

Type of Meeting	Strategic Plan Board Committee
Date	01-18-24
Facilitator	Brie Woodworth & Mark Pedersen
Attendees	Justin Krieger, Sandy Allaire, Ginger Drechsel (Zoom), Fran DeCinto, Lucy Canotas, Kim McCormick, Kelley Brooks, Karl Ingoldsby.
Agenda	Previously disseminated and posted online.
Notetaker	Kelly Salovitch

**Call to Order:** Meeting called to order at 5:32 PM.

**TOPIC:** Review of Minutes

**Discussion:** JK motioned to accept the 12-21-23 meeting minutes, SA seconded. Motion passed 10-0-0.

**TOPIC:** Strategic Plan Tracking Document Update

**Discussion:**

Personnel  
 -FD: Will be attending job fairs at UNH & Merrimack College. TRSD will host a job fair after the March vote. Trying to get ahead of the curve by going to college fairs before Spring Break. In process of drafting an introduction letter to an advisory committee consisting of the six unions, administrators, and HR which will discuss nonmonetary recommendations to address retention of staff.  
 -JK: Generated a flow chart for TTA positions and will start to use this as a template for other positions. Currently, the application process is similar for all staffing positions, but the leadership team will review the process to determine any potential obstacles. Have identified staff members to participate in taking on more caseloads and are now able to compensate those teachers through the Special Ed MOU; this is a pocket of historically hard people to retain. JK will have the flow charts available by the end of the school year.

Facilities  
 -KI: No new updates. BW asked if you had a \$2 million wishlist, what projects would you include?  
 KI: His list would include HVAC units.

	<p><u>Learning:</u></p> <p>-SA: Universal Design for Learning team met at Sandown Central and debriefed with goal setting. This UDL team is starting to develop sub goals and will dive into their work to think about action plans. Question to consider: is this something all teachers at all grade levels can get on board with? State team will come back to engage in instructional rounds.</p> <p>-Multitiered systems of support curriculum team has met with Branching Minds to develop systems and structures of MTSS. Tentatively, in late Spring, they plan to offer trainings in MTSS to develop a common understanding of what it is and what our goals are; following this, they will form a district team to expand training and develop a handbook.</p> <p>-BW: Thoughts on getting UDL out to others? In March, there is a PD day and interest-based options will be available for teachers. January 26<sup>th</sup> is the next PD day.</p> <p>-LC: Atkinson and Middle School have been involved in going to the statewide trainings for UDL.</p> <p><u>Community:</u></p> <p>-GD: Have been conversing with the fire dept and police dept at Safety Committee on two-way communications. In February, she would like to bring centralized access to emergency plans to the next Safety Committee. Would like to utilize a Google form for families to ask questions and have a mechanism for someone to respond to those questions, allowing families to provide regular input. Ken H. has discussed utilizing this form with the principals on putting this into action. Thoughts to put policy EG into place and is in exploration.</p> <p>Ken, Kurt and GD are heading up a parent engagement committee and will be meeting next week to develop a plan around it.</p> <p>-GD conversed with Melissa Finneran regarding a multicultural event and the event is on hold. Thought Exchange and Pickup Patrol are two options to have two-way communication, but by developing the Google form, it would allow a way to ask questions.</p> <p>-MP: This will allow a possibility to draft an FAQ, which will condense the student handbook to reflect the common questions.</p> <p><u>Other</u></p> <p>MP: Requested the committee members to remove their highlighted language that they spoke on today and to highlight new information.</p>
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<b>TOPIC:</b> Thought Exchange Survey	
<b>Discussion:</b>	<p>MP: Ready to roll out the Thought Exchange for staff. It will be one question. Question: In your role as an educator in our district, what would you like to see in our facilities to support the success of our students?</p> <p>BW: Can you ask about what type of human we are sending out to the world?</p> <p>SA: This Thought Exchange was purposefully tied to facilities as it came out of the Facilities subcommittee.</p> <p>KI: This survey will guide him in knowing what we need in our facilities plan.</p> <p>SA: She would advocate to use this tool frequently.</p> <p>KM: Option is to send monthly Thought Exchanges in reference to each bucket.</p> <p>MP: Potentially can send a Thought Exchange to get community input, which would allow us to look at the facilities through three lenses (staff, community, and students).</p>

	<p>KM: Why only send one question and not more?</p> <p>SA: Would like to be thoughtful of what we are asking while some of the items are already in process.</p> <p>MP: Participants are allowed to give feedback on responses and too many questions can receive too many responses.</p> <p>MP: He will be sending the Facilities Thought Exchange out tomorrow.</p> <p>KI: Option to have NEASC send out self studies to educators.</p> <p>BW: Suggested to wait until this feedback is submitted before we move forward on other studies.</p> <p>MP: After the feedback is received from the educators, is it the next step to survey the students?</p> <p>SA: Last year, they used Survey Monkey as it could filter prohibited language.</p> <p>MP: Suggested to start with staff and then the community while considering what to get from the students.</p> <p>BW: Will it be sent to all taxpayers?</p> <p>SA: We do not have a community email list, but last year's survey was broadcasted out on our website and promoted through social media for the community to engage in.</p> <p>BW: Motion to send out the Thought Exchange tomorrow; MP seconded. 10-0-0.</p>
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**TOPIC:** Showcasing the Track

Discussion:	<p>BW: In the Fall or next Spring, she would like to create an event to showcase the new track. Possibilities to showcase it during Senior Week or other school events occurring.</p> <p>MP: Suggests linking in all subcommittees. Interest among the schools has already been developing. Need one person among the district to spearhead the event. Will need to engage with the high school admins if we are involving a high school event. Make it a TIMBERLANE event.</p>
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ACTION ITEMS	KM: To discuss with Salem admin regarding their dodgeball middle school event.
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<b>Adjournment</b>	BW motioned to end the meeting at 6:22 PM. JK seconded. 10-0-0.
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