

# DRAFT

SCS Board of Trustees | Meeting Minutes  
Tuesday, December 13, 2022  
6:00 PM  
171 Watson Road, Dover NH

## Members Present (Bold):

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

## 6:06 PM Call to Order

- **Public Comment/Correspondence:**
  - None
- **Motion: Heather moved to accept the public minutes from the November meeting.**
  - 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
    - Chad Roberge: Yes

## 6:08 PM Chair Report - Josh Roberge

- Due to Article 5 section 10 in the Seacoast Charter School bylaws Jessica Foster and Meghan Sampson have both resigned from the board.
- Thank you cards will be sent for the time they contributed.
- Still unclear if we need to file the BOT charter anywhere.
- Josh is planning on putting together information on the Right to Know law.

## 6:13 PM Review Strategic Plan

- Either Josh or Gretchen will look to forming a task force to look at the leadership model.
- Heather will join the Governance committee.
- Looked at the timeline that was needed to have the strategic plan approved.
- Discussion on if the Pre-K expansion needs to be worded differently and who will be in charge of looking into this, since there are a number of committees and task forces that will need to work together to move forward with this.
- **Motion: Gretchen moved to approve the Seacoast Charter strategic plan as amended.**
  - Seconded by: Dennis
    - Josh Roberge: Yes

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- Gretchen Carlson: Yes
- Kayla Hoffman: Yes
- Dennis McCann: Yes
- Heather Ward: Yes
- Maegan Adams: Yes
- Peter Sweet : Yes
- Theresa Stachow: Yes
- Kathy Goodell: Yes
- Chad Roberge: Yes

## 6:58 PM Head of School Report - Jessica Pine

- School updates
  - Annual Fund
    - The Annual Fund has brought in \$12,658.05 so far.
    - We also have \$20,000 for the matching program.
  - SEL Initiatives
    - Committee has been formed and have been meeting monthly to discuss our school wide plan, additional professional development opportunities and putting in place additional resources.
    - Counselor has been engaging in whole class discussion and education.
    - Some of our staff will be engaged in Professional Development at UNH on SEL strategies.
  - Dover Bus
    - Jess has been looking into trying to get this since Dover is legally required to provide one.
    - DOE advised that the next steps would need to be to take legal action.
    - Want to keep a good relationship with Dover.
    - Some board members are willing to try and meet with Dover's superintendent to explain where we are at and what the next steps we will be taking to provide this service for our students.
  - Retirement System
    - Last year we started talking about pulling out of the NHRS because of the huge cost to the school and that only 30% goes to employees.
    - This would not happen without having a comparable plan and majority vote from staff.
    - Just to look into how much it would cost us to withdraw, it will be \$4000.
    - Another charter school did it and while it was a long process, it financially made more sense for them.
    - If we wanted to withdraw for the 2023-24 school year then we would need to notify the NHRS by 2/1/2023.
    - Will look into this option for the 2024-25 school year based on the current timeframe.
    - Potentially needs to look into hiring someone to look into this.
    - Will be brought up to staff to make sure that they are even interested in looking into changing.
  - Staffing Updates
    - Fully staffed.
  - Upcoming Events
    - 7/8 Play on Thursday 12/15 6:00 pm at The Strand in Dover.
  - State SAS Testing Results
    - See Accountability notes.
  - Expansion Grant
    - Wouldn't be adding students, would be adding curriculum, professional development, and resources.
    - We will continue to explore this idea.

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## 7:38 PM Accountability - Maeghan Adams

- State SAS testing
- ELA scores were higher than math, which was expected.
- Math committee has been active and working to fill gaps and realign curriculum.
- Teachers and staff have been attending multiple different PD opportunities.
- Many new families came last year in reaction to the covid/remote years.
- Overall students who are with us longer do better.

## 7:43 PM Facilities Report - Theresa Stachow

- Main focus on safety, especially with the hoax active shooter calls that happened to other schools in the surrounding area.
- We have been reviewing protocols and procedures with staff.
- Continuing to do the required drills throughout the year.
- Cleaning has remained the same.

## 7:52 Summary, Action Items

### Action Items

- Josh will send thank you cards to Jessica Foster and Meghan Sampson.
- Josh will look into finding a person to come in and talk to the board about Right to Know.
- See if any staff is interested in joining the Leadership task force.
- Governance needs to meet and discuss renewing Jess Pines contract, which is up at the end of this school year.
- Josh, Chad, Heather, Peter, and Jess Pine will reach out to meet with Dover's superintendent.
- Jess will continue to look into gathering information on withdrawing from the NHRS and bring it to the Personnel Committee.
- Executive compensation needs to be reviewed by the Board Executives.

### Motion: Dennis moved to adjourn the meeting.

- Seconded by: Chad
  - 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
  - Chad Roberge: Yes