

SCS Board of Trustees | Meeting Minutes
Tuesday, May 9, 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:**
 - None

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

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

6:06 PM NH Charter School Leadership Summit - Theresa Stachow

- Board Training
 - Many schools need it.
 - They have money to get that training.
- Conflicts on Board
 - HOS or founders are seen as the experts, but that the board should be the ones overseeing and developing the HOS.
 - See us moving out of the day to day and more to governance.
 - Teachers and parents can both be conflicts that make it difficult.
 - Some boards are looking to limit the parent involvement.
- Boards are the resource for the HOS
 - Need to be developing and helping the HOS to improve and grow.
 - Talked about the evaluation process the board should follow.
- Community members on the board
 - Governance tried to pipeline people in.
 - Need to invite people in the community, organizations we work with, teachers from other schools.
 - Peter would also love a student to be on the board for their perspectives.

- Jess also received a letter about joining the NH School Board Association, which will also provide some training if we want to pay and join that.
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Motion: Peter makes a motion to join the NH School Board Association for \$1500 for the 2023-24 school year.

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

6:26 PM Head of School Report - Jessica Pine

- Staff Resignation
 - Kristin Wolthuis, Meredith Joyce, Leah Sulecki, Jessica Place, and Shira Siegel.

Motion: Kayla moved to regretfully accept the resignation of Kristin Wolthuis.

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

Motion: Kayla moved to regretfully accept the resignation of Meredith Joyce.

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

Motion: Kayla moved to regretfully accept the resignation of Leah Sulecki.

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

Motion: Kayla moved to regretfully accept the resignation of Jessica Place.

- Seconded by Chad
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes

- Dennis McCann: Yes
- Kathy Goodell: Yes
- Peter Sweet: Yes
- Heather Ward: Yes
- Chad Roberge: Yes
- Theresa Stachow: Yes

Motion: Kayla moved to regretfully accept the resignation of Shira Siegel.

- Seconded by Chad
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Heather Ward: Yes
 - Chad Roberge: Yes
 - Theresa Stachow: Yes
- Strategic Plan Progress Report Out
 - Math
 - Met as a committee to find math gaps across grade levels
 - Looked into common assessment
 - Piloted multiple different curriculums this year
 - Decided as a school to adopt the Illustrative Curriculum as the framework for all grades K-8
 - Work will be done over summer to make sure resources are ordered, set up, and ready for all teachers, including having something for the new teachers
 - There is also professional development that can be done
 - This curriculum will be the backbone to make sure we are not creating gaps across the school and it will allow teachers to still do projects, art, PACE tasks, and other best practices.
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Motion: Dennis makes a motion to adopt the math curriculum presented by the math committee.

- Seconded by Heather
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Heather Ward: Yes
 - Chad Roberge: Yes
 - Theresa Stachow: Yes
- SEL
 - Survey done at the beginning of the year to see what topics teachers felt were important and wanted to focus on.
 - Two staff members are attending classes at UNH to get an SEL certificate.
 - Counselor has implemented SEL groups
 - SOS training with 5-8
- Arts Integration
 - Some staff meeting have been dedicated to revisiting the Universal Traveler (Design Process)
 - Currently researching professional development opportunities for art integration

- Submitted the expansion grant that will allow for more art integration opportunities for the next few years
 - Financial Stability
 - Expansion grant application has been submitted
 - ESSER fund allocation has been discussed and continue to go
 - Still need to develop plan for savings account
 - Leadership Model
 - Went over job description
 - This person would be to help students in crisis, regulate behavioral issues, and work with teachers to develop a plan so they can be successful in the classroom.

Motion: Peter makes a motion to approve the Dean of Students for the 2023-24 with a salary range determined by Jess by not to exceed \$60,000

- Seconded by Dennis
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Heather Ward: Yes
 - Chad Roberge: Yes
 - Theresa Stachow: Abstain
- Financial Statements
 - Before and after care are continue to bring in money
 - PreK enrollment is down
- Enrollment
 - Almost all students are coming back next year
 - Have 210 students on our waitlist

7:48 PM Governance Committee - Gretchen Carlson

- Need to get more members for the board
 - Another parent looking to get on.
 - Looking for community members with leadership skills, finance, or education.
 - Former parents can be community members or past students.
 - There is paperwork we can provide for anyone that might be interested in joining, so if you have anyone that .
 - Will meet in the next couple months to start to bring people in over the summer.
- Exit Interviews
 - List of questions pulled together
 - Must be done in person by a governance committee member that is not the HOS or a teacher
 - Only with teachers not assistants at this point
 - These results will be summarized and reported out to the board
- Review HOS
 - Governance will be surveying the families, staff, and students
 - Survey should be looked at and questions updated
- Term limits
 - Strongly suggested that we have term limits
 - To be discussed at the next board retreat

8:16 PM Facilities Report - Theresa Stachow

- Siding and windows needed for the back of the building and courtyard
 - Quotes are being looked into
- Driveway has been expanded
- Broken fence was replaced by the ½ playground

- Discuss the roadway issue
 - Talked to the City of Dover, Police Department, and Department of Transportation
 - Mirror was not approved
 - Could contact Eversource to see if we can put it on their utility pole.
 - School sign must have lights if we want one, which we would need to purchase and install
 - Police can enforce speed limit
- The board does not want to pursue a School Zone designation at this time

8:35 PM Financial Committee - Peter Sweet

Motion: Peter makes a motion to increase all stipend by 6.7% for the 2023-24 budget.

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

Motion: Peter moved to approve the compensation of appreciation for the staff at SCS and all the hard work they do.

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

8:45 PM Summary, Action Items

Action Items

- Jess Pine will reach out to the DOE to get some training for the board, especially since we will have some people leaving and will need new members.
- Gretchen will make notes from the board thanking teachers who are resigning for their hard work.
- In June, the SEL committee will compile the results and give recommendations for SEL initiative in the school.
- Dennis will go to the bank and ask for 4% interest on our accounts.
- Jess Pine will lug in reporting out on exit interviews in the board timeline.
- Discuss term limits at the next board retreat.
- Theresa will contact Eversource about putting a mirror.
- Performing arts committee will report in June.
- Jess, Gretchen and a teacher will meet to review and finalize yearly and HOS evaluation questions.

Motion: Dennis moved to adjourn the meeting.

- Seconded by: Kathy
 - Gretchen Carlson: Yes
 - Kayla Hoffman: Abstain
 - Dennis McCann: Yes
 - Kathy Goodell: Yes

- Peter Sweet: Yes
- Heather Ward: Yes
- Chad Roberge: Yes
- Theresa Stachow: Yes