

Seacoast Charter School
Board of Trustees Meeting Minutes
Tuesday November 12th, 2019

Members Present: Jessica Pine, Peter Sweet, Theresa Lorvig, Brianna Moynihan, Gretchen Carlson, Mary Dellea, Kasey Bilodeau, Josh Roberge, Dennis McCann
Unable to attend: Dan Bromberg, Chris Kline

Call to Order: 6:05

Minutes and Correspondence

Gretchen presents the need to approve the September Minutes

Brianna makes a motion to approve the September Minutes

Theresa Seconds

Vote: All in favor

Brianna makes a motion to approve the October Minutes

Gretchen Seconds

Vote: All in favor

Chair of the Board Report

Discussed potential board members. Discussed Head of School review process and Governance goals. Community survey was discussed at the Governance Committee Meeting

Audit Report

Accountant Mike Murphy presents the 2018-2019 Audit Report

Peter recommends transferring \$100,000 from the Operating Account to the account earmarked for Capital Improvement

Theresa makes a motion to transfer of \$100,000 from the Operating Account to the account earmarked for Capital Improvement

Dennis Seconds

Vote: All in favor

Dennis makes a motion to approve submittal of Federal 990 form as prepared by the auditor

Theresa Seconds

Vote: All in favor

Head of School Report

Curriculum Committee: Teachers are focusing on math this year, but also reviewing and making changes to the scope and sequence in other areas. This month the grade level teams looked at science and next month we will be reviewing the math scores and creating goals around directing instruction to meet these goals.

ESOL: Students are being screened to see if there is a need for ESOL services at our school this year. Dover has sent certified ESOL instructors to screen our students. It is the school's responsibility to screen and service students who need ESOL support. Several teachers are looking into getting certified to provide these services.

Visits at other Schools: Currently looking into getting teachers into other schools to do visits at other local schools. We are starting with a few local pre-schools and will be inviting teachers from other schools to visit Seacoast Charter School.

Staffing Updates: New Pre K Assistant- Michele Myrvik

New K Assistant- Sarah Munoz

New One on One assistant- Kevin Watson

Grants: Application for a State Farm grant for \$35,000 which will go towards STEAM curriculum

resources, a science lab, and a ceramics studio has been submitted.

Areas for Growth: ● Arts integration ● Professional development opportunities for teachers ● Math ● Curriculum resources

Upcoming Events:

November- Annual Appeal

December 10 & December 11 - K concerts, third floor music room (2:00pm)

December 12 - 1/2 Concert - Barrington Middle School (6:00pm)

Development Report

SCS Annual Fund:

- The Challenge Match amount raised is \$15,000
- We have raised \$3150 from 11-1-11/6.
- All supporters from 18-19 will receive the appeal and alumni.

Grant management/projects: N/A

Committee updates:

1. Annual Fund Committee (see above)
2. Events and Sponsorship Committee
 - a. The sponsorship package is online at <https://www.seacoastcharterschool.org/sponsors>
 - b. A link to the school policy is on the sponsorship page
 - c. Sponsorship update:
 - i. We have met with New England Tutors and Convenient MD about sponsorship.
 - ii. BoT members have been asked to reach out to 5 businesses
 - iii. Teachers have been asked to reach out to 5 businesses
 - iv. Families will not be asked to participate in sponsorships
3. SCS parent, Evan Hennessey, and food network "chopped champion", is partnering with SCS for two interactive cooking fundraisers (with four seatings) on January 5 and 12. Reservations open on Friday, November 8, 2019. Click [HERE](#) for the SCS event and [HERE](#) for the restaurant event.
4. SCS Bowling event raised \$505 with 101 participants
5. Outdoor Committee
 - a. SCS hosted the first annual Cognia Cares Day on October 23, 2019.
 - b. Fall clean up day has been canceled (per Facilities).

Volunteer hours: will be presented in January and June 2020

Upcoming events: NA

Outreach:

https://www.unionleader.com/news/human_interest/scene-setter---ltc-partners-at-day-of/image_

Facilities Report

HVAC: is an ongoing project. Carbon Dioxide counters are now in each classroom.

Fire Inspection: Final walk through is expected soon

LED Lights Project: Scheduled to be completed by the end of 2019.

Miscellaneous: Tree work will be held on the Wednesday before Thanksgiving.

Beautification Committee will be forming between the Facilities Committee and the Arts Integration Committee

Winterization is in place and the building is ready for winter

Window replacement project is on the horizon. Theresa will be meeting with an architect for best window recommendations

Financial Report

Discussed the State Grant issues

Presented the Revenue and Expense Report

Peter Recommends giving staff bonuses

Nomination of New Board Members

Josh makes a motion to nominate Chad Roberge to the board

Brianna Seconds

Vote: All in favor

Dennis makes a motion to allocate the same amount as last year for all staff bonuses this year

Josh seconds

Vote: All in favor

Kasey abstains

Theresa abstains

Mary abstains

Public Comment

N/A

Action Items

N/A

Next Meeting

January 7th 2020