



Timberlane Regional School District Minutes

Type of Meeting	Strategic Planning Committee
Date	10/17/2022
Facilitator	Chris Kellan
Attendees	Steve HARRISES, Kim McCormack, Michael Boucher, Sandy Allaire, Justin Krieger, Neil Campbell, Ken Henderson, John Vaccarezza, Chris Kellan, Meaghan Guanci (notetaker)
Agenda	<ol style="list-style-type: none">1. Ins2. Taking Stock<ol style="list-style-type: none">a. Goal to approve plan by June 2023b. Past Workc. Future Targets3. Thought Exchange Results and Next Steps4. Survey Monkey Update5. CIP Report Update
Notetaker	Meaghan Guanci

Approval of minutes from 9/28/22
Notes: Meeting called to order at 4:38 pm
Motion to <i>Approve</i> by: Meaghan Guanci Seconded by: Kim McCormack
in favor; 8- 0 - 2 (abstained)

TOPIC: Overview of the night's agenda and other items to consider	
Discussion:	Discussion of the agenda and additional items to consider



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1. Overview for the meeting
2. Other Items to consider
 - a. Take time to look at the document connected to our Strategic Plan on what has been accomplished/what is still relevant/still connected for future work
 - b. Discussion of how CIP Report will frame the work of the committee
 - c. RFP for consultant for Strategic Planning- where are we at/what decision has been made
 - i. Need the scope of the work before we can get bids
 - ii. Discussion regarding whether or not to hire someone to conduct the public forums.
 1. Neutral facilitator is needed
 2. Forums are poorly attended- do we hold and if so, how do we expand attendance
 3. Consider what our needs are and if an outside person is needed- consider the “buckets” that we need to focus upon
 4. Forum to gain feedback from a DRAFT of the strategic plan
 - iii. Discussion about staff input
 1. Pinpointing more specific feedback
 2. Ensuring we value the input being provided
 - d. Process

Conclusions:	We will dig into the data from the Thought Exchange Results and the Survey Monkey to help us define the “buckets” and scope of our work.	
Action Items	Person Responsible / Deadline	
Dig into results now.	Strategic Committee	

TOPIC: Thought Exchange

Discussion: Review of the re-theming work

- Sandy outlined the report and what would be sent to the community
- Themes
 - Streamlined the topics and categories to limit the number and provide additional detailed info
 - Financial Literacy was the highest (June law- we have to do this)
 - Core Academic Knowledge- Math, English, etc. all combined together
 - Real-World- Life Skills
 - Social, Emotional, Executive Functioning Skills
 - Thoughts can be connected to up to 2 themes
 - Some thoughts are connected to two themes
- Thought Exchange is ready to be sent out to the community
 - Value of closing the circle- thank you for your input/here’s the link to the results
 - Discussion about how to send the information and the need to send it out soon due to length since results were collected
 - Video not necessary
 - Discussion- Should communication about the results be delayed?



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Conclusions:	<p>Motion made to share results of the Thought Exchange with the community by Kim McCormack, "I move to motion to send the summary of the results of the Thought Exchange through a School Messenger communication and postings on social media."</p> <p>Sandy seconds.</p> <p>10-0-0</p>	
Action Items	Person Responsible / Deadline	
	Thought Exchange report will be sent out	

TOPIC: Bucket Conversation from the Thought Exchange and Survey Monkey		
Discussion:	What takeaways did Sandy/Meg have from looking through the results	
	<ol style="list-style-type: none"> 1. Thought Exchange <ol style="list-style-type: none"> a. CTE/Career Pathways- huge emphasis on these- developing skills in school that are transferable to the trades b. Financial Literacy- How to pay taxes, not get into debt- we are doing some work in this c. Collaboration/Communication and Critical Thinking/Problem Solving- 21st Century Skills- They're skills kids need to have to be successful in their lives (reflected in our current Strategic Plans) d. Real-World Authentic Learning application 2. Survey Monkey <ol style="list-style-type: none"> a. 1,050 responses b. Not as detailed with analysis due to tool c. How to divy up and dissect <ol style="list-style-type: none"> i. Take a look at and determine 3-5 common takeaways ii. Kim is making a motion for 2 people to dig into the responses <ol style="list-style-type: none"> 1. Neil and Justin will work through the responses and bring back for next meeting 	
Conclusions:	Motion made for two members of the committee to	
Action Items	Person Responsible / Deadline	
	Justin and Neil will read through the Survey Monkey responses, create tags that correspond to the Thought Exchange themes, and assign tags to responses.	Justin Krieger and Neil Campbell

TOPIC: CIP Report		
Discussion:	Share the CIP report	



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- Overview of the discussion at CIP
 - Keep within the current budget constraints
 - This will be presented to the board
 - Chris discussed outlining the creation of a Long-Range Planning committee in our Strategic Plan
 - Sandy noted looking at our current Strategic Planning
- Discussion regarding the progress of the current Strategic Plan
 - Need to finalize the progress tracking document for Facilities
 - Current Facilities Committee

Conclusions:	
Action Items	Person Responsible / Deadline
Chris Kellan will meet with Karl to go through facilities portion of the Strategic Plan Progress Tracking document	Chris Kellan and Karl Ingoldsby

TOPIC: Buckets

Discussion: Thinking about our buckets

- Community Relations
 - Specifically around facilities/CIP
- Bucket Ideas
 - Academics, Rigor, and 21st Century Skills
 - Career Pathways within academics
 - Push harder in the academic bucket-> demand for results
 - School Culture and Climate
 - Include Community Connections (School Culture, Climate, and Community Connections)
 - Not just tied to personnel
 - Consider just calling it "Community"
 - Facilities
 - Vision of Education
 - Integrate this theme into each bucket; adaptable, flexible buckets
 - Applicable academics- academics and its uses
 - Safety and Security (could this connect into facilities/culture & climate)
 - Finance
 - On-going committee- ways to financially provide for these themes
 - Financial Health or Financial Well-Being section (budget, compensation for staff, taxpayer burden, facilities, etc.)
 - Learning or Authentic Learning
 - Encapsulates a vast array of critical traits around academics, learning, etc.
 - Facilities
 - Facilities and Learning Environments
 - Community Partnerships



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- Discussion about “settling”
 - Room and opportunity to set new/different goals connected to a forward thinking vision

Conclusions:	All committee members will review the proposed buckets and come to the next meeting to form consensus on finalized buckets.	
Action Items	Person Responsible / Deadline	
Meg will email the committee members with the notes and specifically noting this action item: <ul style="list-style-type: none"> ● Review buckets and determine which buckets=most important 	Meg	All committee members

Observers	
Resource Persons	
Special Notes	Meeting adjourned at