:30 p.m.

2. Non-Public Session
   a. Negotiations
Dan Harper moved to enter into Non-Public Sessions for matters of negotiation at 1:31 p.m.
Seconded. Unanimous.

3. Adjourn
Dan Harper motioned to exit non-public session at 2:56 p.m. Dick Dunning seconded.
Unanimous.

Dan Harper motioned to adjourn at 2:56 p.m. Dick Dunning seconded. Unanimous.

Respectfully submitted,

Brenda Marschok