

Seacoast Charter School
Board of Trustees Meeting Minutes
Tuesday April 7th, 2020

Members Present: Gretchen Carlson, Josh Roberge, Brianna Moynihan-Sienkiewicz, Theresa Lorvig, Mary Dellea, Kasey Bilodeau, Dennis McCann, Dan Bromberg, Chad Roberge, Jessica Foster, Meghan Samson, Jessica Pine, Peter Sweet

Call to Order: 6:05

Minutes and Correspondence

Dan moves to accept March Minutes

Brianna Seconds

No Comment

Vote: All in Favor

Received correspondence regarding April vacation

Received correspondence regarding remote learning and Special Ed

Chair Report/Governance

HOS Contract: Discussed proposed Head of School contract. Removed a clause and part of section 3. Discussed PTO and vacation time. Discussed adding job description to contract.

Josh moves to approve contract as amended

Dennis seconds

No Comment

Vote: All in Favor

Finance and Governance met to discuss leadership rolls for 2020-2021 and concluded that a Financial position is necessary. Preferably a 20-50 hour per month position. Specific job description and salary TBD.

HOS Report

COVID-19: The staff continues to provide remote learning to students and is working hard every day to answer emails and communicate with families. Weekly staff meetings are being held over Zoom to address issues that come up with remote learning and the staff is beginning to plan in case school is closed longer than May 4th. Jess is also meeting with each grade level team weekly to discuss how things are going and provide resources and support. Taking one day a week for teachers to plan and collaborate with their team has been taken into consideration.

SEED Grants: Sheila has submitted grants for some professional development and resources for teachers through SEED grants. The grant proposal for the Artist in Residence for next year has been finalized.

PreK Tuition: PreK tuition has been reduced by half for the next two months for families to assist in easing the financial burden, but still allowing for some income.

Discussion topics:

- Hourly Employees
- April Vacation

Josh moves to continue remote learning through April Vacation with school's end date to be determined

Dennis Seconds

No Comment

Vote: All in Favor

Financial Report

Financial status continues to be stable. Financial report based on current scenario for end of April. Currently going through the process of applying for grants for schools and education. HEEFA gave the option to defer loan but SCS declined. Peter recommends the Finance Committee meets before the next board meeting.

Facilities Report

SCS Deep Cleaning/Disinfection Plan in Response to Covid-19:

With the new proposed school reopening date of May 4 the cleaning and disinfecting schedule shifted.

- Building **was** closed for two weeks
- Common areas and high touch areas were disinfected
- To support remote learning, teachers and staff are able to access the building. There is an outlined protocol that is followed so occupied areas are re-disinfected after each person leaves the building
- Quotes/ITTs are being collected from several professional cleaning services for a disinfectant treatment prior to the return to school

Facilities Projects Underway (typically summer work):

- Switching out some Exit signs to AC only for improved reliability
- Painting
- Scheduled Carpet cleaning/disinfection of flooring
- RFPs underway for some Spring/Summer projects
 - Repair/replace the front stairs
 - Window replacement
 - Classroom carpet replacement per schedule
- Grounds projects
 - Spring Clean up
 - Treated grounds for ticks

Cost Saving measures:

- Continue to see cost savings with electricity
- Building unoccupied setting for HVAC
- Suspended all routine service, deliveries and waste removal

At this time we are not aware of anyone in our SCS community who has tested positive to Covid-19.

Discussed potential last day of school date.

Brianna moves to hereby give the HOS authority to determine the last day of school based on the state require student hours and contracted teaching hours for the 2019-2020 school year

Dennis seconds

No Comment

Vote: All in Favor

Public Comments

No public comments

Action Items

Finance Committee to meet

Personnel Committee to meet regarding part time staff benefits

Next Meeting

Tuesday, April 28th 2020

Meeting Adjourned

7:15

