

**Seacoast Charter School  
Board of Trustees Meeting Minutes  
Tuesday, September 15th, 2020**

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

Call to Order: 6:02

Minutes and Correspondence

Dan moves to accept the minutes from August 13th 2020.

Josh seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

No Public Comment

No Correspondence

Chair Report

NH Council on the Arts granted SCS funds

NH State Council on the Arts vote needed for Certificate of Authority to oversee grant

Josh moves to vote that Jessica Pine, SCS Head of School is duly authorized to enter into contract or agreements on behalf of the Seacoast Charter School with the state of New Hampshire and any of its agencies and departments and further is authorized to execute any documents which may in her judgement to be desirable or necessary to affect the purpose of this vote

Dan seconds

Josh seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

**Nomination of board members:** Peter Sweet and Teacher Member

Governance nominates Peter Sweet to the Board of Trustees

Brianna moves to nominate Peter Sweet to the Board of Trustees

Dennis Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Dan moves to nominate Mary Dellea as a teacher representative to the Board of Trustees

Josh Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Josh moves to appoint Jess Foster as Secretary of the Board of Trustees

Brianna Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Peter: yes

**Committees:** Peter will join the governance committee. Gretchen will join the finance committee.

**Future board meetings:** To be held on Tuesdays whenever possible

## Facilities Report

**Occupancy Permit:** We were issued our Certificate of Completion of work. This officially changes the building use from commercial to educational.

### **IAQ:**

- 3 new High efficiency AHUs were installed and are operational
- Additional fresh air vents and fans were installed and are operational
- Air purifiers were installed (iWaves) in all of the AHUs throughout the building and are operational
- Upgrading all filters to MERV 13s
- Windows are scheduled to be installed first week of October (delivery the 30th and install on October 5)
  - The project was delayed due to manufacturing delays
  - Staff is aware project will require relocation of class while work is in progress

### **Cleaning:**

- Full time day cleaning position was filled

### **Outdoor Classrooms:** (Mary D lead all of this work)

- Outdoor classrooms built and being used
- Outdoor hand washing station

## HOS Report

**Reopening Update:** We have had a successful start to the school year. Our outdoor classroom spaces are up and running. Families have been very positive and appreciative of our hard work to get school reopened.

**Professional Development for Staff:** We had a productive two weeks of meetings, training and professional development. We included suicide prevention training, Canvas, team meetings, and facilities logistics.

**New platform:** We are part of an initiative provided by the Department of Education to implement the Canvas platform. We will be having a training session on September 16th and then an additional training in the next few weeks.

**Staffing Update:** We have had a few staffing changes over the past few weeks.

Cleaner- Heather Milano

Kindergarten Assistant- Rosanne Soule

Kindergarten teacher- Magaen Adams

1/2 Teacher- Emily Norton

1/2 Assistant- Amber Polino

7/8 Assistant- Erin Ragonese

7/8 One on one assistant- Krystina Heywood

### **Staffing vacancies:**

Special education teacher for 3/4

1/2 Assistant

### **Remote Staffing:**

Kindergarten- no remote

1/2- Kari Niland

3/4- Amanda James

5/6- Theresa Lorvig and Sarah Robbitts-Terry

7/8- Shannon Keyes

Music- Mary Dellea

**BOT teacher representative:** Mary Dellea has agreed to represent the lower school for another term.

Finance report- Attached

SCS Development report

Activity August 7 - September 11, 2020

**Annual Fund**

Cash \$1,651.00\*

General contributions (misc) \$638.00

\*accrued amounts will be reported quarterly

**Community Fundraising** \$2,186.20

Upcoming fundraiser

Ongoing: Back to School Drive w/Cambridge Trust Grants

**Submitted:**

People's United Bank Charitable Foundation

Newburyport Charitable Foundation

Citizens Trust Foundation

Development Committee meeting: September 29, 7pm

NH Rocks in the press

**Head of School: Staffing Update - Non-public (Section 91-A:3 II (c))**

Brianna makes a motion to move into non-public (Section 91-A:3 II (c))

Josh Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Peter: yes

Dennis makes a motion to move into Public Session

Theresa Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Peter: yes

**Action Item from Non-Public:**

Re-evaluating the Exit Interview

Accepting resignation and leaves of absence

Accepting new teacher contracts

Karen Donohue resigned. Maegan Adams appointed new kindergarten teacher. Brieghan Gardner has taken a year leave of absence and Emily Norton has been appointed the new 1st/2nd grade teacher.

Brianna moves to accept Karen Donohue's resignation

Jess Foster Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Peter: yes

Dan moves to accept Maegan Adam's kindergarten teacher position

Megan Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Peter: yes

Brianna moves to accept Brieghan's year long leave of absence

Kasey Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes  
Jessica Foster: yes  
Chad: yes  
Meghan: yes  
Dennis: yes  
Peter: yes

Brianna moves to accept Emily Norton's 1 year 1st/2nd grade teacher position

Josh Seconds

Roll Call:

Gretchen: yes

Josh: yes

Brianna: yes

Theresa: yes

Mary: yes

Kasey: yes

Dan: yes

Jessica Foster: yes

Chad: yes

Meghan: yes

Dennis: yes

Peter: yes

Next Meeting

Tuesday, October 13th, 2020 6:00PM and November 10th, 2020 6:00PM