**DRAFT**

**SCS Board of Trustees Meeting Minutes**

**Wednesday, August 23, 2023**

**6:00 PM**

**171 Watson Road, Dover, NH**

**Members Present (Board):**

**Josh Roberge, Parent Member, Chair**

**Gretchen Carlson, Parent Member, Vice-Chair**

**Nicole Outsen, Head of School, Ex Officio**

**Chad Roberge, Parent Member, Treasurer**

**Maegan Adams, Teacher Member**

Kayla Hoffman, Teacher Member, Secretary

**Theresa Stachow, Facilities Director**

Dennis McCann, Community Member

Peter Sweet, Community Member

**Kathy Goodwell, Parent Member**

**Heather Ward, Parent Member**

**6:05 PM Call to Order**

**Public Comment/Correspondence:**

* None

**Motion: Theresa moves to accept the July meeting minutes.**

* Seconded by Kathy
* Maegan Adams: Yes
* Josh Roberge: Yes
* Gretchen Carlson: Yes
* Chad Roberge: Yes
* Heather Ward: Yes

**Chair Report – Josh Roberge**

* Bylaw report being reviewed to present at September meeting and voted on in September or at October meeting
* 2018 was the last review

**Governance Committee – Gretchen Carlson**

* Josh and Gretchen ending terms on board
* Peter is interested in another term

**Motion: Theresa moves to nominate Peter Sweet to another 3-year term as a community member of the board**

* Seconded by Chad
  + Maegan Adams: Yes
  + Josh Roberge: Yes
  + Gretchen Carlson: Yes
  + Kathy Goodell: Yes
  + Heather Ward: Yes
* Nominate Hannah Welsh as parent member:
* Introduction to board, educational background, EMT, Masters in integrated arts

**Motion: Gretchen moves to nominate Hannah Welsh as a parent member for a 2-year board term**

* Seconded by Heather
* Chad Roberge: Yes
* Theresa Stachow: Yes
* Josh Roberge: Yes
* Kathy Goodell: Yes
* Maegan Adams: Yes
* Nominate Shannon Keyes as community member:
* Prior teacher at SCS 7/8, attorney, teaching 7th grade English in another district

**Motion: Gretchen moves to nominate Shannon Keyes to a 3-year term on the board as a community member**

* Seconded by Maegan
* Chad Roberge: Yes
* Theresa Stachow: Yes
* Josh Roberge: Yes
* Kathy Goodell: Yes
* Heather Ward: Yes
* Hannah Welsh: Yes
* Officer nominations:

**Motion: Josh moves to nominate Chad as treasurer**

* Seconded by Theresa
  + Chad Roberge: Abstain
  + Kathy Goodell: Yes
  + Heather Ward: Yes
  + Hannah Welsh: Yes
  + Gretchen Carlson: Yes
  + Shannon Keyes: Yes
  + Maegan Adams: Yes

**Motion: Josh moves to nominate Heather as Chair**

* Seconded by Kathy
  + Chad Roberge: Yes
  + Theresa Stachow: Yes
  + Heather Ward: Abstain
  + Hannah Welsh: Yes
  + Gretchen Carlson: Yes
  + Shannon Keyes: Yes
  + Maegan Adams: Yes

**Motion: Theresa moves to nominate Shannon as Vice Chair**

* Seconded by Heather
  + Chad Roberge: Yes
  + Josh Roberge: Yes
  + Kathy Goodell: Yes
  + Hannah Welsh: Yes
  + Gretchen Carlson: Yes
  + Shannon Keyes: Abstain
  + Maegan Adams: Yes

**Motion: Heather moves to nominate Josh for Trustee Emeritus for 1 year**

* Seconded by Gretchen
  + Josh Roberge: Abstain
  + Theresa Stachow: Yes
  + Chad Roberge: Yes
  + Kathy Goodell: Yes
  + Hannah Welsh: Yes
  + Shannon Keyes: Yes
  + Maegan Adams: Yes

**Head of School Report – Nicole Outsen**

**Staffing Updates**

* Karen O’Brian - 1 year position, 5/6 classroom
  + Discussion that working well with 5/6 team

**Motion: Theresa moves to nominate Karen O’Brian as 5/6 teacher for 1 year position**

* Seconded by Maegan
  + - Josh Roberge: Yes
    - Heather Ward: Yes
    - Chad Roberge: Yes
    - Kathy Goodell: Yes
    - Hannah Welsh: Yes
    - Shannon Keyes: Yes
    - Gretchen Carlson: Yes
* Tracie Ryder – 1 year Kindergarten position
  + Discussion on Tracie

**Motion: Maegan moves to nominate Tracie Ryder as a Kindergarten teacher for 1 year**

Seconded by Kathy

* + Josh Roberge: Yes
  + Heather Ward: Yes
  + Chad Roberge: Yes
  + Theresa Stachow: Yes
  + Hannah Welsh: Yes
  + Shannon Keyes: Yes
  + Gretchen Carlson: Yes
* Assistant teachers update (no board vote):
  + Taylor Salvucci – 3/4 team
  + Andrea Baxley
  + Shannon Plante
* Currently hiring assistants, need 2 in 1:1 positions
* Fully staffed for teachers

**Memorandum of Understanding (MOU) on how special education is handled**

* + Hope to use State template with districts
  + Upcoming meeting with Head of Special Education in Dover
  + September meeting for the board to approve

**Culture and climate**

* + Staff outings
  + Activities planned for 1st week of school
  + Foundation of climate
  + Survey – entire staff, 1/3 of staff responded
  + Nicole and Kristin will meet with teams

**Open up math**

* + Unifying, concrete
  + 2 people had been to HIVE conference for PD

**Expansion grant:**

* + Needed to be resubmitted
  + Budget has been approved
  + Sept- Jan: planning period

**Finance report:**

* + October audit
  + Accountability report: Student data – September
  + Review July 2023 and FY’23
  + Propose new budget to the board
  + Finance to review budget initially and do new budget prior to October meeting, then teachers vote for following year, retreat to use budget working session while reviewing strategic plan

**Annual report:**

* + Review draft annual report and attachments

**Motion: Gretchen moves to approve draft annual report with attachments**

Seconded by Maegan

* + Josh Roberge: Yes
  + Heather Ward: Yes
  + Chad Roberge: Yes
  + Theresa Stachow: Yes
  + Hannah Welsh: Yes
  + Shannon Keyes: Yes
  + Kathy Goodell: Yes
* HOS to send final report to board

**Facilities report – Theresa Stachow**

* + Adopt the community trail and projects will be run by Shannon and Dave
  + Safety committee – safety glass film
  + Shoulder was widened so a car can pull off the road, bid to shave hill
  + Mirror in place at the end of the driveway
  + Spoke with city planner regarding additional safety measure regarding traffic but with the placement of the bridge, there is not anything we can do. This is not a problem for the city - police have received no complaints of traffic.
  + Windows are on order, crew is ready when they arrive and can be done while school in session
  + Notify parents if there will be contact in the classroom with the window installation crew
  + Emergency operation plan
  + Working on reunification plan with Dover
  + Capital improvement plan – agenda for September

**Action Items**

* Chad will find retreat location – last weekend Sunday in October
* Bylaw review at September meeting
* Teachers up for reappointment at September meeting, address committees at that time
* Finance to review budget and do new budget for October meeting
* Conflict of interest forms at September meeting
* Josh to provide training materials to new members
* Next Meeting: Wednesday, September 12, 2023 at 6PM

**8 PM Motion: Gretchen moves to adjourn the meeting**

* Seconded by Josh
  + Maegan Adams: Yes
  + Theresa Stachow: Yes
  + Chad Roberge: Yes
  + Heather Ward: Yes
  + Kathy Goodell: Yes
  + Shannon Keyes: Yes
  + Hannah Welsh: Yes