

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, July 13, 2021**  
**6:00 PM**

**171 Watson Road, Dover NH: Meeting conducted over Zoom**

**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**  
**Kasey Bilodeau, Teacher Member**  
**Theresa Lorvig, Facilities Director**  
**Chad Roberge, Parent Member**  
**Meghan Samson, Community Member**  
**Peter Sweet, Community Member**  
**Dennis McCann, Community Member**

**6:01 Call to Order**

- **Motion: Josh motioned to approve minutes from 6.8.21**
  - Seconded by: Chad Roberge
  - Roll Call:
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, abstain
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes
    - Peter Sweet: abstain

**6:04 Public Comment**

- No public comment

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

- A few new staff members resigning.
- 8 new staff members have been hired. Four are salaried and need to be approved by the Board.
  - Emily Getchell-Lacey (7/8 Special Ed)
    - Nomination made by Peter and seconded by Dennis
      - Roll Call: All in favor
        - Gretchen Carlson, Yes
        - Briana Moynihan-Sienkiewicz, Yes
        - Josh Roberge, Yes
        - Jessica Foster, Yes
        - Mary Dellea, Yes
        - Kasey Bilodeau, Yes
        - Theresa Lorvig, Yes
        - Chad Roberge, Yes
        - Meghan Samson, Yes
        - Dennis McCann, Yes
        - Peter Sweet: Yes
  - Sarah McAndrew (Special Ed and Intervention Teacher) O.G Certified
    - Nomination made by Josh and seconded by Jessica Foster
      - Roll Call: All in favor
        - Gretchen Carlson, Yes
        - Briana Moynihan-Sienkiewicz, Yes
        - Josh Roberge, Yes
        - Jessica Foster, Yes
        - Mary Dellea, Yes
        - Kasey Bilodeau, Yes
        - Theresa Lorvig, Yes
        - Chad Roberge, Yes
        - Meghan Samson, Yes
        - Dennis McCann, Yes
        - Peter Sweet: Yes
  - Leah Sulecki (1/2 teacher) Brand new teacher from MN.
    - Nomination made by Theresa and seconded by Chad
      - Roll Call: All in favor
        - Gretchen Carlson, Yes
        - Briana Moynihan-Sienkiewicz, Yes
        - Josh Roberge, Yes

- Jessica Foster, Yes
  - Mary Dellea, Yes
  - Kasey Bilodeau, Yes
  - Theresa Lorvig, Yes
  - Chad Roberge, Yes
  - Meghan Samson, Yes
  - Dennis McCann, Yes
  - Peter Sweet: Yes
- Cory Wells (7/8 Humanities) previous assistant at SCS
    - Nomination made by Dennis and seconded by Chad
      - Roll Call: All in favor
        - Gretchen Carlson, Yes
        - Briana Moynihan-Sienkiewicz, Yes
        - Josh Roberge, Yes
        - Jessica Foster, Yes
        - Mary Dellea, Yes
        - Kasey Bilodeau, Yes
        - Theresa Lorvig, Yes
        - Chad Roberge, Yes
        - Meghan Samson, Yes
        - Dennis McCann, Yes
        - Peter Sweet: Yes
- Jess presented several new Summer and Next Year activities including teacher Mentor Program and Artist in Residence program. (See HOS report for details)
  - Camp is fully enrolled and going well
  - Strategic planning process will be kicking off in August.
  - Expansion/Replication grant. Department of Ed released the application for next year and the deadline is July 22 for next year. We will not be able to make that deadline but will focus efforts on determining if we want to pursue this for future years.
  - The Charter renewal is on track
  - Reopening Plan. Biggest question right now is about mask mandates.
    - Dennis: Should clarify that those students with symptoms need just need to leave the premises. We can't really mandate that they "go home."

#### **6:20 Facilities Report (Theresa)**

- Summer cleaning underway.
- Work to repair damage in courtyard has started
- HVAC unit being replaced in August
- A few rooms have had new carpet installed
- Only 2 tiny places that have asbestos today. We just need to have those two spots remediated and we will be asbestos free. We will still have the management plan in place.

- Chad: Are we planning on doing a family workday at school before we open?
  - Answer: No plan for that now, but we are planning on having an Open House.

**6:25 Finance Committee Report (Brianna)**

- Finance Committee did a salary analysis, looking at average salaries across districts
- SCS was second to last in 2020-2021, but with bonuses SCS increased salaries 19.3%
- Brianna: We are shifting the strategy to focus more on base salary increases instead of relying on bonuses as much. This will help make us more competitive.
  - Fiscal responsibility in other areas will allow us to continue to award bonuses
- Proposal: On top of the approved \$2000 raise, implement a one-time \$2000 adjustment for a total \$4000 increase. Educational Support Personnel will get an increase of 5% to the hourly wage. Head of School will also get a \$2000 Increase.
- Dennis: Do we need to plan on increasing enrollment to cover the expected increase in salary expense as teachers “age in place.”?
  - Peter: Finance committee has assessed that we are good to cover this expense for the next 2-3 years and will have to reassess the model then.
  - Brianna: All the improvements we have made this year should allow us to realize additional cost savings in the future. In addition, we will not be paying our 2<sup>nd</sup> loan soon. Third, we are expecting to adjust the rate on our 1<sup>st</sup> loan.
- **Motion: Brianna motioned to increase the hourly wage of the Educational Support Personnel by 5% for the 2021/22 school year**
  - Seconded by: Megan
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, Yes
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes
    - Peter Sweet: Yes

- **Motion: Brianna motioned to increase Enrollment and Communication Coordinator salary by 5% for the 2021/22 school year**
  - Seconded by: Jessica Foster
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, Yes
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes
    - Peter Sweet: Yes
  
- **Motion: Brianna motioned to increase the Business Coordinator salary by 5% for the 2021/22 school year**
  - Seconded by: Jessica Foster
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, Yes
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes

- Peter Sweet: Yes
- **Motion: Brianna motioned to implement a one-time \$2000 adjustment on top of the already approved \$2000 raise, for a total \$4000 increase for the 2021/22 school year.**
  - Seconded by: Chad
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Abstained
    - Kasey Bilodeau, Abstained
    - Theresa Lorvig, Abstained
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes
    - Peter Sweet: Yes
- **Motion: Brianna motioned to increase the salary of the Front Desk Receptionist by 5% for the 2021/22 school year**
  - Seconded by: Jessica Foster
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, Yes
    - Chad Roberge, Yes

- Meghan Samson, Yes
  - Dennis McCann, Yes
  - Peter Sweet: Yes
- **Motion: Brianna motioned to increase the salary of the Custodian by 10% for the 2021/22 school year**
  - Seconded by: Jessica Foster
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, Yes
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes
    - Peter Sweet: Yes
- Proposal: Three staff members have agreed to take on additional Development tasks in the wake of Sheila's resignation. Proposal is to award a stipend of \$2,000 being split between and January payment and end of year payment. That will be re-assessed in January.
- Motion: Peter motioned to provide the first payment of the stipend
  - Seconded by: Dennis
    - Roll Call
      - Gretchen Carlson, Yes
      - Briana Moynihan-Sienkiewicz, No
      - Josh Roberge, Yes
      - Jessica Foster, Yes
      - Mary Dellea, Yes
      - Kasey Bilodeau, Yes
      - Theresa Lorvig, Yes
      - Chad Roberge, Yes

- Meghan Samson, Yes
- Dennis McCann, Yes
- Peter Sweet: Yes

### **7:10 Chair Report (Gretchen)**

- Dan Bromberg submitted his resignation from the Board.
- Motion: Brianna made motion to accept (with regret) Dan’s resignation from the Board
  - Seconded by Josh (with Regret)
  - Roll Call
    - Gretchen Carlson, Yes
    - Briana Moynihan-Sienkiewicz, Yes
    - Josh Roberge, Yes
    - Jessica Foster, Yes
    - Mary Dellea, Yes
    - Kasey Bilodeau, Yes
    - Theresa Lorvig, Yes
    - Chad Roberge, Yes
    - Meghan Samson, Yes
    - Dennis McCann, Yes
    - Peter Sweet: Yes
- For all meetings going forward, only Board Members present will count toward quorum
- Next meeting is August 10<sup>th</sup>. We will be discussing the reopening plan.
- Proposing making the second Tuesday of each month for August through December.
- Trying to find a date for a Board Retreat in October.
- Board Members need to submit Bios for the school website. Send them to Gretchen.
- Nominations for new Board members:
  - Governance committee has been interviewing candidates
  - Gretchen Reviewed by-laws regarding board membership
  - Current Board is very parent-heavy. We need to be looking for potential community members that have some of the key skills we need to bring in (e.g finance background, outside educational experience, etc.)
  - Dennis: Now would be a good time to find someone that could help us establish an endowment.
  - Brianna: Should we consider having Board “alternate” members?



- Brianna: Proposed inviting prospective board member to the retreat so prospective members can get a sense of how the board functions and have a chance to contribute to the discussion.
- **Decision:** Table parent member nominations for now while we continue the search for possible community members.
- Need to look for times to do a legal training for Board Members regarding Board Member duties. Would be good to coordinate with orientation of new members, depending on timing.

**Action Items**

- Peter is on point to find a lawyer for the Board training. Targeting September/October timeframe.
- Prepare student progress report for the August meeting
- Governance will meet with any new community member prospects.

**7:47 Meeting Adjourned.**