

SCS Board of Trustees Retreat | Meeting Minutes
Sunday, March 21, 2021
9:00 AM
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
Meghan Samson, Community Member

9:00 AM Welcome and icebreaker

9:13 Goals / Agenda for Meeting (Gretchen)

- Some agenda items have changed since we went virtual.
- Think about info we need for April discussion of reopening plan.
- Review Charter Renewal application
- Board Role and Responsibilities
- Board Committees
- Administration model going forward.

Charter Renewal: (Jess Pine)

- Draft submitted for review.
- Similar info will be used for the Accountability Report that will also be due soon.
- Jess reviewed draft on Zoom.
- Additions to “Areas for Growth”
 - Add focus on grants as a source of fundraising.
 - More support for and training on technology
- Comments on Test Data
 - Need to add commentary about Fountas and Pinnell results explaining why grade level performance seems to decrease after Kindergarten.
- PACE results – we do well compared to other schools
 - Not all schools do PACE. That’s why Dover and Oyster River aren’t on the chart.
- Dan: Comment about the ways some of the responses on the assessment are structured. (Labeling, focus on methods for assessment of progress vs. evidence of progress, etc.)

- Jess asked for comments/suggestions to be sent to her.
- Dan: should we hire a project manager to help manage this Charter renewal process since there is so much going on right now.
 - Jess will talk to the committee to see if that would be helpful/feasible.
- Dan: for the board's strategic planning, it would be helpful to understand how the teachers are perceiving the growth of the students.
 - Chad: we should also be getting teacher input on where the school can improve.
 - Jess: We do talk about that regularly with teachers and we can share that feedback with the board
 - Chad: Maybe a biannual report on teacher feedback
 - Rachel Del Greco: p the SWOT analysis she is working on includes this type of information.
 - Theresa: Typically the teachers meet annually to set school-wide goals
 - Chad: we should make sure we are putting workstreams around those goals to make sure we are focusing on them and making progress
- Peter: Wants a profile of how kids are doing from a social/emotional standpoint including feedback from teachers, parents, and students
 - Jess: We are constantly assessing this but it is unclear what format Peter wants for the board to make.
 - Kasey: The kids have done training to recognize social/emotional red flags in their peers. Teachers are taking action on a case-by-case basis.
 - Jess: there's really not a way to summarize the students' emotional state quantitatively
 - Dan: is there something Dani could do to create a larger school profile?
 - Theresa: April is going to be "Social Emotional Learning" month. (Created with Dani) There is a large committee working on social/emotional solutions and working on getting materials into kids hands. It is a whole-school initiative.
 - Gretchen: If there are materials that other schools or districts have published that we could use as an example, please provide those.

10:20AM Board Survey Results: Gretchen

- 2/3 of the board has responded so far.
 - General themes: things going well include "ensuring financial stability" and "Individual's understand board responsibilities" among others. Area for improvement: As a board we do not understand the R&R.
- What are steps toward improving the board?
 - Gretchen: Orientation materials and annual training
 - Bringing in external SMEs for training/consultation
 - Outline of the legal responsibilities and our community responsibilities
 - Clear outline of the respective responsibilities and authority of the Board and the Administration (Governance vs. Management)
 - Brianna: it is important to assess and understand what "stage" we are in as a board.
 - Discussion of distinction of the role the board plays in educational goals/policy.

- Dan what are the Boards responsibilities for Fundraising
 - Common now to have a “development board” who’s role is to raise money.
- Gretchen: Now there are only 2 board-level committees (Finance and Governance)
 - Should we have a Development Committee?
- Peter: Primary focus should be “students first”
 - Brianna: we also have to protect the school from liability, but that is generally done by putting the students first.
 - Dan: Agrees goal is to put students first and that should be central to our decision making, but we have to be aware that every decision can’t help all students all the time. Some decisions will have mixed impact on students.
- Theresa: We also have to keep the mission of the school at the forefront. But that is also, student focused.
- Gretchen: we will need to keep circling back to the Roles and Responsibilities discussion.
- Board Committees discussion
 - Dennis has stepped down as Chair of the Finance committee.
 - Brianna volunteered to take over the Chair. The reason she stepped down previously, she thought it was better to separate the Treasurer role from the Chair.
 - Dan suggested Chad. Chad would like to but is over-committed in other areas and can’t devote the necessary time for now.
 - Governance Committee: Reviewed current members. Peter will drop off. Dan volunteered to fill Peter’s spot.
 - Facilities Committee: Board-heavy today. High time commitment. No change to membership.
 - Capital Improvement: Peter will join Capital Improvement.
 - Arts Integration: Added Meghan Samson
 - Accountability: Josh will join.
 - Development Committee: does this need to be a board-level committee?
 - Needs to be a much deeper discussion, maybe for the June board meeting.
 - Ask Sheila to pull together her vision/recommendation.
- 11:10 Leadership Model (Jess Pine)
 - Need more time to discuss this. Maybe wait until we have budget discussions in April.

11:11 AM Wrap up & Adjournment