

# DRAFT

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, April 11, 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 Stachow, Facilities Director**  
**Dennis McCann, Community Member**  
**Peter Sweet, Community Member**  
**Kathy Goodell, Parent Member**  
**Heather Ward, Parent Member**

**6:02 PM Call to Order**

- **Public Comment/Correspondence:**
  - Lead testing correspondence received.
  
- **Motion: Theresa moved to accept the public minutes from the March meeting.**
  - Seconded by Dennis
    - Josh Roberge: Yes
    - Gretchen Carlson: Yes
    - Kayla Hoffman: Yes
    - Maegan Adams: Yes
    - Dennis McCann: Yes
    - Kathy Goodell: Yes
    - Peter Sweet: Yes
    - Heather Ward: Yes
    - Chad Roberge: Abstain
    - Theresa Stachow: Yes

**6:06 PM Chair Report - Josh Roberge**

- Leadership summit board training
  - April 20th Manchester.
  - Will have some representation and should report out next meeting.
- Board member terms ending
  - Nominations will happen in August.
  - Josh will reach out to people whose term will be up.
  - Josh will be leaving so there will be a member and chair opening.

**6:14 PM Head of School Report - Jessica Pine**

- School Update
  - Dismissal has resumed to being outside.
  - The Timbernook program has started up again.
- Staff Nominations
  - One staff member resigning: Hannah Pasquale (5-8 Art Teacher)
  - Exit interviews could be conducted by one of the board members with a standard set of questions.

# DRAFT

- Maybe use a 3rd party/online tool.
- Might make sense to have the Governance committee take on that responsibility.
- Google form might be a free viable option if the Governance committee is the ones that will make the questions anyway.

**Motion: Dennis moved to accept the teacher nominations for the 2023-24 school year.**

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

**Motion: Maegan moved to regretfully accept Hannah Pasquale's resignation.**

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

- Personnel Proposal

- Proposing that teaching assistants be paid for snow days and the following holidays: Christmas, Thanksgiving, and New Year's day.
- The financial impact would be approximately \$4,000 for 2024.

**Motion: Dennis moved to accept the personnel proposal to pay assistants on snow days and Christmas, Thanksgiving, and New Year's.**

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

- The personnel committee would also like to change eligibility for health stipend to the following:
  - After 2 years of employment - \$200/month
  - After 4 years of employment - \$300/month

# DRAFT

## **Motion: Dennis moved to accept the personnel proposal to change the health stipend eligibility.**

- Seconded by Gretchen
  - Josh Roberge: Yes
  - Gretchen Carlson: Yes
  - Kayla Hoffman: Yes
  - Maegan Adams: Yes
  - Dennis McCann: Yes
  - Kathy Goodell: Yes
  - Peter Sweet: Yes
  - Heather Ward: Yes
  - Chad Roberge: Yes
  - Theresa Stachow: Yes
- ESSER Funds
  - Timbernook
  - NWEA Testing
  - Curriculum Resources
  - Continue to provide targeted intervention
- Development Update
  - Annual Appeal- Raised \$45,680.75
  - Fundraising \$10,300.90
  - Sponsorship: \$4,770.00
  - Upcoming event: Fun Run, Art Auction, Art & Music Festival

## **6:31 PM Financial Committee - Peter Sweet**

- Budget for 2023-24
  - Jess Pine's contract had a 6.7% increase so looked to do the same for teachers.
  - Teacher salaries are still well below the state average so they will also receive an increase of 6.7%.

## **Motion: Dennis moved to accept the 2023-24 budget.**

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

## **6:44 PM Facilities Report - Theresa Stachow**

- Building Grant
  - Looking into a performing arts building.
  - Seems like we would get a good candidate to receive grant money.
  - Will look into applying for it in the fall.
- Spring maintenance is happening.
- Driveway issues
  - Applied with Dover to get grants to get a turning lane, but was not supported.
  - Some ideas have been made like altering the entrance location.
  - If we get school signs we will need to maintain them.
  - Seems like it might be something we should look into.

# DRAFT

## 6:55 PM Summary, Action Items

### Action Items

- Report out from the Leadership summit in Manchester.
- Governance needs to meet to discuss openings on the board.
- Look into an online/3rd party exit interview pricing and give findings to the Governance Committee.
- Theresa will contact Dover to see what the process would be to put a school sign up and lower the speed limit.
- Next few meetings: 5/9, 6/13, 7/11, 8/8.
- The June agenda should revisit July and August meeting dates to see if people can make those dates or if we should reschedule.

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

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