

SCS Board of Trustees | Meeting Minutes
Tuesday, October 12, 2021
6:00 PM
171 Watson Road, Dover NH

Members Present:

Gretchen Carlson, Parent Member, Chair
Briana Moynihan-Sienkiewicz, Parent Member, Treasurer
Josh Roberge, Parent Member, Vice Chair
Jessica Foster, Parent Member, Secretary
Jessica Pine, Head of School, Ex Officio
Mary Dellea, Teacher Member
Kayla Hoffman, Teacher Member
Theresa Staychow, Facilities Director
Meghan Sampson, Community Member
Dennis McCann, Community Member
Peter Sweet, Community Member
Shannon Keyes, Community Member (nomination approved in this meeting)

6:00 Call to Order

- No public correspondence
- **Motion: Josh moved to accept the public and non-public minutes from the September meeting, with changes discussed (removing Jess Pine from roll call, which was a cut and paste error)**
 - Seconded by: Jessica Foster
 - Roll Call
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Mary Dellea: (not present yet)
 - Kayla Hoffman: Yes
 - Theresa Staychow: Yes
 - Meghan Sampson: Abstain
 - Dennis McCann: Abstain
 - Peter Sweet: Abstain
 - Audit Report (Mike Murphy from Murphy, Powers & Wilson)
 - No issues were found with SCS financial statements for the year ended June 30, 2020.
 - **Motion: Dennis McCann motioned to accept the 2020/2021 Audit of Financial Statements**
 - Seconded by: Peter Sweet
 - Roll Call

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

6:19 Chair Report

- Moved retreat to 10/24 (Sunday morning)
- Jess has identified a possible consultant to facilitate the retreat. She may be able to help with the strategic planning process as well.
- Focus will be on Strategic Planning and reviewing Board of Trustees Roles & Responsibilities
- Discussion regarding whether or not we need an additional consultant that has more specific experience in Roles & Responsibilities or charter school boards.
- Update on Strategic Planning Process (Jess P) to give context for what will be happening at the retreat regarding planning.
 - Once we had the general categories for focus, put together a Strategic Planning working group who compiled the info from the various surveys, accountability reports etc.
 - On Friday, the committee talked through and voted on priority of goals
 - At the retreat, we expect the Board to give feedback on the goals and priorities
 - Peter agreed to reach out to his contact that the Board agrees could be a good candidate to facilitate the retreat.
 - Brianna has a contact that also does training for strategic planning for education institutions. She will provide the info to the planning committee.
- New Board Member nomination: Shannon Keyes, Community Member
 - Former teacher at SCS and a licensed attorney and MA, NH, MI
 - **Motion: Dennis moved to approve the appointment of Shannon Keyes as a Community member on the Board of Trustees.**
 - Seconded by: Jessica Foster
 - Roll Call
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Jessica Foster: Yes
 - Mary Dellea: Yes
 - Kayla Hoffman: Yes
 - Theresa Staychow: Yes
 - Meghan Sampson: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes

6:51 Facilities Report: Theresa

- Short report this month. We are mostly in maintenance mode.
- Fine tuning HVAC systems to gain efficiency going into Winter.
- No pressing facilities needs currently

6:55 Head of School Report: Jess P

- After care has a lot of kids
- Still looking for assistants for 3rd/4th and 5th/6th classes.
- The Artists in Residence program will move to May. Grant money is still secured.
- Looking to do a “Winter Wellness” program that allows students to choose between the Gunstock program or local skating option.
 - Discussion of what the Board can do to help support teachers and students during this year where we are seeing greater need for social emotional support.
- Finance Report:
 - Dennis suggested adding a column to the report for “budget for that time period” to compare against actuals.
 - Jess will work with Ann to add the necessary data.
- Annual Fund Committee met last week to kick off process for matching program and the solicitation letter.
- Brianna: We got notification that there may be development on the property behind us. To ensure there aren’t any issues with property lines we need to compare our recent survey to the maps supplied with the recent abutter’s notice.
 - Theresa confirmed a survey was done relatively recently and has a copy.
- Brianna: We are formally requesting a rate adjustment with Cambridge to avoid time and expense with refinance. We need to see if they will entertain that before we go down the path of refinancing.

Action Items

- Peter will reach out to his contact as a potential consultant to help with the retreat.
- Look into rescheduling the retreat depending on availability of the right facilitator
- Add Refinancing update to the November meeting
- Next Meeting: November 9, 2021

7:37 Meeting Adjourned