

**SCS Board of Trustees Meeting Minutes**  
**Tuesday, December 1, 2020**  
**6:00PM**  
**171 Watson Road, Dover NH: Meeting conducted over Zoom**

**Members Present:**

Gretchen Carlson, Parent Member, Chair  
Briana Moynihan-Sienkiewicz, Parent Member, Treasurer  
Josh Roberge, Parent Member, Vice Chair  
Mary Dellea, Teacher Member  
Kasey Bilodeau, Teacher Member  
Dan Bromberg, Parent Member  
Chad Roberge, Parent Member  
Jessica Foster, Parent Member, Secretary  
Peter Sweet, Community Member  
Jessica Pine, Head of School, Ex Officio  
Theresa Lorvig, Facilities Director  
Dennis McCann, Community Member

Members not present:

Meghan Samson, Community Member

**6:02 Call to Order**

- **Josh moved to accept the minutes from the 11/15/2020 meeting**
  - Seconded by Dan
  - Roll Call
    - Gretchen Carlson: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Josh Roberge: Yes
    - Mary Dellea: Yes
    - Kasey Bilodeau: Yes
    - Dan Bromberg: Yes
    - Chad Roberge: Yes
    - Jessica Foster: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes
    - Theresa Lorvig: Yes
- Correspondence to the Board from parent
  - Do we need to use both google meet and Zoom?

- Correspondence was accepted into the record. (See email appended following the minutes.)

#### **6:06 Public Comment**

- No public Comments

#### **6:06 Head of School Report (Jessica Pine)**

- Update on current Remote Learning model
  - Student at all levels (K-8) have some form of teacher interaction every day
  - Specials are still happening
  - Now that we are fully remote, teachers are commenting that students are having more
  - Reaction to going fully remote has been positive. Parents are relieved we are not going back and forth
- Tech upgrades
  - Supplemental funds that must be used by 12/31/2020 will be used for the following, much-needed, technology upgrades
    - Wi-Fi upgrade in the SCS building
    - Purchasing additional document cameras to facilitate remote learning
    - Upgrade to Google Enterprise which gives capability for break out rooms
  - Responding to parent question in Board correspondence about multiple meeting platforms: We have different platforms to meet the needs for different ages. i.e. Canvas is challenging for younger students. Google is most compatible with Chromebooks and is more useful for older students
    - We are not paying for basic zoom
    - Canvas will also provide zoom with breakout rooms
    - Seesaw was only \$200 for the whole room
    - Basic google is free, Google is ~\$2,000/year
  - Wifi upgrade needed now to support teachers working from the meeting.
  - Pre-K survey results
    - Only 7 families interested in attending in-person learning in December
    - Offered 50% discount for December.
    - Any amount families want to pay over that can go to annual fund.
  - School Calendar Adjustments
    - We will no longer take 12/21 and 12/22 as planning days. They will be regular, interactive remote learning days.
    - The half day before Christmas will also be remote learning
    - **Peter motioned to approve the calendar as proposed by Jess Pine**
      - Seconded by Chad R.

- Roll Call
  - Gretchen Carlson: Yes
  - Briana Moynihan-Sienkiewicz: Yes
  - Josh Roberge: Yes
  - Mary Dellea: Yes
  - Kasey Bilodeau: Yes
  - Dan Bromberg: Yes
  - Chad Roberge: Yes
  - Jessica Foster: Yes
  - Dennis McCann: Yes
  - Peter Sweet: Yes
  - Theresa Lorvig: Yes
- Brianna asked that we make sure to include the date the calendar was updated on the web site
- Targeted Learners
  - We do have some learners coming into the building receive special ed services (started this week)
  - 15 -16 students are taking advantage of this per week
- State is accepting (something about expansion of charter school something)
- Peter: are we doing anything for free and reduced lunch
  - Jess: the state is offering it for all students. Dover is coordinating drop off locations throughout Dover (Tuesdays and Fridays)
- Dan: Still has concern about social interaction.
  - Jess: Challenges with staffing since everyone has to be online. PE teacher is thinking about this.
- Josh R: what is the official message around when we are targeting to return to school after the holidays
  - Discussion about when we should be talking more specifically about a target return date.
- Peter brought up the idea of hiring Lynn Lyons to talk to staff and parents to help children dealing with anxiety during the pandemic.
  - Jess will look into it and talk to staff about that idea and other, similar options.

### **6:34 Facilities Report (Theresa L)**

- 2 pieces of work completed under Public Schools Infrastructure Grant
  - PA system – added external speakers
  - Applied security film to lobby windows and interior windows into first floor classrooms. It is impact proof (not ballistic)
  - Work for both items completed last week

- Need notarized signatures from all Board Members. Theresa is looking into electronic options (fingers crossed). Otherwise Board Members will have to sign and send back notarized copy.
- Total Spend was \$10,700 (\$305 over grant amount)
- Peter S motioned to submit a letter to request payment from the Department of Education
  - Seconded by Dennis
  - All approved.
- Gretchen proposed moving to non-public discussion in accordance with **RSA 91-A:3, II (c)**.
  - *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.*
- **Brianna motioned to move to non-public**
  - Dennis seconded
    - Roll Call
      - Gretchen Carlson: Yes
      - Briana Moynihan-Sienkiewicz: Yes
      - Josh Roberge: Yes
      - Mary Dellea: Yes
      - Kasey Bilodeau: Yes
      - Dan Bromberg: Yes
      - Chad Roberge: Yes
      - Jessica Foster: Yes
      - Dennis McCann: Yes
      - Peter Sweet: Yes
      - Theresa Lorvig: Yes

#### **6:56 Non-Public Discussion**

- Development Director hours have been cut back to 40%. Additional time to focus on grant work would be highly beneficial.
- In addition, Insurance is so high that current hours do not sufficiently cover that expense.
- Jess Pine proposing to bump the hours up to 50% time (salary rate stays constant). The funds are available.
- Discussion about finding a lower-cost insurance provide
- **Brianna Motioned to move back to Public forum for vote**
  - Seconded by Dennis
  - Roll Call
    - Gretchen Carlson: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Josh Roberge: Yes
    - Mary Dellea: Yes
    - Kasey Bilodeau: Yes

- Dan Bromberg: Yes
- Chad Roberge: Yes
- Jessica Foster: Yes
- Dennis McCann: Yes
- Peter Sweet: Yes
- Theresa Lorvig: Yes

**7:10 Return to Public Forum**

- **Jessica Foster motioned to increase Development Directors hours to 50% for the 2021 calendar year**
  - Dennis seconded
  - Roll Call
    - Gretchen Carlson: Yes
    - Briana Moynihan-Sienkiewicz: Yes
    - Josh Roberge: Yes
    - Mary Dellea: Yes
    - Kasey Bilodeau: Yes
    - Dan Bromberg: Yes
    - Chad Roberge: Yes
    - Jessica Foster: Yes
    - Dennis McCann: Yes
    - Peter Sweet: Yes
    - Theresa Lorvig: Yes

**Action Items:**

- Look at Health Insurance and how we are informed about changes to rates
- Discuss school operating model following Martin Luther Kind day
- Next meeting: Thursday, January 7<sup>th</sup>, 2021 6PM
- Before the next board meeting, convene finance committee to look at overall financial picture prior to next BOT meeting.

**Appended Correspondence to the Board**

Board Correspondence from current parent.

The SCS fundraiser appeal mentions a significant portion need for tech

<https://www.seacoastcharterschool.org/annual-fund>

1. Can we get clarity on what those upgrades are?

2. Are there any redundancies / overlapping tech that could be eliminated and consolidated in effort to save money? For example, reduce 4 systems and expenses to just 1 by going from Google/Zoom/Seesaw/Canvas to just Google.

Google Meet does the same thing as Zoom, so why pay for both?

Other parents from other schools we speak with are surprised to hear that we're using more than Google, with the exception being some schools still using Zoom instead of Google Meet—not both.

Thanks,

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