

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, June 7, 2022**  
**6:00 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**

**6:01PM Call to Order**

- **Correspondence:** Gretchen read the resignation letter of 1<sup>st</sup> grade teacher Tanya O'Dee.  
(Appended below)
- **Motion: Theresa moved to accept with regret the resignation Tanya O'Dee.**
  - **Seconded by: Peter**
  - Roll Call
    - Gretchen Carlson: Yes
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: yes
    - Chad Roberge: Yes
    - Mary Dellea: Yes
    - Theresa Staychow: Yes
    - Kayla Hoffman: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes
- **Motion: Peter moved to accept the public minutes from the May meeting**
  - Seconded by: Chad
  - Roll Call
    - Gretchen Carlson: Yes
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: abstained
    - Chad Roberge: Yes
    - Mary Dellea: Yes
    - Theresa Staychow: Yes
    - Kayla Hoffman: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes

**6:09PM Head of School Report (Jess Pine)**

- Jess reviewed accomplishments for the 2021-22 School year.
- ESSER funds update

- We have approximately \$91,000 left in the budget which can be put toward future qualifying expenses.
  - The group discussed the Timbernook expense (\$24,085) and what level of approval is needed at the Board level.
  - Jess gave an overview of the Timbernook program so the Board could vote on that expense immediately. The \$24K covers the initial expenses for the storage shed, teacher training, staff stipend, program costs, etc.
  - **Action item:** Finance Committee will go back to grant language to determine what Board level approvals are required, at which dollar thresholds, etc.
- **Motion: Mary D. moved to approve the use of ESSER funds of \$24,085 to cover the estimated Timbernook expense**
    - Seconded by: Dennis
    - Roll Call
      - Gretchen Carlson: Yes
      - Josh Roberge:
      - Jessica Foster: Yes
      - Briana Moynihan-Sienkiewicz: Yes
      - Chad Roberge: Yes
      - Mary Dellea: Yes
      - Theresa Staychow: Yes
      - Kayla Hoffman: Yes
      - Dennis McCann: Yes
      - Peter Sweet: Yes
- Staffing Updates: Jess reviewed each of the new faculty and staff members that are being offered contracts for the 2022-23 school year.
    - **Motion: Chad nominates with enthusiasm Tatum Brown as a new 1<sup>st</sup> and 2<sup>nd</sup> grade teacher.**
      - Seconded by: Gretchen
        - Gretchen Carlson: Yes
        - Josh Roberge:
        - Jessica Foster: Yes
        - Briana Moynihan-Sienkiewicz: Yes
        - Chad Roberge: Yes
        - Mary Dellea: Yes
        - Theresa Staychow: Yes
        - Kayla Hoffman: Yes
        - Dennis McCann: Yes

- Peter Sweet: Yes
- **Motion: Chad nominates with enthusiasm Meredith Joyce for the position of School Counselor.**
  - Seconded by: Gretchen
    - Gretchen Carlson: Yes
    - Josh Roberge:
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Chad Roberge: Yes
    - Mary Dellea: Yes
    - Theresa Staychow: Yes
    - Kayla Hoffman: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes
- **Motion: Chad nominates with enthusiasm Jessica Garity as a new Assistant.**
  - Seconded by: Gretchen
    - Gretchen Carlson: Yes
    - Josh Roberge:
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Chad Roberge: Yes
    - Mary Dellea: Yes
    - Theresa Staychow: Yes
    - Kayla Hoffman: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes
- **Motion: Chad nominates with enthusiasm Meredith Joyce for the position of School Counselor.**
  - Seconded by: Gretchen
    - Gretchen Carlson: Yes
    - Josh Roberge:

- Jessica Foster: Yes
  - Briana Moynihan-Sienkiewicz: Yes
  - Chad Roberge: Yes
  - Mary Dellea: Yes
  - Theresa Staychow: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes
  - Peter Sweet: Yes
- **Motion: Chad nominates with enthusiasm Sarah McAndrew for the position of 7/8 Special Education Case Manager and Service Provider for K-6.**
    - Seconded by: Gretchen
      - Gretchen Carlson: Yes
      - Josh Roberge:
      - Jessica Foster: Yes
      - Briana Moynihan-Sienkiewicz: Yes
      - Chad Roberge: Yes
      - Mary Dellea: Yes
      - Theresa Staychow: Yes
      - Kayla Hoffman: Yes
      - Dennis McCann: Yes
      - Peter Sweet: Yes
- Development update: Jess reviewed the status of the major fundraising categories
    - Annual Appeal has collected over \$49,000
    - Fund raising event shave generated nearly \$25,000
    - Enrichment has brought in \$18.5K

#### **6:31PM Finance Report (Brianna)**

- Brianna reviewed the draft budget that was updated to reflect the additional funding resulting from the decision to keep the number of enrolled students at 300.
- The Governance Committee developed a draft Internal Control Procedure regarding Separation of Accountabilities and detailing who is signing and approving checks.
  - Brianna cautioned against requiring 2 signatures. Her opinion is that it will create too much of a bottle neck when we may need to approve transactions in a timely manner.
  - **Action:** The Finance Committee will review our current financial policies and procedures and bring forth recommended updates that will address this need for increased internal controls without creating delays.

- **Motion: Brianna motioned that a member of the finance committee will work with the banks the School does business with to draft updated Operating Agreements and permission status for approval by the Board.**
  - **Seconded by: Peter**
    - Gretchen Carlson: Yes
    - Josh Roberge:
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Chad Roberge: Yes
    - Mary Dellea: Yes
    - Theresa Staychow: Yes
    - Kayla Hoffman: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes

#### **7:00PM Chair Update**

- Staff Bonuses: Gretchen proposed approving staff bonuses to be paid at the end of the school year.
  - Brianna reviewed the current cash flow and confirmed that the funds (approximately \$40,000) are available due to cost-cutting efforts this year
- **Motion: Gretchen motioned to approve allocating \$40,000 to cover staff bonuses using the same formula for paying teachers, assistants, administrative staff, and Head of School**
  - **Seconded by: Dennis**
    - Gretchen Carlson: Yes
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Chad Roberge: Yes
    - Mary Dellea: abstain
    - Theresa Staychow: abstain
    - Kayla Hoffman: abstain
    - Dennis McCann: Yes
    - Peter Sweet: Yes
- Update on Treasurer vacancy: Chad has agreed to take over the Treasurer position. (Thank you, Chad!).
  - **Motion: Denis moved to approve Chad as Treasurer effective June 30, including adding his name to all relevant financial accounts necessary to carry out the duties of Treasurer.**
    - **Seconded by: Gretchen**

- Gretchen Carlson: Yes
  - Jessica Foster: Yes
  - Briana Moynihan-Sienkiewicz: Yes
  - Chad Roberge: Yes
  - Mary Dellea: Yes
  - Theresa Staychow: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes
  - Peter Sweet: Yes
- **Motion: Gretchen moved to extend Brianna's term as Treasurer and Board member to July 29<sup>th</sup>.**
  - Seconded by: Dennis
    - Gretchen Carlson: Yes
    - Jessica Foster: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Chad Roberge: Yes
    - Mary Dellea: Yes
    - Theresa Staychow: Yes
    - Kayla Hoffman: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes
- Head of School Surveys were sent to teachers, parents, and the Board). Feedback overall was very positive.
  - Jess was rated very highly for accessibility by parents
  - Teachers commented on the amount on Jess's plate and some comments recommended hiring an assistant head of school
- Parent Survey also had very positive results. 95% of parents reported they were likely or extremely likely to recommend the school.
  - Jess will be synthesizing data for the staff
  - Gretchen will ask Dan Bromberg to help summarize data for the Board.
- Peter brought up the topic of whether we should institute student or alum surveys again?
- Discussion regarding a funding a new role or roles to offload specific items that Jess Pine is having to manage today. Ideas include:
  - Part time bookkeeper
  - Permanent substitute teacher
  - Part time school counselor funded by ESSER funds

- Based on the survey results and Jess's personal request, the Governance Committee believes that the roles should be combined as an Assistant Head of school
- Jess reviewed a document she drafted detailing her current roles and responsibilities. Next steps will be to develop a proposed lists of responsibilities and a job description for the Assistant Head.
- Board discussed the best way to determine if the funds that would be put toward an Assistant Head of School position are being put most effectively toward the most urgent needs and goals of the school
- Next Steps:
  - Develop measurable goals for each of the Priority Goals for the Strategic Plan.
  - Identify 2 or 3 options to best address those needs/goals.
  - Jess will review those options with staff for feedback

**Action Items:**

- Add the Emergency Operating Plan to the September agenda for approval.
- Finance Committee will go back to grant language to determine what Board level approvals are required, at which dollar thresholds, etc.
- Next Meeting: July 19<sup>th</sup> (Tuesday) starting at 5:00PM.

**7:47PM Meeting adjourned.**

## Appendix | Board Correspondence

May 27, 2022

Dear Jess and members of the BOT,

Due to a change in family circumstances over the next year, I have made the very difficult decision to resign from my teaching position at SCS, in order to be more present for my family and reprioritize my health. This is a bittersweet decision for me. I love teaching, especially in the supportive and trusting environment of this school. Our society has changed quite a bit over the last few years and children have adapted to those changes resulting in more social-emotional, academic, sensory, and behavioral needs that have to be met in the classroom, yet the supports have not changed. This makes it so much more challenging for teachers to meet the required standards of a multi age classroom while meeting the needs of the whole child, something SCS has always prided itself in doing. As a result, many of us teachers are spending more time than ever at home at night and on the weekends doing our job. We are stretched too thin in the classroom and have less time to care for ourselves and our families while still feeling like we are falling short. Jess has been doing an amazing job trying to help us. Members of the board, please trust her judgement. She has the very difficult job of caring for this school as a whole. She is here to observe us in action and takes the time to listen to us. Her experience and observation allow her to truly understand the needs of this school. I am concerned that some of the decisions the board have been making are not in the best interest of the students we teach or to the school as a whole. Adding more children to overcrowded classrooms helps solve a financial problem, but takes away from the mission of our school. As a school we need to think creatively about how to raise funds in a way that is in the best interest of the students we serve while protecting the mission that is the heart of this school. Jess, I would like to thank you for your support these last few years. I can honestly say that I have never had a better administrator.

Sincerely, Tanya O'Dee