

SCS Board of Trustees Meeting Minutes
Tuesday, February 9, 2021
6:00PM
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
Dan Bromberg, Parent Member
Chad Roberge, Parent Member
Peter Sweet, Community Member
Theresa Lorvig, Facilities Director
Dennis McCann, Community Member

6:04PM Call to Order

Approval of Minutes

- **MOTION: Dan Bromberg made motion to approve minutes from January 27, 2021**
 - Seconded by Kasey Bilodeau
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Mary Dellea: Yes
 - Kasey Bilodeau: Yes
 - Dan Bromberg: Yes
 - Chad Roberge: Yes
 - Jessica Foster: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
 - Theresa Lorvig: Yes
 - Meghan Samson: not present

- **MOTION: Peter made motion to approve minutes from (January 6, 2021)**

- Seconded by Kasey Bilodeau
- Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Mary Dellea: Yes
 - Kasey Bilodeau: Yes
 - Dan Bromberg: Yes
 - Chad Roberge: Yes
 - Jessica Foster: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Abstained
 - Theresa Lorvig: Yes
 - Meghan Samson: not present

6:06 Call for public comment.

- No comments from the public

6:06 Head of School Report (Jess Pine)

- Update on phasing students back to in-person learning
 - Pre-k and K are in the building 4 days a week.
 - 1 and 2 are in half days and they are looking at expanding to full-day
 - In-school time is going well with the younger grades.
 - 3rd/4th and 5th/6th are targeted to return to hybrid on March 1
 - 7th/8th grades are targeted to return to hybrid on March 15th.
- Will start to offer Friday afternoon optional PE for K-2 classes
- Accountability/Charter Renewal committee met this week and Jess will share the report at the Board Retreat.
- Financial Report looks similar to last month.
- Additional funding (~\$32K) may be coming through the next part of the ESSER grant.
- Proposal to consider: Increase substitute teacher rate from \$75 to \$85 per day.
- **MOTION: Dennis made motion to increase per diem for substitute teachers from \$75 to \$90**
 - Seconded by Peter Sweet
 - Roll Call:
 - Gretchen Carlson: Yes

- Briana Moynihan-Sienkiewicz: Yes
- Josh Roberge: Yes
- Mary Dellea: Yes
- Kasey Bilodeau: Yes
- Dan Bromberg: Yes
- Chad Roberge: Yes
- Jessica Foster: Yes
- Dennis McCann: Yes
- Peter Sweet: Yes
- Theresa Lorvig: Yes
- Meghan Samson: not present
- Proposal for consideration: Jess proposing creating a \$500 stipend to start planning SCS Summer program.
- **MOTION: Peter made motion to approve up to \$2000 as a budget to pay for staff, clerical, supplies, marketing, and outreach costs to start developing the SCS Summer Camp program.**
 - Seconded by Dennis McCann
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Mary Dellea: Yes
 - Kasey Bilodeau: Yes
 - Dan Bromberg: Yes
 - Chad Roberge: Yes
 - Jessica Foster: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
 - Theresa Lorvig: Yes
 - Meghan Samson: not present
- Jess Pine: one of our assistants who has been here less than 3 years is about to go on maternity leave and would like to amend the policy to include her.
- **MOTION: Brianna made motion to amend the parental leave policy to allow assistants to qualify for parental leave on the first day of their 3rd year of employment.**
 - Seconded by Peter Sweet

- Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Mary Dellea: Yes
 - Kasey Bilodeau: Yes
 - Dan Bromberg: Yes
 - Chad Roberge: Yes
 - Jessica Foster: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
 - Theresa Lorvig: Yes
 - Meghan Samson: not present
- Jess: 96% of families are returning!
- Discussion of option of going back full-time for all students after April.
 - Jess Pine: we are always open to that if the numbers support that, but it seems unlikely that we can accommodate that with the needs for outdoor classroom space.
 - Gretchen: we can use the retreat to talk about these options in more depth.
- Dan: How big of an effort is the work being done by the Accountability and Charter Renewal committee and is there anything the Board can do to help?
 - Jess Charter renewal application due in March. There is a lot of work. Jess will let us know if there is anything the board can do.
 - Gretchen: Proposes discussing Charter Renewal in next board meeting since it is due on 3/12
- Gretchen:
 - Proposed agenda for Board Meeting
 - Strategic Plan
 - Board Roles & Responsibilities
 - Possible date: 3/21 (one week after all grades are back in school)
 - Josh: can we makes sure we also have an agenda item to review how things are going with the getting the kids back into the building, especially as we are moving into Spring and the next school year.
 - Dan: Agree that we need to talk about what we would do differently or plan better for next year, assuming that we could still be dealing with the virus and another hard winter.
 - Peter: we need to know where the kids are in all of this. One of the Boards roles is to be the advocate for kids. We should be having time on the agenda to focus on this.

- Brianna: we also need to be managing the liability for the school and making sure we are doing what is best for the school as a whole.
- Dan: Recommends holding off on this conversation about the deeper dive into the current needs of the students at the retreat.
- Jess: The staff has the detailed information that Peter seems to want. We could do another survey but it needs to be well thought out.
- Kasey: We need to understand what kind of information we are looking for.
- Brianna: We need this data to help inform our spending decisions.
- Theresa: this kind of data is valuable but not necessarily something that can inform our short-term decisions for this year. If we want to use it to help inform strategy for longer term, then we should proceed.
- Discussion about hiring outside resource to develop survey focused on the most urgent needs of our students to help inform our spending decisions.
- Agreed to have a smaller group regroup on the topic of students social/emotional needs.

7:37 Facilities Report

- There are 2 areas in the outdoor area that need to be addressed (water damage, etc.) Addressing them soon will help limit the cost.
- Up to \$10K to address the most immediate needs, which is already in the budget.
- **MOTION: Jess Foster made motion to approve up to \$15K to cover immediate maintenance needs.**
 - Seconded by Peter Sweet
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Mary Dellea: Yes
 - Kasey Bilodeau: Yes
 - Dan Bromberg: Yes
 - Chad Roberge: Yes
 - Jessica Foster: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
 - Theresa Lorvig: Yes
 - Meghan Samson: not present
- Air Quality:

- There is one air handler that is past it's life expectancy. Theresa is proposing that we replace it this year instead of next year. This will help us have better air quality and improve fuel efficiency. Cost is \$19,400. Three of these were replaced last year.
- We also want to retrofit some additional air handlers to actively bring in fresh air. Quote is \$1,400.
- Theresa is also recommending that we clean the ducts as well. We have not done that since being in the building. Quote is for \$21K.
- Total cost for all remediation: \$41,800
- **MOTION: Peter Sweet made motion to approve \$45,000 to cover proposed improvements for air quality.**
 - Seconded by Dennis McCann
 - Roll Call:
 - Gretchen Carlson: Yes
 - Briana Moynihan-Sienkiewicz: Yes
 - Josh Roberge: Yes
 - Mary Dellea: Yes
 - Kasey Bilodeau: Yes
 - Dan Bromberg: Yes
 - Chad Roberge: Yes
 - Jessica Foster: Yes
 - Dennis McCann: Yes
 - Peter Sweet: Yes
 - Theresa Lorvig: Yes
 - Meghan Samson: not present

8:06 Development Report (Sheila Shea)

- We expect to make a similar amount to last year.
- The ice-skating event sold out in hours (break even event)
- The Stages event will also happen.
 - 4 events:
 - 21st and 28th of march from 4-6 (family event)
- We expect to raise a total of about \$100K (\$300 shy of last year)
- Annual Fund is running about \$15K short of the goal, but the goal was aggressive. We may be able to make some of that up as kids come back in the spring.
- Discussion of Board Retreat Dates
 - March 21st would be the Sunday after kids come back.

- Agreed to have it in person at the School.
 - Target starting at 9 am (duration will depend on agenda)
 - Jess will look into having the staff council attend.
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- Action items
 - Gretchen to follow up with Dan on the school survey.
 - Governance committee should be meeting to talk about Jess's evaluation.
 - Add a discussion about creating a Waiver Policy to the next Board Meeting.

8:22 Meeting Adjourned.