

# DRAFT

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, February 14, 2023**  
**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**

**6:10 PM Call to Order**

- **Public Comment/Correspondence:**
  - None
- **Motion: Maegan moved to accept the public minutes from the January meeting.**
  - Seconded by Heather
    - Josh Roberge: Yes
    - Gretchen Carlson: Yes
    - Kayla Hoffman: Yes
    - Chad Roberge: Yes
    - Dennis McCann: Yes
    - Kathy Goodell: Yes

**6:13 PM Chair Report - Josh Roberge**

- Leadership model update
  - The Leadership Task Force met and discussed some options.
  - Next it goes to the staff and then will be brought to the board.

**6:17 PM Head of School Report - Jessica Pine**

- School updates
  - School Calendar
    - Mostly goes along with Dover's school calendar for bussing and lunches.

**Motion: Dennis moved to accept the 2023-24 School Calendar.**

- Seconded by Gretchen
  - Josh Roberge: Yes
  - Maegan Adams: Yes
  - Kayla Hoffman: Yes
  - Chad Roberge: Yes
  - Heather Ward: Yes
  - Kathy Goodell: Yes

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- Grants
  - Task force working on plan for expansion grant.
  - Looking to expand to include a community piece with outdoor education.
  - Application is due by March 6th.
- String Concert
  - First concert since 2019.
- Ice Skating Fundraiser
  - Happened at Strawberry Banke.
- Staffing
  - Looking for a new Pre-K assistant.
- Annual Fund
  - Total collected to date is \$31,123.53.
- Fundraising
  - We have earned \$7,229.11 so far through fundraising efforts.
- Enrichment
  - This year we have brought in \$11,142.86 for our Enrichment program so far.
- Winter Wellness
  - Concluded last week.
- Timbernook
  - Starts up again after February break.
- Summer Camp
  - Will happen again this year.
  - Flyers need to go out this week.
- SEL
  - Three teachers are getting trained.
- Intent to Return
  - 100% of families filled out they are planning on returning next year.
- Finance Report
  - Considered shifting funds, but were advised by the bank not to because it is covered
  - Left accounts as is.
  - May want to survey banks for higher interest rates.
  - Personnel costs are higher than budgeted, so need to look into that

## 6:51 PM Summary, Action Items

### Action Items

- Finance committee needs to meet.
- Budget needs to be put together.
- The Leadership Task Force will meet March 8th, to put the proposal for the board.
- Jess will get together plans for expansion grant after meeting with staff.
- Dennis will provide information regarding some housing opportunities we may be able to provide to staff.

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

- Seconded by: Kathy
  - Josh Roberge: Yes
  - Gretchen Carlson: Yes
  - Kayla Hoffman: Yes
  - Heather Ward: Yes
  - Maegan Adams: Yes
  - Chad Roberge: Yes

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