

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, July 19, 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**

**5:00 PM Call to Order**

- **Public Comment:** No Public Comment
- **Motion: Peter moved to accept the public minutes from the June meeting**
  - Seconded by: Chad
    - Roll Call
      - Gretchen Carlson: Yes
      - Jessica Foster: Yes
      - Briana Moynihan-Sienkiewicz: Yes
      - Chad Roberge: Yes
      - Mary Dellea: Yes
      - Theresa Staychow: Yes
      - Kayla Hoffman: Yes
      - Peter Sweet: Yes

**5:05PM Head of School Report (Jess Pine)**

- Jess provided an update on Summer initiatives including the staff mentoring program, ongoing professional development, and Timbernook training, all in preparation for next year.
- The Student Support Team and the Intervention Model will continue in the 2022/23 school year.
- Search for a 1/2 teacher and various assistants is ongoing and making progress.
- Summer Camp is nearly full and going well.
- Results of Fiscal Audit conducted in May.
  - Biggest issue: need a purchase order system for expenditures funded by federal grant money. This is required to be separate from our normal procurement system.
- Gun-Free School Policy will also be implemented. This is standard policy in the state of New Hampshire.
- Motion: Mary D motioned to accept the Gun-Free School Policy as proposed
  - Seconded by: Chad
    - Roll Call
      - Gretchen Carlson: Yes
      - Jessica Foster: Yes
      - Briana Moynihan-Sienkiewicz: Yes

- Chad Roberge: Yes
- Mary Dellea: Yes
- Theresa Staychow: Yes
- Kayla Hoffman: Yes
- Peter Sweet: Yes

**5:15PM Finance Report (Brianna)**

- Update on Internal Controls: Brianna talked to our contact at Newburyport Bank. She gave several suggestions for improving controls without adding ineffective procedures, including reviewing bank statements at Board meetings
  - Next Steps: Finance Committee will consider these suggestions and draft an updated controls policy for the Board to vote on.
- Brianna distributed the draft budget that was edited to include funds for the full 300 student enrollment.
- Motion: Peter motioned to accept the updated Budget for the 2022-23 school year (\$)
  - Seconded by: Brianna
    - Roll Call
      - Gretchen Carlson: Yes
      - Jessica Foster: Yes
      - Briana Moynihan-Sienkiewicz: Yes
      - Chad Roberge: Yes
      - Mary Dellea: Yes
      - Theresa Staychow: Yes
      - Kayla Hoffman: Yes
      - Peter Sweet: Yes

**5:24 Facilities Report (Theresa)**

- Theresa provided update on summer facilities projects.
- Additional details on Timbernook program
  - (See notes)

**Action Items:**

- Governance Committee looking at new Board Member appointments and Officer elections
- Accountability Committee will meet and draft the Accountability Report for the 2021/22 School year. To be approved in the next Board meeting.
- Tentative Date for August meeting is 8/23 (pending confirmed availability)

**Strategic Planning Discussion:**

- The Board discussed the draft of the Strategic Plan, focusing on the Priority Goals document. The group decided that the structure of the document needed some adjustment, specifically, restating the goals in terms of an identifiable problem statement in each area.