

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, August 23, 2022**  
**6:00 PM**  
**171 Watson Road, Dover NH**

**Members Present (Bold):**

**Gretchen Carlson, Parent Member, Chair**  
**Josh Roberge, Parent Member, Vice-Chair**  
**Jessica Foster, Community 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**

**6:00 PM Call to Order**

- **Public Comment/Correspondence:** No public comment
- **Motion: Mary D moved to accept the public minutes from the July meeting**
  - Seconded by: Peter
    - Roll Call
      - Gretchen Carlson: Yes
      - Jessica Foster: Yes
      - Josh Roberge: Abstain
      - Mary Dellea: Yes
      - Theresa Staychow: Yes
      - Kayla Hoffman: Yes
      - Peter Sweet: Yes

**6:05PM Head of School Report (Jess Pine)**

- Staffing updates:
  - Hired new 1/2 teacher, Mariel Schier. Melissa Bigelow will be her assistant
  - Searching for a 5/6 assistant as well.
- Jess highlighted initiatives for the Fall:
  - New Staff orientation
  - Mentor program for new staff
  - Timbernook program
- New Covid Protocols: Jess reviewed the new draft Covid Protocols that are based on CDC guidelines and requested feedback. We will also be looking at guidelines produced by area districts as well.
- Accountability Report:
  - Jess Pine and Nicole Outsen reviewed the Accountability presentation for the 2021/22 school year.
  - The State is no longer requiring test data, but Jess and Nicole included it in the presentation anyway to provide a fuller picture of the successes and opportunities at SCS.
  - Intervention efforts can be focused on both academics and social/emotional well-being.
  - Fund Raising efforts (annual appeal, fundraising, enrichment revenue, etc) were quite successful

- o Nicole talked about the literacy testing used by the school
  - Fountas & Pinnell (through 6<sup>th</sup> grade). Texts are correlated with state standards. Performed generally at the beginning and end of the school year. High rate of absenteeism over the past year (Covid-related) presented challenges for thorough testing and for valid year-over-year comparisons
  - NWEA (Northwest Education Association) – starts in 3<sup>rd</sup> grade. Scoring is based on percentiles against national data.
- o Math Scores
  - NWEA
  - SAS Scores
- o Peter asked about digging deeper into YOY trends. Nicole will look at removing outlier results from children that may not have taken both tests or who missed significant periods of instruction.
- o Covid has been a major factor in students performing lower in math and reading nationwide.
- o Gretchen: Do we have data that indicates how well prepared SCS kids are for high school?
  - Theresa: Our current math program focuses on “numeracy” which is geared toward developing number sense and critical thinking to enable kids to be successful in any setting. This was a departure from the previous tactic of gearing our program more directly to the local high school standards (since those standards tend to change.)
- o Draft report will go to the State

**6:55 Finance Committee Report (Peter)**

- Finance committee developed their meeting schedule for the year.
- The Board will revisit that as well as new proposed policies and procedures for the September meeting.

**6:58 Facilities Report (Theresa)**

- Lobby and stairways were recarpeted
- Purchased a carpet cleaning machine
- Work to replace the boiler is scheduled.
- The position for the Cleaner has been filled.
- All in all, the building is ready for the start of the school year.
  - o The Emergency Operation Plan has to be approved by the Board in September and submitted to the DOHS by October 15<sup>th</sup>.
- Building internet is being upgraded to fiber, which should be completed by Opening Day.

**7:00 Governance & Board Elections**

- **Motion: Gretchen moved to renew Chad Roberge’s term as a Parent member.**
  - o Seconded by: Peter
    - Roll Call
      - o Gretchen Carlson: Yes
      - o Jessica Foster: Yes
      - o Josh Roberge: Yes
      - o Mary Dellea: Yes
      - o Theresa Staychow: Yes
      - o Kayla Hoffman: Yes
      - o Peter Sweet: Yes
- **Motion: Gretchen moved to renew Jessica Foster’s term as a Parent member.**
  - o Seconded by: Dennis
    - Roll Call
      - o Gretchen Carlson: Yes
      - o Jessica Foster: Yes

- o Josh Roberge: Yes
  - o Mary Dellea: Yes
  - o Theresa Staychow: Yes
  - o Kayla Hoffman: Yes
  - o Peter Sweet: Yes
- Gretchen introduced two new nominees for Parent members: Heather Ward and Kathy Goddell
  - o Heather Ward has background in the law and a son, Jackson, who is going into 5<sup>th</sup> grade.
  - o Kathy Goddell is a nurse and is a parent of a new Kindergartener.
- **Motion: Gretchen nominated Heather Ward as a Parent member.**
  - o Seconded by: Peter
    - Roll Call
      - o Gretchen Carlson: Yes
      - o Jessica Foster: Yes
      - o Josh Roberge: Yes
      - o Mary Dellea: Yes
      - o Theresa Staychow: Yes
      - o Kayla Hoffman: Yes
      - o Peter Sweet: Yes
- **Motion: Gretchen nominated Kathy Goodell as a Parent member.**
  - o Seconded by: Mary D
    - Roll Call
      - o Gretchen Carlson: Yes
      - o Jessica Foster: Yes
      - o Josh Roberge: Yes
      - o Mary Dellea: Yes
      - o Theresa Staychow: Yes
      - o Kayla Hoffman: Yes
      - o Peter Sweet: Yes
- Officer elections
  - **Motion: Gretchen nominated Josh Roberge to be the new Chair of the Board of Trustees.**
    - o Seconded by: Peter
      - Roll Call
        - o Gretchen Carlson: Yes
        - o Jessica Foster: Yes
        - o Josh Roberge: Abstained
        - o Mary Dellea: Yes
        - o Theresa Staychow: Yes
        - o Kayla Hoffman: Yes
        - o Peter Sweet: Yes
        - o Kathy Goddell: Abstained
        - o Heather Ward: Abstained
  - **Motion: Jessica Foster nominated Gretchen to be the new Vice-Chair of the Board of Trustees**
    - o Seconded by: Peter
      - Roll Call
        - o Gretchen Carlson: Abstained
        - o Jessica Foster: Yes
        - o Josh Roberge: Yes
        - o Mary Dellea: Yes
        - o Theresa Staychow: Yes
        - o Kayla Hoffman: Yes
        - o Peter Sweet: Yes

- o Kathy Goddell: Abstained
- o Heather Ward: Abstained
- **Motion: Gretchen nominated Chad Roberge for the role of Treasurer**
  - o Seconded by: Dennis
    - Roll Call
      - o Gretchen Carlson: Yes
      - o Jessica Foster: Yes
      - o Josh Roberge: Yes
      - o Mary Dellea: Yes
      - o Theresa Staychow: Yes
      - o Kayla Hoffman: Yes
      - o Peter Sweet: Yes
      - o Kathy Goddell: Abstained
      - o Heather Ward: Abstained
- **Motion: Gretchen nominated Jessica Foster for the role of Secretary**
  - o Seconded by: Dennis
    - Roll Call
      - o Gretchen Carlson: Yes
      - o Jessica Foster: Abstained
      - o Josh Roberge: Yes
      - o Mary Dellea: Yes
      - o Theresa Staychow: Yes
      - o Kayla Hoffman: Yes
      - o Peter Sweet: Yes
      - o Kathy Goddell: Abstained
      - o Heather Ward: Abstained

#### **7:12 Board Meeting and Retreat Dates**

- Gretchen is recommending we continue with the second Tuesday of every month through the end of 2022, with the exception of November which will be pushed to 11/15 to avoid election Day..
  - o Sept 13
  - o October 11
  - o November 15
  - o December 13
- Gretchen proposed Sunday, October 30<sup>th</sup>, start time TBD.