

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, February 13, 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

**6:07 PM Call to Order**

- **Public Comment/Correspondence:**
  - Received an application for the HOS position accidentally. It was forwarded to the appropriate party.

**Motion: Theresa moved to accept the public minutes from the January 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

**6:09 PM Chair Report - Heather Ward**

- Surveys
  - The HOS and culture/climate surveys were sent out
  - Waiting to hear back and review the results

**6:17 PM Head of School Report - Nicole Outsen**

- Staffing Updates
  - 7/8 Assistant Romy Candon resigned at the beginning of February
  - Hired Keisha Varney (contracted through Maxim Staffing Agency) as a 1:1 for the 5/8 team
  - Hired Heather Rodrigues as a 1:1 for the 7/8 team
  - Current openings
    - Part Time Interventionist
    - 7/8 Assistant
- Culture/Climate
  - Winter wellness, strings concert, and Strawberry Banke ice skating all went well

- Collaboration is the value of this trimester and there is tons going on across grade levels at the school including a new committee of lil' buddies who will be role models to some younger students
- Equitable Aid
  - Using the equitable aid to compensate the staff was a priority
  - At least would like a cost of living increase to the salary
  - Bonuses are really appreciated by the staff
  - There are also some ways to compensate that is not monetary such as continuing education, sabbaticals, or the 4 day work week
- MOU Update
  - Just finalized the MOUs with Portsmouth and Strafford

**Motion: Kathy moved to accept the Special Ed MOU with Portsmouth and Strafford as presented.**

- 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
  - Shannon Keyes: Yes
- Enrollment
  - Would like to continue with a max of 288 students at SCS
- Fundraising
  - \$3,346.8 (Includes Sponsorship, Hannaford, Boxtops, Puddle Dock)
  - Annual Appeal - \$24,390.58
  - Annual Contributions - \$1,176.51
- Summer Camp
  - Extended our Summer Camp to a six week program
  - We have up to 15 kids already signed up
- Finance Report
  - Reviewed the budget
- Calendar
  - Looked at the Dover calendar to compare
  - Changes would be a full 2 weeks for December break and an extra Teacher workshop day
  - Will vote on it next month

**6:46 PM HOS Search - Peter Sweet**

- Eight applicants as of now and posting ends 2/16
- Committee with teachers, board members, and parents will go through the applications
- Meet to see which ones we want to interview
- Candidates will meet with staff, students, and teachers
- Board will meet

**6:51 PM Facilities Report - Theresa Stachow**

- Safety/Compliance
  - Annual Inspection completed last week and feedback is that we are in good shape
  - Looked at map for where the Drug Free Zone would extend

**Motion: Dennis moved to accept the the map per Ed316.04 Map of Drug-Free School Zone.**

- 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
  - Shannon Keyes: Yes
- Projects
  - Request to hire The Turner Group to conduct another building assessment. This report has been instrumental to crafting the Capital Improvement Plan (CIP)

**Motion: Peter moved to contract with Turner Group to update the building assessment consistent with the quote.**

- 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
  - Shannon Keyes: Yes

### 7:03 PM Summary, Action Items

#### Action Items

- Discuss the results of the HOS and culture/climate surveys
- Need to approve the calendar next meeting
- Add discussing bonuses to the Board Calendar for November
- Energy use summary will be shared out next meeting
- Nicole would like to do nominations next meeting
- Finance committee needs to meet beginning of March
- Next meeting will be March 12, 2024
- HOS Candidate meeting March 19, 2024

**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
  - Shannon Keyes: Yes

