

SCS Board of Trustees | Meeting Minutes
Tuesday, May 10, 2022
5:00 PM
171 Watson Road, Dover NH

Members Present (Bold):

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

Dennis McCann, Community Member

Peter Sweet, Community Member

5:05 Call to Order

- **Motion: Peter moved to accept the public minutes from the April 19 meeting**
 - Seconded by: Jessica F
 - Roll Call
 - Gretchen Carlson: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Not Present
 - Peter Sweet: Yes
- **5:06 Chair Report**
 - Governance committee met to talk about plan for HOS review. Plan is to do similar surveys and self-reflection as last year
 - We are looking for a new Treasurer to take on the role after Brianna's departure.
 - Brianna is pulling together a description of the Roles & Responsibilities document
 - Gretchen asked the Board to think of people that might be a good fit, especially community members.
 - Gretchen proposing the idea of funding an Assistant Head of School year. Most likely a single-year position to help catch up in some areas that may have been deprioritized during COVID. (Development, etc.) It could be paid for with PPP funds.
 - Chad asked if we have space for an additional office. Jess says that she thinks so.

- Peter said the NH standard is that you have to have at least 500 students to fund a full-time Assistant Principal position.
 - Theresa suggested that we also look at assigning some tasks or areas of responsibility from the Head of School to interested faculty members
 - **Action Item:** Jess Pine will create a draft of how her current responsibilities could be allocated between her and an Assistant HOS.
- **5:28 Head of School Report**
 - Enrollment Question:
 - Jess P reviewed the enrollment data for 2021-2022 and 2022-2023 (action item from last meeting)
 - Group discussed the options of setting enrollment at 296 or increasing it to our typical target of 300. The purpose of the slightly lower enrollment was to avoid “bubbles” of students in the older grades.
 - The budget was approved assuming enrollment of 296, but 4 additional students would mean an additional \$30,000 in funding.
 - **MOTION: Peter motioned to increase enrollment to 300 students**
 - Seconded by: Chad
 - Roll Call
 - Gretchen Carlson: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Not Present
 - Peter Sweet: Yes
 - School Counselor Position
 - Personnel Committee is proposing that we increase the salary scale for the school counselor role to attract and keep qualified candidates.
 - Proposal:
 - Increase salary \$43,000/year for candidates with a Bachelor’s and \$45,000/year for a Master’s degree
 - Increase the required years of experience to 5 years.

- Chad proposed the option of having a stipend to account for the increase above the current salary as opposed to setting the base salary higher.
 - **Motion: Jessica F. moved to fund the \$6000 stipend for the Counselor role to cover responsibilities “above and beyond” the current Counselor role.**
 - Seconded by: Gretchen
 - Roll Call
 - Gretchen Carlson: Yes
 - Jessica Foster: Yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Not Present
 - Peter Sweet: Yes
 - Finance Report: We are in good shape right now.
 - Finance committee needs to meet next week to look at cash flow and talk about funding staff bonuses.
- Action items
 - Gretchen proposing to move the June meeting up to Tuesday, June 7th.
 - Jess Pine will create a draft of how her current responsibilities could be allocated between her and an Assistant HOS.

5:59 Meet Adjourned.