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SCS Board of Trustees | Meeting Minutes
Tuesday, November 15, 2022
6:00 PM
171 Watson Road, Dover NH

Members Present (Bold):

Josh Roberge, Parent Member, Chair
Gretchen Carlson, Parent Member, Vice-Chair
Jessica Foster, Community Member, Secretary
Jessica Pine, Head of School, Ex Officio
Chad Roberge, Parent Member, Treasurer
Maegan Adams, Teacher Member
Kayla Hoffman, Teacher Member
Theresa Staychow, Facilities Director
Dennis McCann, Community Member
Peter Sweet, Community Member
Kathy Goodell, Parent Member
Heather Ward, Parent Member
Meghan Sampson, Community Member

6:05 PM Call to Order

- **Public Comment/Correspondence:**
 - None
- **Motion: Heather moved to accept the public minutes from the October meeting.**
 - Seconded by Gretchen
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Abstain
 - Heather Ward: Yes
 - Maegan Adams: Yes
 - Peter Sweet : Abstain
 - Theresa Stachow: Abstain
 - Kathy Goodell: Abstain
- **Motion: Peter moved to accept the public minutes from the October retreat.**
 - Seconded by Heather
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Abstain
 - Heather Ward: Yes
 - Maegan Adams: Yes
 - Peter Sweet : Yes
 - Theresa Stachow: Abstain
 - Kathy Goodell: Yes

6:08 PM Chair Report - Josh Roberge

- **Motion: Gretchen moved to accept Kayla Hoffman as the secretary for the board.**
 - Seconded by: Dennis
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes

DRAFT

- Kayla Hoffman: Abstain
- Dennis McCann: Yes
- Heather Ward: Yes
- Maegan Adams: Yes
- Peter Sweet : Yes
- Theresa Stachow: Yes
- Kathy Goodell: Yes

6:12 PM Review Strategic Plan and BOT Charter

- **Motion: Peter moved to approve the Seacoast Charter strategic plan with the condition that the committees present a 2022-23 by the December meeting.**
 - Seconded by: Kathy
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Heather Ward: Yes
 - Maegan Adams: Yes
 - Peter Sweet : Yes
 - Theresa Stachow: Yes
 - Kathy Goodell: Yes
- **Motion: Gretchen made a motion to approve the SCS board charter.**
 - Seconded by: Maegan
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Heather Ward: Yes
 - Maegan Adams: Yes
 - Peter Sweet : Yes
 - Theresa Stachow: Yes
 - Kathy Goodell: Yes

6:28 PM Head of School Report - Jessica Pine

- School updates
 - Goal Setting Meetings on 11/10/22
 - Many families participated.
 - Winter Wellness
 - Will be running this year with choices including skiing/snowboarding, ice skating, and on campus activities.
 - Concerns on liability to SCS and the parents watching them during the free ski.
 - Annual Appeal
 - Went out last week, so help spread the word.
 - This year we are planning on using our Annual Appeal funds to update classroom furniture, libraries, and technology, facilitate additional Timbernook resources, and scholarships for student activities.
 - Development Committee parent members worked to meet our Matching Fund Goal of \$20,000, which is very much appreciated.
 - Looking for other ways to spread the word.
 - We also reached out to alumni this year as part of our Annual Appeal.
 - Upcoming Events
 - December 3rd- K-2 Concert 10:00-12:15 at school.

DRAFT

6:50 PM Facilities Report - Theresa Stachow

- The Emergency Operation Plan has been updated and reviewed by multiple emergency response departments.
- Waiting on a few other signatures.
- New RSA lead testing for drinking water. SCS is in compliance.
- Two boilers were repaired yesterday. May need to look at the timeline for when those get replaced.
- Put in a lot of high efficiency equipment and hope to see those numbers this year. We haven't in the past been able to see the payoff due to covid.
- Meeting with the Dover police and planning board to try to discuss big ideas such as where a PreK might go, how to fix our traffic issues, and just overall be good neighbors. Any stakeholders interested in joining this meeting would be welcomed.

7:15 PM Finance Committee- Peter Sweet

- Committee met today to look at finances and we are currently in a good position.
- The committee recommends approving bonuses for the staff at this time.
- **Motion: Dennis moved to approve the compensation of appreciation for the staff at SCS and all the hard work they do.**
 - Seconded by: Gretchen
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Abstain
 - Dennis McCann: Yes
 - Heather Ward: Yes
 - Maegan Adams: Abstain
 - Peter Sweet : Yes
 - Theresa Stachow: Abstain
 - Kathy Goodell: Yes
- Discussions about expansions need to take place. There is money that can be received to enhance the mission, which would mean not having to add students. Facilities are difficult to get approved through this though.
- Theresa will set up a vision meeting to discuss.

7:26 Summary, Action Items

Action Items

- Do we need to file the BOT charter with anyone?
- Look into what it would need to be done to get insurance for students while at Gunstock.
- Find waiver for students during skiing/snowboarding so SCS and parents are not liable when skiing under chaperone supervision.
- Email Theresa if you want to be involved in any of the future vision meetings.
- Committees need to make 2022-23 strategic planning timelines for the board.
- Reach out to board members that have not been here to see if they would like to continue being on the board or resign.

Motion: Dennis moved to adjourn the meeting.

- Seconded by: Kathy
 - Josh Roberge: Yes
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes

DRAFT

- Dennis McCann: Yes
- Heather Ward: Yes
- Maegan Adams: Yes
- Peter Sweet : Yes
- Theresa Stachow: Yes
- Kathy Goodell: Yes