

DRAFT

SCS Board of Trustees | Meeting Minutes
Tuesday, January 9, 2024
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

6:05 PM Call to Order

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

Motion: Theresa moved to accept the public minutes from the December meeting.

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

6:05 PM Chair Report - Heather Ward

- HOS job description and posting
 - Moving forward with the job description that was reviewed by staff and board
 - Job will be posted
 - Subcommittee to interview candidates
 - Peter and Kathy will represent the board on this committee

Motion: Maegan moved to accept the HOS job description and post it.

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

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6:07 PM Head of School Report - Nicole Outsen

- Staffing Updates
 - Kindergarten Assistant Jason Bennett resigned at the end of December
 - Current openings
 - Part Time Interventionist
 - K Assistant
 - 1:1 Assistants
- Culture/Climate
 - Winter Revels show happened with 5th end of December
 - Successful first week of Winter Wellness
 - Shared a mirrored art project that Mariel's class worked on
 - Winter Strings Concert coming up February 8th at Dover High
 - Purchased an interactive white board for each grade level through the expansion grant as a pilot to see if we would like to purchase more of these or get something different
- Dean of Students
 - Staff would like to keep the position
 - Proposing that we retain the current position and person for another year

Motion: Peter moved to extend the interim dean of students contract for another year with Kristin Larrabee in the position pending final budget approval.

- Seconded by Dennis
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Hannah Welsh: Yes
 - Theresa Stachow: Yes
 - Chad Roberge: Yes
 - Maegan Adams: Yes
- State Response to Annual Report
 - Was submitted in August
 - There were no areas of concern, issues with submission, or recommendations for improved practice
- Finance Report
 - Reviewed the budget

6:45 PM Facilities Report - Theresa Stachow

- Two high efficiency boilers have been installed and have been contributing to the saving in energy costs
- Flu and cold season is here so there has been an increased cleaning in classrooms
- Put in drainage at the end of the driveway
- Renovating the sink/kitchen in the 3rd floor due to water damage
- Sent verbage to Dover School District to develop a MOU if we need to evacuate the building
- SAFE grant we applied for has been accepted and in under review to install locks on offices and classrooms

6:50 PM Summary, Action Items

Action Items

- Post the HOS position
- Send survey out to staff and families on HOS and culture/climate
- Next meeting will be February 13, 2024.

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Motion: Theresa moved to adjourn the meeting.

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