



Timberlane Regional School District Minutes

Type of Meeting	Strategic Planning Committee
Date	09/28/2022
Facilitator	Chris Kellan
Attendees	Maria Watkins, Chris Snyder, Patrice Liff, Steve HARRISES, Sue Sherman, Kim McCormack, Chris Snyder, Michael Boucher, Sandy Allaire, Justin Krieger, Neil Campbell, Mitch Mencis, Karl Ingoldsby, Meaghan Guanci (notetaker)
Agenda	<ol style="list-style-type: none"> 1. Thought Exchange Results 2. Review the Scope of the Work the Consultants 3. Inclusion of community members in SPC meetings 4. Gathering of additional stakeholder information 5. Schedule Future Meeting Dates 6. Adjournment
Notetaker	Meaghan Guanci

Approval of minutes from 9/7/22
Notes: Meeting called to order at
Motion to <i>Approve</i> by: Seconded by:
in favor; 12 opposed 0; abstentions 2

TOPIC: Student survey (SurveyMonkey)	
Discussion:	Gathering student input regarding their education from Timberlane to inform Strategic Plan
<ul style="list-style-type: none"> ● Utilizing survey monkey; Ken confirmed that we can get a word cloud from this type of survey <ul style="list-style-type: none"> ○ This survey would be open-ended but students would not be able to view or rate each other's thoughts ○ Why not Thought Exchange: Potential for students to write something that breaks policy ● Survey would be given Grades 6-12 ● Question phrasing <ul style="list-style-type: none"> ○ Stick with original prompt ○ Alternate question from student perspective: How can the Timberlane Regional School district 	



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best prepare you for your future after you graduate from Timberlane?	
Conclusions:	The survey can be set up and emailed to students. At TRMS, students can complete during advisory. At TRHS, students will complete at a time determined by TRHS leadership team.
Action Items	Person Responsible / Deadline
CK to do message to parents about student survey	CK and Kelly Salovitch

TOPIC: Thought Exchange Results	
Discussion:	Overview of the results from Thought Exchange
<ul style="list-style-type: none"> ● 479 Participants, 341 Thoughts, 10,450 Ratings, 31 Ratings Ratio (valid= between at least 20-30) ● Stakeholder response <ul style="list-style-type: none"> ○ 18% District Staff ○ 78% Parent ○ 17% District resident ○ Less than 0% (4 individuals)- business partners ○ 8% alumni ● 46% shared; 53% rated ● Reviewed word cloud- some terms=descriptors/clarifiers ● We can share the report on our website with all of the thoughts if we wish <ul style="list-style-type: none"> ○ We can edit the introduction, etc. ○ Discussed adding a video/screencastify tutorial/summary to accompany results ● Sandy shared that Thought Exchange utilizes a Beta Analysis (numerical rating is based on the distance from 3 to a 5 - it is NOT an average) ● Chris K talks about sending the voicemail about the survey. Sandy discusses that the machine moderation automatically flags profanity, rude, specific names, etc. Some flagged thoughts were included in the Thought Exchange. This helped to get a better picture of the community's thoughts. ● Sandy will share a link to the Thought Exchange report for the committee. ● Sandy shared the “differences” view that allows us to dig in regarding results of “sides” within our community and what similarities are shared ● In the future, utilize multiple ways to gather information; Thought Exchange= a high level quick entry data point for our committee to start from. <ul style="list-style-type: none"> ○ Utilize these results to help us craft future questions based upon themes ● Some key themes: effective communication, financial literacy, trades/CTE/vocational options, real world learning ● Sue shared that these results aligns with our current vision ● Sandy shared the Timberlane Graduate (crafted in 2013 by approximately 60 staff members) <ul style="list-style-type: none"> ○ Discussion connected to what these traits are/mean 	



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<ul style="list-style-type: none"> ○ Multiple, flexible pathways for students 	
Conclusions:	Present the results of the community and student Thought Exchange/survey out to the community.
Action Items	Person Responsible / Deadline
<ol style="list-style-type: none"> 1. Sandy and Meg will re-theme 2. Student survey will be put out to Grades 6-12- Chris will email to Mitch and John to share with staff <ol style="list-style-type: none"> a. Mitch and John come up with a plan b. Mitch and/or John pinpoint a student for student video message 3. Justin and Chris will do the video messaging <ol style="list-style-type: none"> a. Allude to the reasoning, parameters of ThoughtExchange 	<ol style="list-style-type: none"> 1. Sandy/Meg- 10/14/22 2. Chris- 10/3 <ol style="list-style-type: none"> a. John/Mitch- 10/5 3. Chris and Justin 10/12

TOPIC: Process	
Discussion:	How do we move forward with our Strategic Plan?
<ul style="list-style-type: none"> ● Examine previous Strategic Plan- what areas did we not address? What areas do we need to add in? ● C&A Strategic Plan “Crosswalk” Document with running action steps (it hasn’t been updated with most current work for CTE/business partnerships etc.) <ul style="list-style-type: none"> ○ Sue shared that this was something she had wished each committee connected to each Strategic Planning pillar would have created (did not happen). ● Patrice proposed the idea of forming groups to dig into what work has been done 	
Conclusions:	
Action Items	Person Responsible / Deadline

TOPIC: Next Meeting Date	
Discussion:	Next Meeting and Agenda
<ul style="list-style-type: none"> ● Cancel 10/5; moved to Monday, 10/17 4:30-6:30 ● Agenda <ul style="list-style-type: none"> ○ What will be our next ThoughtExchange topics/questions - come prepared for next meeting 	
Conclusions:	



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Action Items	Person Responsible / Deadline
Send out meeting invite, 10/17/22 4:30-6:30; In the invite, include: Please come to meeting prepared with next topics/questions for ThoughtExchange	Kelly Salovitch - Please send out a calendar invite to committee members

TOPIC: Other	
Discussion:	
Conclusions:	
Action Items	Person Responsible / Deadline

Observers	
Resource Persons	
Special Notes	Meeting adjourned at