

**ASHLAND SCHOOL BOARD REGULAR MEETING**  
**Ashland Elementary School – Heffernan Media Center**  
**Tuesday, November 1, 2022 @ 5:00 – 5:30 PM**  
**School Board Work Session @ 5:30 PM**

**MINUTES**

**DRAFT**

**CALL TO ORDER**

Mr. Heath called the meeting to order at 5:00 p.m.

**RECORD ROLL**

**Members Present:**

Mr. Stephen Heath, Chair  
Ms. Sandra Coleman, Vice-Chair  
Mr. Jesse Farris  
Mr. Stephen Felton

**Administrators Present:**

Mrs. Moriarty, Superintendent  
Mrs. Kelly Avery, Principal

**Others Present:**

Mr. David Ruell, Press  
Member of the Public

**Members Absent:**

Ms. Jennifer Foote (with notice)

**PUBLIC COMMENT** – *Opened at 5:00 p.m.*

Mr. Lee Nichols, Resident, shared that he worked for the Ashland Electric Company for over thirty (30) years. Mr. Nichols expressed concern that the School is planning to do the K – 3 electric safety program every other year. Mr. Nichols expressed concern about this and shared that part of the program is to teach children to be safe around bucket trucks and wires. Mr. Nichols reiterated his concern about the program being shifted to every other year.

**PLEDGE OF ALLEGIANCE**

**MINUTES**

**A. Regular Meeting of October 4, 2022**

Ms. Coleman moved, seconded by Mr. Farris, to approve the minutes of the Regular Meeting of October 4, 2022. The motion carried 3-0-1 with one abstention (Mr. Felton).

**COMMUNICATIONS**                      None

**ADMINISTRATIVE REPORTS**

**A. Enrollment / Principals Report**

Mrs. Avery updated the School Board on enrollment of 160 students; staff members of the month Elisabeth Coleman and Heidi Niles; currently 31 staff members are CPR Certified; the Halloween Parade that was held on October 28<sup>th</sup>; soccer and volleyball season have come to an end and basketball season has started; Winter Recreation Program is in the planning stages; and AES is participating in a Holiday Card Challenge for the Military. Mrs. Avery expressed gratitude to the Ashland Fire Department for their classroom presentations for Fire Prevention Week. Additionally, Mrs. Avery informed the School Board that on Wednesday, November 9 there will be an All School Meeting with a panel of Veterans; there will be an Academic Fair on November 16, which will allow families to visit classrooms, visit the Book Fair in the Library and participate in the Middle Tier Chair Auction; Parent/Teacher Conferences will be held on November 21<sup>st</sup>; and Early Release will be on November 22 with staff participating in different groups: analyzing assessment data, Stop the Bleed Training and

Incident Command Training. Additionally, Mrs. Avery shared that there will be a Holiday Dinner held for the children and families on December 7, 2022. Invitations to the Academic Fair and Holiday Dinner were provided to the School Board.

Mrs. Avery shared that the Literacy Committee has worked diligently at looking into a new reading series for K – 8. Mrs. Avery is in the process of negotiating a proposal with HMH for Into Reading K – 5 and Into Literature 6 – 8. The Math Committee plans to team up with Title I and do a Family Game Night.

**B. Ventilation Project Update**

Mrs. Moriarty updated the School Board on the status of the Ventilation Project. The transformer work is waiting for Ashland Electric to have staff/contracted service to complete the work. There are still two structural projects that need to be completed; Mr. Guyer, Mr. Paquette and Mr. Bemis are working on getting cost comparisons. Lastly, the rooftop units arrived, and due to Mr. Paquette's great dolling skill are being stored on the property; the units will be installed next summer.

**C. Federal Fiscal Monitoring Final Report**

Mrs. Moriarty updated the School Board on the Federal Fiscal Monitoring Report by the New Hampshire Department of Education. There were two findings: Drug Free Workplace Policy and the Procurement Policy; both are on the agenda for the evening. Also, noted the New Hampshire Department of Education Title I Administrator disagreed with a purchase (\$12.97) of an education game from Title I funds; in the future the School will name the games in the application versus using a general term of games and when possible, use local funds for such purchases.

**D. Financial Report – Year to Date**

Mrs. Moriarty updated the School Board on the Year to Date Financial Report.

**BUSINESS OF THE SUPERINTENDENT**

**A. General Operating Expenses**

Mr. Felton moved, seconded by Mr. Farris, to approve the payment of bills, manifest #2010 and #2011 as presented. The motion carried 4-0.

**NEW BUSINESS**

**A. Cost per Pupil/Tuition Rates**

Mrs. Moriarty reviewed the attached memo proposing the cost per pupil rates with an Annual Tuition Rate at \$21,875.06 and a Per Diem Rate of \$121.5282.

Mr. Felton moved, seconded by Mr. Farris, to approve the cost per pupil rates as presented. The motion carried 4-0.

**B. Budget Calendar**

The School Board was provided the Budget Calendar and Mrs. Moriarty went into detail on future dates of meetings.

**POLICY**

**A. Second Reading and Adoption**

Mr. Felton moved, seconded by Mrs. Coleman to approve the second reading and adoption of the following policies:

- Policy EBBC/JLCE, Emergency Care and First Aid
- Policy IJO/KA, Strong Family and Community Partnership
- Policy IJOC, Volunteers
- Policy JLCE/EBBC, Emergency Care and First Aid

The motion carried 4 - 0.

**B. First and Final Reading**

Mr. Farris moved, seconded by Mr. Felton to approve the first and final reading for adoption of the following policies:

- Policy GBEC, Drug Free Workplace
- Policy DAF-3, Procurement

The motion carried 4 - 0.

**ANNOUNCEMENTS**

**A. Tuesday, December 6, 2022**

Ashland School Board @ Ashland Elementary School – Heffernan Media Center

- Policy Review Committee – **5:30 p.m.**
- School Board Meeting – **6:00 p.m.**

**B. Tuesday, January 3, 2023**

Ashland School Board @ Ashland Elementary School – Heffernan Media Center

- Policy Review Committee – **5:30 p.m.**
- School Board Meeting – **6:00 p.m.**

**PUBLIC COMMENT** - None – *Chair Heath Closed Public Comment at 5:30 p.m.*

**ADJOURNMENT**

Mrs. Coleman moved, seconded by Mr. Farris, to adjourn at 5:30 p.m. Motion passed 4-0

Respectfully Submitted,

Benjamin Platt  
Recording Secretary

## **Ashland School Board Work Session**

### **Minutes**

**School Board Members Present:** Chair Heath, Vice-Chair Coleman, Mr. Farris, and Mr. Felton.

**Administration Present:** Mrs. Moriarty, Superintendent and Mrs. Avery, Principal.

**Other Present:** Mr. Ben Platt, Recording Secretary

Immediately following the Regular School Board meeting, starting at 5:30 p.m. the Ashland School Board was joined by Mr. Barrett Christina (in person), Executive Director of the New Hampshire School Board Association and Mr. Mark Dolan (virtual), Strategic Planning Consultant. Mr. Dolan reviewed the Strategic Planning Process. Mr. Christina shared that the cost is \$5,000 for 40 hours of consultation.

Questions about the process were expressed by School Board Members and answered by Mr. Dolan and Mr. Christina. Attached is the handout from the presentation.

The work session ended at 6:25 p.m.



# NH School District Strategic Planning

**Mark Dolan**

Strategic Planning Process Consultant and Facilitator  
New Hampshire School Boards Association

# Supporting NH Schools

**NHSBA has been providing Strategic Planning to NH School Districts since 2007.**

**Our focus is to design and facilitate a creative process where the School District, through the work of a Strategic Planning Committee, can develop its own solutions in a way that is specific to the needs and capabilities of the District.**

At its core, Strategic Planning is a process to:

1. Open up a dialogue about a desired future state that enables school districts to influence the future by identifying and setting in motion deliberate, forward thinking action - Proactive vice Reactive
2. Assess the school district's current direction in response to a changing world and adjust as needed
3. Set priorities, and focus energy and resources on supporting student learning
4. Document these priorities in a plan, that will facilitate communication and building of a shared understanding among all stakeholders

# The process of thinking strategically about your school district

The process is designed to answer and get agreement on:

- What is the current state of our district?
- What is the overall environment we are working in (internal and external)?
- What is at stake if we stay where we are?
- What are we trying to create?
- What are the vital few focus areas we need to give energy (people, time, money) to create the school district our students need?

We consider key factors affecting the future of education:

- What role technology will play/is playing
- Where learning occurs
- How can educators deploy unique new tools for pathways of learning
- What is the students role in their education
  - Active participant or passive spectator?



# Tools we use to answer those questions

- As part of the Leadership Retreats, we will be using the Global Best Practices Assessment, an *Internationally Benchmarked Self-Assessment Tool published by the New England Secondary School Consortium* to identify current areas for improvement.
- Appreciative Inquiry - We perform a S.O.A.R. analysis focusing on Strengths, Opportunities, Aspirations, and Results

SWOT Analysis	SOAR Approach
Analysis Oriented	Action Oriented
Weakness and Threat focus	Strengths and Opportunities focus
Incremental improvement	Innovation breakthroughs
Top down	Engagement at all levels
Attention to Gaps – What needs fixing?	Attention to Results – What is working?
Energy depleting-There are so many weakness and threats!	Energy creating-We are good and can become great!

# Tools we use to answer those questions

- **Community Engagement Plan** which includes Surveys and Listening Sessions- People commit to what they help to create – The more participative the plan creation, the more committed people will be to implementation success
- **Innovation** – Creating new and novel ways schools can support student learning. Educational Insight Cards are used to provide new information on specific topics to help broaden the thinking of participants
- **Student Centered Design Thinking** – An approach based on Human Centered Design which is a discipline of developing solutions in the service of people
  - Shifting our paradigm - Building the schools our children need, rather than just improving the schools we have

# Components of the Strategic Plan

- **Mission Statement** of the School District (if existing Mission Statement needs updating)
- **Portrait of a Graduate.** This will replace the use of a standard Vision Statement for the District.
- **Strategic Focus areas;** the vital few areas where focused energy is needed
  - Plan must be manageable to be successful
  - Avoid the “law of diminishing returns”
    - The higher the number of Focus Areas the less chance of achieving them. Why? These initiatives are competing with the day to day running of the school district.
    - This means deciding on what not to include in the Plan
    - “There will always be more good ideas than there is capacity to execute”
- **Goals** are statements describing a future condition or achievement without being specific about how much and when. The establishment of a goal implies sustained effort and energy directed to it over a longer period of time.
- **Strategies** - Action statements that support the accomplishment of the goal and form a linked set of priorities to reach the goal. They focus on improvement, and should be S.M.A.R.T. (SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT, TIME BOUND)

# Level of Effort and timeline

- The planning process starts with a 1-2 day Leadership Retreat and continues with the formation of a Strategic Planning Committee made up of various stakeholders (i.e. Board members, Superintendent, School leadership, Teachers, Parents, Students, Community members).
- The Strategic Planning Committee will meet twice per month, 2-3 hours per meeting
- Plan development takes 6 months to complete

# Key points to remember

- The process can be more effective in creating the change you desire than the plan itself
- The content of the plan must be clearly understood and accepted
- Strategic Planning is not an isolated, one time event
- The Strategic Plan is “the” plan for the District