

SCS Board of Trustees | Meeting Minutes
Tuesday, December 12, 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

6:01 PM Call to Order

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

Motion: Kathy moved to accept the public minutes from the November meeting.

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

6:08 PM Review of Audit - Mike Murphy

- No issues were found with SCS financial statements which ended June 30, 2023

Motion: Dennis moved to accept the 2022/2023 audit of financial statements.

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

6:31 PM Head of School Report - Nicole Outsen

- Staff updates
 - Continue to search for part time interventionist and 1:1 assistants

- Culture/climate
 - Spirit Week
 - Staff Party
 - K-2 Winter Wonderland Concert

- Finance Report
 - Reviewed DOE 25 and signed by the board
 - Looked over Finance Report to see how equitable aid was distributed

Motion: Peter made a motion to approve the revised 2023-24 budget as presented to the board.

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

- Personnel Committee
 - Brought the financial impact that increasing the number of PTO to 13 for teachers would have on the budget.
 - Assistants will be paid an extra \$30/day if they substitute for a teacher, which is above the daily rate for substitutes.

Motion: Shannon made a motion to increase the number of PTO to 13 days/year for teachers.

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

6:58 PM Finance Committee - Nicole Outsen

- Discussed how it was recommended that we use some of the equitable aid to have 3 months of operating expenses in reserve
- Went over the finance committees recommendations
- Will potentially look to move all accounts over to Newburyport in the summer

Motion: Dennis made a motion to move \$319,306.33 from the Cambridge Operating account to Newburyport bank money market designated operating reserve.

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

- Maegan Adams: Yes

Motion: Dennis made a motion to move \$51,983.20 from the Cambridge Capital Account to Newburyport bank money market designated operating reserve.

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

Motion: Dennis made a motion to move \$338,358.71 from the Newburyport 1 account to Newburyport bank money market account designated operating reserve.

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

Motion: Dennis made a motion to move \$33,145.69 from the Newburyport 2 account to Newburyport bank money market account designated operating reserve.

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

Motion: Dennis made a motion to move \$150,000 that had been previously approved by the board to be moved to the Newburyport bank money market account designated operating reserve.

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

Motion: Dennis made a motion to move \$100,000 from the operating reserve to be in a separate money market account at Newburyport bank designated capital improvement account.

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

Motion: Dennis made a motion to authorize the submission of the DOE 25 report.

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

7:30 PM Chair Report - Heather Ward

- HOS Search
 - Reviewed and discussed HOS job description
 - Changes will be made and reviewed by email so that it can be given to Nicole to bring to the staff for their January 3rd meeting

7:43 PM Facilities Report - Nicole Outsen

- Safety
 - Going to install locks on classrooms and offices
 - Working with the City of Dover on improvements to the shoulder along Watson
 - Working on plans and permits
- Upgrades
 - Replacing the failed boilers is scheduled to begin over winter break while students are not in the building since there will not be heat

7:50 PM Summary, Action Items

Action Items

- Get statements from the bank to make sure that they insure over the FDIC limit.
- Heather will make revisions to the HOS job description and circulate to the board
- Nicole to get the Form 990 statement and circulate to the board next meeting
- Next meeting will be January 9, 2024.

Motion: Dennis moved to adjourn the meeting.

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

- Maegan Adams: Yes