

SCS Board of Trustees | Meeting Minutes
Tuesday, November 14, 2023
6:00 PM
171 Watson Road, Dover NH

Members Present (Bold):

Heather Ward, Parent Member, Chair

Shannon Keyes, Community 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, Expertise Member

Dennis McCann, Community Member

Peter Sweet, Community Member

Kathy Goodell, Parent Member

Hannah Welsh, Parent Member

Josh Roberge, Trustee Emeritus

6:10 PM Call to Order

- **Public Comment/Correspondence:**
 - None

Motion: Shannon moved to accept the public minutes from the October retreat.

- Seconded by Kathy
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Abstain
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

Motion: Heather moved to accept the public minutes from the October meeting.

- Seconded by Dennis
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

6:11 PM Chair Report - Heather Ward

- Bylaws
 - New trustee position draft was sent out to be reviewed

Motion: Dennis moved to accept the Expertise Member as a three year term position on the board.

- Seconded by Peter
 - Heather Ward: Yes

- Kayla Hoffman: Yes
- Dennis McCann: Yes
- Kathy Goodell: Yes
- Peter Sweet: Yes
- Theresa Stachow: Yes
- Hannah Welsh: Yes
- Shannon Keyes: Yes

Motion: Heather moved to remove the facilities director as a board level position.

- Seconded by Shannon
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Abstain
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

Motion: Dennis moved to accept Theresa Stachow as the expertise board member.

- Seconded by Peter
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Abstain
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

- Board Survey
 - Survey should be sent out to teachers and families
 - These results will be summarized by a sub committee and then reported to the board and HOS
 - The HOS survey should be sent out biannually
 - Climate survey will also be sent out to teachers and staff

6:22 PM Head of School Report - Nicole Outsen

- Staff updates
 - Hazel Neary one of the 7/8 assistants resigned
 - Currently looking for a few one on ones and assistants
- Dean of students update
 - Kristin continues to be proactive to address student and staff needs
 - She met with the bus driver last week to share strategies and plans for student success
- Culture/climate
 - Students have been getting out into the community
 - K & 1/2 visited Coppel Hill Farm
 - 3/4 went to Strawberry Banke
 - 7/8 delivered donations from the Harvest Fest food drive to the Community Action Partnership of Strafford County
- MOU update
 - Still waiting on Portsmouth and Stafford

Motion: Peter moved to accept the Special Ed MOU with Rollinsford as presented.

- Seconded by Dennis
 - Heather Ward: Yes

- Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- Finance Report
 - Numbers are down in the preschool
 - Discussed the budget line about assistant salary
 - Budget was increased for instructional supplies, facilities, and substitutes
 - Board approved the budget last spring before the increase with the equitable aid
 - It has come to the board's attention that the state received a budget that the board has not yet voted on
 - Nicole and the finance committee will reallocate the increased in revenue and present the revised budget at the December meeting
 - The DOE 25 needs to be signed by the board and will be brought to the next meeting

Motion: Shannon made a motion to move \$150,000 from the operating budget to an interest bearing savings account.

- Seconded by Hannah
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

Motion: Shannon moved to designate Nicole Outsen to be the signatory for the M&T bank account.

- Seconded by Denise
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

- Personnel Committee
 - Staff currently get 8 sick days, however when someone has covid, it is a mandatory 5 days out
 - In the past, if a staff member used more than their allotted sick days, it was up to the HOS to decide what to do
 - SCS's PTO is low when compared to the surrounding districts and charters
 - Personnel Committee would like to increase the number of personal days to 13
 - The board would like the Personnel Committee to go back and put a more detailed proposal together regarding the financial impact, if assistants should receive sub pay, and if there will be parameters around taking those days off

8:08 PM Facilities Report - Theresa Stachow

- Looking to make the entrance safer, which would require moving a water main

- Was hoping to have it done before winter

Motion: Heather made a motion to approve the reconstruction of the entrance way, not to exceed \$40,000.

- Seconded by Peter
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- Grant for \$25,000 was submitted to have locks installed on the classroom doors which was recommended by homeland security and the police department

Motion: Dennis moves to authorize the application for the SAFE grant and acceptance of the expenditure of any funds.

- Seconded by Shannon
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- Also planning on putting up additional cameras and monitors
- Vendor is coming out Friday and the grant closes November 30th

Motion: Dennis moves to authorize the application for the SAFE grant.

- Seconded by Shannon
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

Motion: Peter moved to approve \$1200 for teachers and full time staff and \$600 for assistants as compensation and appreciation for the staff at SCS and all the hard work they do.

- Seconded by Dennis
 - Heather Ward: Yes
 - Kayla Hoffman: Abstain
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Abstain
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes

8:37 PM Summary, Action Items

Action Items

- Heather will put the HOS board survey together and have it sent out to teachers and parents
- Update the board calendar to biannually send out the HOS survey
- Climate survey going out to teachers and staff
- Finance Committee needs to meet to revise the budget so the board can vote on it
- Nicole will reach out to see if the revised budget should be resubmitted to the state
- Nicole will bring the supporting documentation for the board to sign the DOE 25
- Personnel Committee will put together a more thorough proposal regarding PTO
- Next board meeting the board will look at the timeline and description for the HOS position
- Next meeting will be December 12

Motion: Kathy moved to adjourn the meeting.

- Seconded by Heather
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Maegan Adams: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes