

**Seacoast Charter School**  
**Board of Trustees Meeting Minutes**  
**Tuesday October 15th, 2019**

Members Present: Jessica Pine, Peter Sweet, Theresa Lorvig, Brianna Moynihan, Gretchen Carlson, Chris Kline, Mary Dellea, Josh Roberge

Not in Attendance: Dennis McCann

Call to Order: 6:05

Minutes and Correspondence

Correspondence from Tom Fontana regarding Article IV Subsection on Elections and Classes of Trustees, announcements of meetings and posting agendas, minutes being made available within five days and with more detail.

Discussion regarding the above topics.

Discussion whether or not each director should be required to sit on the board and if so, whether or not they should then be a voting member.

Development Director's role on the board is tabled.

Josh makes a motion to add the Facilities Director to the board.

Chris seconds

Vote: All in favor

Discussion regarding whether or not the Facilities Director should be a voting member of the board.

Brianna makes a motion to have the Facilities Director be a voting member of the board

Chris Seconds

Vote: All in favor

Mary makes a motion to accept September minutes.

Gretchen seconds

Vote: All in favor

Chair of the Board Report

**Head of School Review:** Governance Review will be made available next board meeting

**Advertising in School Policy:** Discussed the updated Advertising in School Policy. Discussed the need for oversight in regards to the Advertising in School Policy.

Gretchen makes a motion to accept the revised Advertising in School Policy

Josh seconds

Vote: All in Favor

Head of School Report

**Professional Development:** Four teachers will be attending the Greg Tang math workshop in Manchester in December and four teachers will be going to the ASCD Conference in California in March. Also

currently looking for a math coach and other development opportunities and have several teachers attending a four workshop series on performance assessments starting later this month as part of our benefits from being part of the PACE program.

**Grant Money for Expansion or Replication:** Recently attended a Charter Alliance meeting at the Department of Education and talked with other charter schools about the grant of 42 million dollars awarded to NH from the federal government for Charter Schools. Discussed the possibility of applying for one or both of these grants at the board retreat. Next steps will be to develop a task force to begin researching demographics and possible models for expansion and/or replication.

**Curriculum Committee:** A new committee focused on reviewing current curriculum, competencies and resources has been created. There are monthly meetings to continue working on goals.

**Spotlight on the Classroom:** In Kristin's 1/2 class the students have been creating reactions with different products to create "volcanoes". Students used the scientific process as they conducted their experiments in small groups. There was much excitement around observing different reactions.

**Staffing Updates:** New 5/6 Assistant- Sarah Terry

Currently looking to replace a kindergarten assistant who left for family reasons and also looking for a one on one assistant position

**Areas for Growth:** ● Arts integration ● PD for teachers ● Math

**Upcoming Events:**

October 17th- Neighborhood Gathering

October 20th- Family Bowl

October 23rd- Cognia (formally Measured Progress) Volunteer workday

October 25th- Student Goal Setting (No School for Students)

### Facilities Report

**HVAC:** Two new units installed and operational as in alignment with the CIP Report

Fire and Safety: Had a successful inspection

Eversource will be trimming trees along the driveway

A tree company will leave a 15ft length of tree for the honey bees that have created a hive in one of the trees in the playground area. USDA representative will be coming to discuss the importance of honey bees.

Discussed Safety, electrical, mechanical, architectural and site developments for the 2019/2020 school year as in regards to the CIP Report.

Discussed lights with LED fixtures and looked at three companies proposals that had been explored.

Brianna makes a motion to accept the proposal from Energy Management Consultants and allow the facility department \$68,000 to complete the lighting project by the end of 2019

Josh Seconds

Vote: All in favor

### Financial Report

Audit Report provided

### Development Report

**SCS Annual Fund:** The Annual Fund Committee has raised \$16,400 for the Family Challenge Match. All matching families from 2018/19 are returning with one exception. There are three asks pending.

**Grant management/projects:** Submitted: SEED application for experiential education, \$2,000 (7th/8th-grade team)

**Committee updates:** The development office will oversee two committees in 2019-20 and will work with the Outdoor Committee on volunteer days and fundraising.

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 school policy was created for sponsorships.

c. Sponsorship roll out

i. Dover Chamber is doing an E-Blast to 1,000+ members on 10/11

ii. The committee has requested the Board reach out to at least 5 businesses

iii. Families will not be asked to participate in sponsorships

3. NEW fundraiser with local celebrity will be announced soon. Date(s): 1/ 5 and 1/12, 4-6p, Dover.

4. Outdoor Committee

a. SCS hosted United Way's Day of Caring volunteers on September 11.

b. LTC Partners donated \$664.50 in supplies and labor for the playground and front garden.

**Volunteer hours:** NA

**Upcoming events:**

1. Family bowling, October 20, 11-1
2. Neighborhood Gathering, October 17, 7-8:30
3. SCS will host Cognia (formally Measured Progress) for their first Annual Cognia Cares Day, October 23, 2019.

Nomination of New Board Members

Brianna makes a motion to nominate Kasey Bilodeau as the 5th-7th Grade Teacher Representative on the board

Gretchen Seconds

Vote: All in favor

Governance Committee nominates Dan Bromberg as a Parent member to the board

Josh makes a motion to nominate Dan Bromberg as a Parent Representative on the board

Chris Seconds

Vote: All in favor

Public Comment

N/A

Action Items

Peter and Sheila will present a proposal for Board Engagement with Development by January's board meeting

Governance Committee will present the Head of School Review at the November board meeting

Next Meeting