

SCS Board of Trustees | Meeting Minutes
Tuesday, January 11, 2022
6:00 PM
171 Watson Road, Dover NH

Members Present:

Gretchen Carlson, Parent Member, Chair (on phone)
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
~~Meghan Sampson, Community Member~~
Dennis McCann, Community Member
Peter Sweet, Community Member
Shannon Keyes, Community Member

6:05 Call to Order

- **Public Comment:**
 - Dover Fire inspection report sent to the board. Will be discussed in the Facilities report.
 - Thank you note received by the Board for the breakfast.

- **Motion: Theresa moved to accept the public minutes with edits from the December 14 meeting**
 - **Seconded by: Brianna**
 - **Roll Call**
 - Gretchen Carlson: Abstain
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Abstain
 - Jessica Foster: yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Peter Sweet: Yes
 - Dennis McCann: Yes
 - Shannon Keyes: (not arrived yet)

- **Motion: Theresa moved to accept the non-public minutes with discussed edits from the December 14 meeting**
 - **Seconded by: Brianna**

- Roll Call
 - Gretchen Carlson: Abstain
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Abstain
 - Jessica Foster: yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Peter Sweet: Yes
 - Dennis McCann: Yes
 - Shannon Keyes: (not arrived yet)

6:17: Head of School Report

- Covid Protocols: CDC updated guidelines to shorten quarantine guidelines. The staff has agreed to follow those guidelines
 - Quarantine changes from 10 to 5 days
 - If siblings have proof of full vaccination, they can stay in school with a sick or quarantining family member
- 70 students and 7 staff currently out
- **Motion: Peter motioned to approve the Covid Protocols with discussed edits.**
 - Chad seconded
 - Roll Call
 - Gretchen Carlson: Abstain
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Abstain
 - Jessica Foster: yes
 - Chad Roberge: Yes
 - Mary Dellea: Yes
 - Theresa Staychow: Yes
 - Kayla Hoffman: Yes
 - Peter Sweet: Yes
 - Dennis McCann: Yes
 - Shannon Keyes: Yes
- Remote Options: We have been discussing whether we need to offer a remote option as opposed to just closing, if needed, and make up the days at the end of the year. Decision was made to keep going with the current mode, not offering a remote learning option at this time.
- Winter Wellness: First session was cancelled due to snow day, so the first session is happening 1/14. To compensate for the cancelled first session, the program will be extended one week, into February.
 - Used some annual fund money to purchase snowshoes.
- Strategic Planning: Jess met with the consultant John Freeman and he's willing to work with staff to continue the Strategic Planning process. Also willing to do training for the Board.

- Finance Report: before and after care are full and doing well.
- Expansion Replication grant: Jess wants to reconvene the committee to explore pursuing that. Grant would be for money to replicate the SCS model in another location.

6:50 Facilities Report (Theresa)

- Fire/Life Safety: Annual emergency light inspection completed by the City of Dover. (Report was mistakenly sent to the Board.) Required documents submitted to the city.
- HVAC:
 - Closing out AHU install with final inspections and required tests scheduled late Jan.
 - Semi-annual Preventative Maintenance (PM) was completed end of December
 - Filters were changed using MERV 13 filters
- Windows: Seeking Quotes for the remaining window to be replaced. Prioritization based on spaces students occupy and operability
- Update on indoor air quality. Recently completed semi-annual maintenance. Continuing schedule of replacing windows, also.
- Maintenance Projects: Getting a quote for gutter and siding replacement for this summer.

Action Items

- Jess looking into expansion grant
- Brianna looking into rate adjustment
- Next Meeting: February 8th
 - Jess researching Zoom link for Board Members and community members to attend.