

**SCS Board of Trustees | Meeting Minutes (Public Session)**  
**Tuesday, December 14, 2021**  
**6:00 PM**  
**171 Watson Road, Dover NH**

**Members Present:**

**Gretchen Carlson, Parent Member, 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 Stachow, Facilities Director**  
**Meghan Sampson, Community Member**  
**Dennis McCann, Community Member**  
**Peter Sweet, Community Member**  
**Shannon Keyes, Community Member**

**6:00 Call to Order**

- No public correspondence
- **Motion: Peter moved to accept the minutes from the November 9 meeting**
  - Seconded by: Kayla
    - Roll Call
      - Gretchen Carlson: Yes
      - Briana Moynihan-Sienkiewicz: Yes
      - Jessica Foster: Abstain
      - Chad Roberge: Yes
      - Mary Dellea: (not present yet)
      - Theresa Staychow: (not present yet)
      - Kayla Hoffman: Yes
      - Meghan Sampson: Abstain
      - Peter Sweet: Yes
      - Dennis McCann: (not present yet)
      - Shannon Keyes: Yes

**6:04: Head of School Report**

- Finalized the Re-entry plan. The DOE had asked for several minor changes.
- **Motion: Jessica Foster moved to accept the updated Re-Entry Plan as presented by Jess Pine**
  - Seconded by: Peter
    - Roll Call
      - Gretchen Carlson: Yes

- Briana Moynihan-Sienkiewicz: Yes
  - Jessica Foster: Yes
  - Chad Roberge: Yes
  - Mary Dellea: (not present yet)
  - Theresa Staychow: (not present yet)
  - Kayla Hoffman: Yes
  - Meghan Sampson: Yes
  - Peter Sweet: Yes
  - Dennis McCann: (not present yet)
  - Shannon Keyes: Yes
- **COVID update:** We usually have about 40-60 students absent on any given day. Currently 2 students out with COVID and quarantining. Jess recommends two updates to the COVID Protocol:
    - Vaccinated students without symptoms still need to get a PCR test 5-7 days after exposure
    - Jess recommends updating the policy to accept at-home tests for students with symptoms. Most at home tests have two tests that need to be taken 24-48 hours apart.
    - Additional changes were discussed to improve and clarify the protocol
    - **Motion: Shannon motioned to approve the updated Covid Protocol with the discussed changes.**
      - Seconded by: Chad
      - Roll Call
        - Gretchen Carlson: Yes
        - Briana Moynihan-Sienkiewicz: Yes
        - Jessica Foster: Yes
        - Chad Roberge: Yes
        - Kayla Hoffman: Yes
        - Meghan Sampson: Yes
        - Peter Sweet: Yes
        - Theresa Staychow: Yes
        - Mary Dellea: Yes
        - Dennis McCann: Yes
- Annual Fund: Have raised over \$10,000 in addition to the \$20,000 contributed to the matching fund.
  - The Staff workday on December 6 was very welcome and appreciated by the teachers.
  - Hired a 3<sup>rd</sup>/4<sup>th</sup> assistant (Lisa Xanthos) who started Monday.
  - **Finance Report:** Hoping to get reimbursement for the HVAC from the ESSER 2 funds.
    - Dennis: At this point we are \$250K ahead on revenue.
  - Peter met with John Freeman about a workshop for the Board and helping with strategic planning. Jess Pine will be reaching out.
- **Motion: Shannon moved to go to Non-Public Session according to RSA 91-A:3 II – C**  
 (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

- Seconded by: Brianna
  - Roll Call
    - Gretchen Carlson: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Jessica Foster: Yes
    - Chad Roberge: Yes
    - Kayla Hoffman: Yes
    - Meghan Sampson: Yes
    - Peter Sweet: Yes
    - Theresa Staychow: Yes
    - Mary Dellea: Yes
    - Dennis McCann: Yes
    - Shannon Keyes: Yes

**6:45 Return to Public**

- **Motion: Brianna motioned to seal the minutes from the non-public session**
  - Seconded by: Gretchen
  - Roll Call
    - Gretchen Carlson: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Jessica Foster: Yes
    - Chad Roberge: Yes
    - Kayla Hoffman: Yes
    - Meghan Sampson: Yes
    - Peter Sweet: Yes
    - Theresa Staychow: Yes
    - Mary Dellea: Yes
    - Dennis McCann: Yes
    - Shannon Keyes: Yes

**6:46 Facilities Report (Theresa)**

- Current strategy is to keep everything going with no major improvements in the short term
- All future projects are targeting Summer 2022. Mostly deferred maintenance, including:
  - Window replacement
  - Siding and gutter replacement
  - Extremely minor asbestos remediation
- Winter preparation is going well
- Winter projects include deep cleaning when building in vacant
- We had an unplanned and impromptu fire drill when a Pre-K student pulled the fire alarm. It went extremely well, and we even determined that an outdoor speaker need to be replaced or added. Theresa is getting quotes now.
- Theresa would like to present the Capital Improvement Plan in the Spring.

**6:57 Chair Report**

- Discussion of ideas to show appreciation and boost staff morale

**Action items:**

- Next Meeting scheduled for January 11<sup>th</sup>
- Megan is looking into finding UNH students to help with recess/dismissal etc.
- Jess Pine following up with John Freeman about the workshops for teachers and for the Board
- Jess Pine to provide a written report to the Board Chair summarizing the investigation into a student incident discussed in non-public session.