

DRAFT

SCS Board of Trustees | Meeting Minutes
Tuesday, September 12, 2023
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, Facilities Director

Dennis McCann, Community Member

Peter Sweet, Community Member

Kathy Goodell, Parent Member

Hannah Welsh, Parent Member

Josh Roberge, Trustee Emeritus

6:06 PM Call to Order

Motion: Maegan moved to accept the public minutes from the August meeting.

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

- **Public Comment/Correspondence:**

- None

6:09 PM Chair Report - Heather Ward

- Bylaws review
 - Discussed if there should be term limits for board members
 - Language will be added about extenuating circumstances
 - Teachers have a democratic process to nominate the teacher board reps which should be added to the bylaws
 - Discussion about the facilities director role on the board and how it is written in the bylaws

Motion: Kathy made a motion to make the facilities director a non-voting member of the board.

- Seconded by Heather
 - Heather Ward: Yes
 - Kayla Hoffman: Abstain
 - Dennis McCann: No
 - Kathy Goodell: Yes
 - Peter Sweet: Abstain
 - Theresa Stachow: Abstain
 - Maegan Adams: Yes
 - Hannah Welsh: Yes

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- Shannon Keyes: Yes

Motion: Dennis moved to table voting on the facilities director on the board.

- Seconded by Shannon
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Maegan Adams: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- Teacher nominations
 - Will be brought to the October meeting
- Board retreat
 - Sunday October 29
 - Looking at different locations and will confirm
- Finance report
 - Need to discuss the way influx in funds will be used
 - Discussion around the credit card and who should be an authorized user
 - Nicole's name will be on the credit card and Ann will be

Motion: Dennis moved to authorize Nicole Outsen the Interim HOS to put her name on the school credit card.

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

Motion: Heather moved to have Peter Sweet as the second board member authorized to look over and sign off on the financial statements with Dennis McCann as an alternate.

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

7:28 PM Head of School Report - Nicole Outsen

- Staffing Updates
 - Mary D's position increased to four full days with grant money
 - Ashley Blouin is the new ½ assistant
 - Staci Benjamin hired as a pre-K assistant
 - Dave Hilbert upcoming family leave
 - Still looking for a one on one and two teaching assistant positions in the upper grades

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- Requesting a one year ½ time interventionist to replace the direct instruction Nicole used to provide when she was in that position, which would be funded through the contracted services budget line and grants
 - Board supports this
- Rose Ceremony was a successful start to the year
- ⅔ headed to Merrowvista for the rest of this week
 - Price increases made it financially difficult for families this year
 - Will be looking for ways to make this more affordable in the future
- Dean of Students Update
 - Looking to support teachers, students, and families
 - Meeting with teams to see how to best support the needs in their classrooms
- Culture/Climate
 - Staff engaged in a getting to know you activity at staff meeting
- Students
 - Went over SCS State Assessment information
 - More of a breakdown to be provided in the October meeting
 - Staff is having discussions about reducing class sizes and in an effort to support this potentially decision along with the increase per pupil expenditure, looking to keep our numbers where they are at now

Motion: Shannon moved to have the minimum number of students be changed to 288 for the 2023-24 school year only.

- Seconded by Heather
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Maegan Adams: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- MOU Update
 - Somersworth, Fremont, Dover all in favor of using the state template
 - Newmarket would like to do something different with the billing
 - Meeting schedule to discuss with Barrington

Motion: Maegan made a motion to accept the MOU's with Somersworth, Fremont, and Dover.

- Seconded by Kathy
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Maegan Adams: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- Finance Report
 - Went over differences in the budget

8:04 PM Facilities Report - Theresa Stachow

- Emergency Operation Plan

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- Working with Dover PD and Emergency Manager for the city of Dover who reviewed the document and give suggestions
- Went over changes/edits suggested by those two departments

Motion: Heather moved to approve the Seacoast Charter school emergency plan for the 2023-24 school year.

- Seconded by Dennis
 - Heather Ward: Yes
 - Kayla Hoffman: Yes
 - Dennis McCann: Yes
 - Kathy Goodell: Yes
 - Peter Sweet: Yes
 - Theresa Stachow: Yes
 - Maegan Adams: Yes
 - Hannah Welsh: Yes
 - Shannon Keyes: Yes
- Future expenses the facilities would like the board to consider using the increase in funds for include boiler, renovating the lobby, and widening the shoulder for traffic safety

8:21 PM Summary, Action Items

Action Items

- Make sure new board members have emails.
- Heather to update the language on board terms and include the teacher nomination process and circulate for review.
- Teacher representatives to be nominated at the October meeting
- Finance to meet before the next board meeting.
- Next meeting: October 10
- Board Retreat: October 29

Motion: Theresa moved to adjourn the meeting.

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