

SCS Board of Trustees | Meeting Minutes (Amended)
Tuesday, May 11, 2021
6:00 PM
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
Jessica Foster, Parent Member, Secretary
Jessica Pine, Head of School, Ex Officio
Mary Dellea, Teacher Member
Kasey Bilodeau, Teacher Member
Dan Bromberg, Parent Member
Chad Roberge, Parent Member
Dennis McCann, Community Member
Peter Sweet, Community Member
Theresa Lorvig, Facilities Director
Meghan Samson, Community Member

6:00: Call to Order

- **Motion: Josh motioned to approve meeting minutes from last meeting.**
 - Seconded by Peter
 - Roll Call:
 - Gretchen Carlson, Yes
 - Briana Moynihan-Sienkiewicz, Yes
 - Josh Roberge, Yes
 - Jessica Foster, Yes
 - Mary Dellea, Yes
 - Kasey Bilodeau, Yes
 - Dan Bromberg, Yes
 - Chad Roberge, Yes
 - Dennis McCann, Abstained
 - Peter Sweet, Yes
 - Theresa Lorvig, Yes
 - Meghan Samson, Yes

6:07 No public comment or correspondence

6:08 Chair Report

- Dan: update on student/family survey. Open for comments and feedback. It will be at a student-level, not per family.

6:09 Facilities Report

- Back of the napkin price tag for multi-purpose room is \$2MM at the low end
- Recommendation is to go ahead and replace one of the air handlers for ~\$71,000.00
 - We have \$76K of SRC money that this would qualify for. We won't get that until January 2022. We would need to carry that expense until it's disbursed. Theresa is recommending that.
- Cost for both air handlers would be \$151,000.
- There are other things that could be done sooner than later also.
 - Window replacements are also eligible for SRT funds
 - Duct Cleaning: The original estimate only covered half the building. Which was completed. The rest still needs to be completed and will cost \$13K, which is discounted. Only \$9K is incremental because they discounted the first chunk of work.
 - Almost all of the classrooms have already had their ducts cleaned
 - Chimney had to be cleaned today. They had never been cleaned. (50 lbs. of debris removed!)
 - They had been inspected but something fell through the cracks somehow and the inspection was rubber stamped.
 - Additional work to maintain the chimney will have to be prioritized against the other work we have proposed.
 - The HVAC company with the preventative maintenance plan is M2. Theresa will review the contract to see if this should have been covered there.
 - Eventually we will have to replace the boilers and do significant chimney work. The chimney is the original for the 1967 house that the building is built around.
- **Motion: Peter Sweet moved to approve up to \$75K for the new air handler, up to \$20K for window replacement and \$9K to for the remaining duct cleaning to in order to mitigate COVID risk by improving air quality for students and staff.**
 - Seconded by: Dennis McCann
 - Roll Call: All approved
- Theresa: Every school is required to have an asbestos mitigation plan. We contracted with a consultant to help make the plan and prepare for the inspection. If we find something we will need to manage and monitor it. Theresa will have to go to GA for a training.
 - There is no existing documentation of a previous inspection for Asbestos other than an email asserting asbestos was not used in construction.
 - Now that the building is being used for education, we are required to have this plan.

6:37 Head of School report

- Up and running 5 days a week
- Before and after care are up and running also
- Enrichment programs happening.
- Did receive grant to do “forest kids” after school program to cover 12 scholarships for that.
- We are also getting 5 scholarships for summer camp
- Free afterschool tutoring has also started.
 - School Calendar for 2021-2022: A few changes made to teacher planning/workshop days and snow days
- **Motion: Peter moved to accept the proposed 2021-2022 school calendar**
 - Seconded by: Josh Roberge
 - Roll Call: All Approved
- No comments on the Finance Report
- Finance Committee is working on the teacher salary scale
- Motion: Josh made motion to approve up to \$36,000 for staff salary increases
 - Seconded by: Chad Roberge
 - Roll Call:
 - All in favor (abstainers: Mary, Theresa, Kasey, Dan)
 - Gretchen Carlson, Yes
 - Briana Moynihan-Sienkiewicz, Yes
 - Josh Roberge, Yes
 - Jessica Foster, Yes
 - Mary Dellea, Abstained
 - Kasey Bilodeau, Abstained
 - Dan Bromberg, Abstained
 - Chad Roberge, Yes
 - Dennis McCann, Yes
 - Peter Sweet, Yes
 - Theresa Lorvig, Abstained
 - Meghan Samson, Yes
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- Brianna – Finance committee wants to move money from Newburyport Bank to the SCS Operating Account, pending approval from Renee Vacca and Mike Murphy (bookkeeper and auditor) about best approach.
- Motion: Theresa making motion to move money to the operating account, pending Renee and Mike’s approval
 - Seconded by: Mary D
 - Roll Call: All approved
- Charter Renewal update:

- Interviews are scheduled for tomorrow.
- We are being told we are in good shape
- Graduation update: Working on finding an indoor and outdoor location for the June 14th festivities
- Needs Assessment Survey Findings (Rachel)
 - Included Board self-assessment
- Discussion about next steps and how best to leverage these findings for strategic planning. i.e., creating a working group vs an advisory committee, hiring a consultant, etc.

7:58 Motion Move to Non-Public

- Gretchen moved to go to non-public session according to RSA 91-A:3 II – C
- Roll Call: All Approved

8:15 Public Session Resumed

- **Motion: Gretchen motioned to move back to public session**
 - Seconded by Dennis
 - Roll Call: All approved.
- **Motion: Megan Motion to access teacher nominations:**
 - Seconded by Josh
 - Roll Call:
 - Gretchen Carlson, Yes
 - Briana Moynihan-Sienkiewicz, Yes
 - Josh Roberge, Yes
 - Jessica Foster, Yes
 - Mary Dellea, Abstained
 - Kasey Bilodeau, Abstained
 - Dan Bromberg, Abstained
 - Chad Roberge, Yes
 - Dennis McCann, Yes
 - Peter Sweet, Yes
 - Theresa Lorvig, Abstained
 - Meghan Samson, Yes
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- **Motion: Theresa motion to accept with regret resignations from Ghillie Finemore, Sheila Shea and Briana Roman**
 - Seconded by: Brianna
 - Roll Call: All in favor

Next Meetings

- June 8
- July 13

Action Items

- Set up exit interviews for leaving teachers
- Write up task force communications
- Governance committee will meet to review the survey and talk about the finance position
- Finance committee to meet to talk about salary increases
- Personnel committee to meet about benefits packages and questions from the Finance committee

8:25 Meeting Adjourned