

SCS Board of Trustees | Meeting Minutes
Tuesday, April 19, 2022
6:00 PM
171 Watson Road, Dover NH

Members Present:

Gretchen Carlson, Parent Member, Chair
Josh Roberge, Parent Member, Vice-Chair
Briana Moynihan-Sienkiewicz, Parent Member, Treasurer
Jessica Foster, Parent Member, Secretary
Jessica Pine, Head of School, Ex Officio
Chad Roberge, Parent Member
Mary Dellea, Teacher Member
Kayla Hoffman, Teacher Member
Theresa Staychow, Facilities Director
Meghan Samson, Community Member
Dennis McCann, Community Member
Peter Sweet, Community Member

6:05 Call to Order

- **Public Comment:**
- **Motion: Dennis moved to accept the public minutes from the March meeting**
 - **Seconded by: Chad**
 - **Roll Call**
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Abstain

6:08: Chair Report

- Megan has requested a 6 month leave of absence from the Board.
- **Motion: Josh moved to grant Megan Samson a 6 month leave of absence from the SCS Board of Trustees.**
 - **Seconded by: Dennis**
 - **Roll Call**
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes

- Josh Roberge: Yes
- Jessica Foster: Yes
- Chad Roberge: Yes
- Mary Dellea: Yes
- Theresa Staychow: Yes
- Kayla Hoffman: Yes
- Dennis McCann: Yes
- Peter Sweet: Yes

6:09: Head of School Report

- **Strategic Plan:** Jess reviewed draft of the Strategic plan for 2021-2024 that was developed by the Strategic Planning Working Group with help from the consultant John Freeman.
 - 5 key areas (see notes)
 - Math Instruction
 - Leadership Model
 - Social Emotional Learning
 - Arts Integration
 - Financial Stability
 - Jess requested feedback from the Board prior to 5/10.
 - Plan will be discussed in more depth at the Board retreat in May
 - Peter expressed his desire to see a clearer prioritization within the 5 key areas.
- **Title Funds Update:** Nicole Outsen joined the meeting to update the Board on Title Funds (Federal grants)
 - Title I: SCS is considered a Targeted Assistance School (TAS) due to the fact that we have less than 40% of students receiving free or reduced lunch. We currently have \$41,132.96 in the fund (including roll-over from last year) and use it to sponsor tutoring. We will be able to continue to pay tutors into Summer.
 - Title II: Professional development grant. Received \$8,421,49. Used it to purchase profession books for staff and to fund the intervention coordinator position.
 - Title IV: ESSA (Every Student Succeeds Act) 2 year grant. Paying for visiting artist Marty Kelly.
 - ESSER Funds:
 - We don't expect to get more ESSER funds since these were part of COVID response
 - Gretchen: How much of the ESSER funds have we spent?
 - We have spent all of he ESSER1 funds in support of online learning, replacing lost books, smaller class sizes, etc.
 - ESSER grants are very flexible and can be used as reimbursement for items that have already been paid for

- Jess Pine will share a more detailed view of what we are spending grant money on during the June meeting.
- Staffing
 - Jess brought list of teacher nominations for 2022-2023
 - There are two staff members that do not appear on the nomination list because those positions will not exist in the 2022-2023 school year.
 - Dani Rooney submitted resignation on April 6
 - **Motion: Theresa motioned to accept with regret Dani's resignation**
 - Seconded by: Brianna
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
 - **Motion: Peter motioned to approve the slate of teacher nominations as presented by Jess.**
 - Seconded by: Chad
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Abstain
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Abstain
 - Theresa Staychow: Abstain
 - Kayla Hoffman: Abstain
 - Dennis McCann: Yes
 - Peter Sweet: Yes

6:50 Finance Report (Brianna)

- Brianna presented draft budget for 2022-2023 and walked through year-over-year changes
- Looking at moving Capital Improvement Fund into this budget
- Pay Increases: Brianna would like Board input regarding the question of Head of School salary increase

- Discussion of keeping Kindergarten class sizes level to avoid making two-grade classrooms too large in the future. If we do this, we will be 4 students under capacity which impacts funding.
- **Motion: Dennis moved to accept the Draft 2022-2023 budget presented by the Finance Committee with the amendments to increase HOS salary at the same rate as certified staff.**
 - Seconded by: Peter
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
- Jess will bring more information about the impact of filling all student positions to the 300-student capacity for discussion at the May meeting.

7:20 Facilities (Theresa)

- Theresa presented 5-year budget for capital improvement
 - Recommendations for upgrades and improvements
- Next big project is the furnace. Our systems are at end of life, so it's urgent to replace them this year. Getting quotes now. To replace two boilers with high efficiency systems will cost about \$90K.
- Brianna: Finance Committed recommendation is to move \$60 from Capital Improvement budget to support the upcoming projects
- **Motion: Brianna moved to move \$60K from Newburyport checking account to Cambridge Trust building account to pay for furnace replacement.**
 - Seconded by Dennis
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
- Brianna submitted her resignation from the Board as of the last day of June
- **Motion: Josh motioned to accept with regret the resignation of Brianna starting in June.**
 - Seconded by: Mary D

- Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes

- Next meeting: 5/10 5PM Board Meeting and retreat

Action Items:

- Convene governance committee
- Jess to bring data on students per grade level, drop rate, etc.