

**MEETING AGENDA**  
**The Grove School Board Long Range Planning Committee**  
**Friday January 15th, 2021 11:00 am**

Via Zoom

<https://us02web.zoom.us/j/71899729585?pwd=NU9aVHNmZjZlL05zMVRtQVRRUHJrdz09>

Meeting ID: 718 9972 9585

Passcode: 6LRnjp

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
  - 3.1. Items appearing on the Agenda
  - 3.2. Items not appearing on the Agenda
4. **Agenda / Minutes**
  - 4.1. Approval of the Agenda as presented or amended
  - 4.2. Approval of Past Minutes (See page 2)
5. **Open Session - Discussion and Action Items**
  - 5.1. Discussion of Possible Strategic Planning Route
    - 5.1.1. [SWOT Survey](#)
  - 5.2. Discussion of actions and items related to Goals of the Committee
    1. Work with city of Redlands to expand and build on current location
    2. Explore cost and opportunities to purchase a building on a new site
      - a. [Discussion of property at 1495 West Olive Avenue](#)
    3. Provide input on plans developed by HOS and operation manager for site improvements
6. **Reports**
  - 6.1. Chairperson's Report

ADJOURNMENT AND ANNOUNCEMENT OF NEXT BOARD MEETING: It is anticipated that the next meeting will be held on March 19th at 12:00 pm.

Time Allotments and Procedures for Public Speakers

- a. A total of 10 minutes is allotted for public comments on items not on the agenda. Within that time allotment, each speaker is limited to 3 minutes.
  - b. Members of the public who wish to speak before the Board on a specific agenda item are limited to 3 minutes per agenda item.
  - c. Time allotments per speaker may not be given to other speakers for the purposes of increasing the time allotment for any one speaker.
2. No action or discussion will be undertaken on any item not appearing on the Agenda, except that members of the Board or its staff may respond briefly to statements made or questions posed, ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. Subject to the Board's rules and procedures, the Board or members of the Board may provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting, or recommend placing a matter of business on a future agenda. Any other Board member response, including discussion, deliberation, action, or any other similar attendance, to any public comment offered on an item not on the Agenda is not permitted, subject to provisions of California Government Code §§ 54950, *et seq.*
  3. Agendas for all meetings of the Board of Directors will be posted 72 hours in advance of each meeting on the glass doors leading to the administrative offices of The Grove School, located at 200 Nevada Street, Redlands, CA 92373.
  4. Americans with Disabilities: The agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. To obtain disability-related accommodation for participation at meetings of The Grove School Board of Directors, a written request for accommodation must be received by the Chair of the Board no later than five (5) business days before the scheduled meeting. Please direct

your written inquiries to: Chair, Board of Directors, The Grove School, 200 Nevada Street, Redlands, CA 92373.

5. If you have any questions, please free to contact the Board of Directors of The Grove School at: *The Grove School, 200 Nevada Street, Redlands, CA 92373, Phone: (909) 798-7831*

**Long Range Planning Meeting**  
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**1/15/2021**

- Call to order - 1/15/2021 12:01pm
- Present: Andrew Christopherson, Aimee Austin, Mark Sigman, Trevor Norton, Michael Paisner
- Any public comment for items appearing on agenda - None
- Any public comment for items not appearing on agenda - None
- Approval of agenda:
  - No revisions
  - Andrew C moved to approve, Michael P 2<sup>nd</sup>
  - No objections. All in favor to approve.
- Approval of 12/18/2020 minutes:
  - No questions or comments.
  - Trevor N moved to approve, Andrew C 2<sup>nd</sup>
  - No objections. All are in favor to approve.
- Discussion of Action Items related to goals of the committee:
  - Possible strategic planning route: We need to start with identifying the groups we're going to survey and then figure a way to develop questions for those groups. Let's step back and look at the road map plan and the timeline. Using the one from Montessori in Redlands (MiR) as guide. ("The Grove Strategic Map Plan"). We could make it faster but all online would be harder...it would be healthier if people could meet in person and talk and walk the campus. Since we'd be talking about the physical plan it would be helpful to be onsite. The timeline looks very realistic. A lot can happen in the next two years though. Conducting the "Strengths, Weaknesses, Opportunities and Threats" (SWOT) analysis ([https://en.wikipedia.org/wiki/SWOT\\_analysis](https://en.wikipedia.org/wiki/SWOT_analysis)) online makes the most sense. Hopefully in May we could meet outdoor in person. We are starting to see forward movement. Maybe May would be too soon. Possibly during the summer there'd be a vaccine out for all.

What do you see would be the topic we're analyzing? SWOT - gather contingencies, create guidelines (Zoom event) in order to gather information of what people believe are the strengths, weaknesses and threats for the school. This would be a way to open it up and hear from people. Andrew is an obvious participant for a lot of parts in this. But also valuable to have someone else lead some of these events to show different faces. It shouldn't be an employee in order to get honest feedback. We could also ask PTG to lead them in order to have more open conversations. A good mix of people – parents, students, board members. Would Trevor be an appropriate person to lead this event as a moderator? Trevor isn't sure...he'd need to see if he's the right

person. He just wanted to bring to light what he learned the last time he did the process. Margaret Ann would be good at it, Andy has a calm demeanor and would be good at it.

We're in agreement that the presented timeline is good to move forward with.

- Next step – How to get SWOT analysis ready

Who – Facilitator – Margaret, Andy, someone else?

What – Framework – how to ask the right kind of questions – What are the strengths of the school

Do we want to send out a survey? We don't want to send out too many and overwhelm people. We can send one out and see what we get. This would also help get the people that would be interested in participating. We'll get more responses from a wider group from a survey...in person we can carve down overlapping information to get a more concrete direction.

- Action Items – Ask Margaret Ann or Andy. Develop SWOT analysis questions.

Should survey be short, around 4 questions.

We can use the data from this for WASC and LCAP too because it'll help give us an idea of how parents view the school. We need to open it to a wider scope than parents – Teachers, staff, students, alumni, parents. Send to all – Which category do you fit in?

Andrew can facilitate survey being sent out and will Google search ways to put the survey together. Should the facilitator be the one sending the survey out? We can start building the questions at the same time as reaching out to Margaret Ann & Andy. Andrew will start building the questions, Trevor will reach out to Margaret Ann & Andy.

This will take us to the February board meeting. If we can get this put together in the next few weeks to present to the board at the February LRP meeting we can pick the dates for sending the survey out in March.

There will always be someone who is angry, but it'll be anonymous. We want to identify repeated themes. Sometimes these outliers will give a different perspective. Are we not being equitable to all?

Thank you Trevor for facilitating this along and getting movement for this process.

The key is going to be once the analysis is done, we'll need to follow through to build the strategic plan and not contradict what the school is currently doing. We don't want to step on our own feet. It's just getting there and getting a good plan in place. Then it'll be Andrew & staff's job to get plan into place.

- We already approved 5.1 action plan
- 5.2 – The latest is that we've had a lot more people on campus. We're going to put up chains and signs to discourage people from entering the campus. We do have approval from City to put in gates, but we don't want to invest any money in that right now. We're putting money towards the other improvements now since the number of people on campus isn't as much as initially.
- 5.22 – Haven't looked into this. We have made great gains inside the Farmhouse. Doors, repairs, electrical fixed. Next thing is to put the library together so we can then get the classrooms put together. We have Roger on the tractor leveling the area for the sports court. We need more rock (coming on Tuesday). Areas

are ready to put down pavers. Nice flat slope in OD classroom. Aimee, Andrew, others coming in on Monday to make borders, set pavers, get ready for artificial turf. Took out bushes to expand MS lunch area. Things are happening and it's great.

- No chairperson report – We discussed SWOT analysis and survey and that's it.
- Anyone have anything else? No
- Next Meeting: Friday, February 19, 2021 at 12:00pm
- Adjourn at 12:30pm