

# DRAFT

**SCS Board of Trustees | Meeting Minutes**  
**Tuesday, May 14, 2024**  
**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, Expertise Member**  
**Dennis McCann, Community Member**  
**Peter Sweet, Community Member**  
**Kathy Goodell, Parent Member**  
**Hannah Welsh, Parent Member**  
Josh Roberge, Trustee Emeritus

**6:08 PM Call to Order**

- **Public Comment/Correspondence:**
  - None

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

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

**6:08 PM Chair Report - Heather Ward**

- Staff Exit Interviews
  - Will provide exit interviews if leaving staff would like to participate
  - Currently three people are leaving
  - Will report back to the board with results
- Board positions
  - Will be deciding this on the PD day in May for Kayla's teacher position
  - There will also be an opening for the secretary position
  - Potentially will have Maegan serve another term so there's not two new teachers on the board
  - Heather, Kathy and Chad are also up for reappointment
  - Kathy and Chad are willing to serve another term
  - Heather will not be seeking reappointment so we will need to look for a chair
  - Reappointments will be happening in August
  - If you have people looking to join the board please have them send their letter of interest and resume in

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## 6:16 PM Head of School Report - Nicole Outsen

- Staffing Updates
  - New Hires: Emily Samuel  $\frac{7}{8}$  Math Teacher

### **Motion: Peter made a motion to recommend hiring Emily Samuel as the $\frac{7}{8}$ Math Teacher.**

- Seconded by Denise
  - Heather Ward: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes
  - Kathy Goodell: Yes
  - Peter Sweet: Yes
  - Hannah Welsh: Yes
  - Maegan Adams: Yes
  - Chad Roberge: Yes
  - Theresa Stachow: Yes
- Schoolwide Updates/Climate
  - Teacher appreciation last week was Harry Potter themed and provided breakfast and lunch for teachers and staff all week
  - Skateboarding is currently happening in PE
  - Extreme Air Jump Rope Team came and put on a show at whole school meeting
  - Art and music Festival this weekend
- Finance
  - Federal Grants
    - Looked at general overview of where grant money funds are going
    - Title I: Tutoring, Sensory Groups, SEL
    - Title II: SEL workshops, DEI/Harassment Training, Science Conference, Art Convention and Nonviolent Crisis Intervention Training
    - Title IV: Targeted Assistant Teachers
    - Looking to transfer some Title II into Title IV to pay teachers for summer book clubs
    - Will also be sending multiple teachers to HIVE this year as PD for the new math curriculum we adopted last year
  - Retirement
    - There was a motion made in 2017 where the board approved a Longevity Bonus and Retirement Stipend which was not ever put in the handbook and has not been in practice
    - No one has retired so this has not impacted anyone at this time, however there are issues with the idea behind this motion as bonuses do not help contributions to the retirement system it is based on their base salary
    - Seems like the language needs to be changed
    - We have a person on the staff who has been at SCS for over 15 years but she did not receive the longevity bonus and another teacher who will have served their 15th year at the end of this school year
    - The board would like to take some time to research the law in order to adjust the motion to have the right language
    - Nicole will reach out to the School Board Association to see if they can advise us further

### **Motion: Heather moves to approve a one time \$1000 Longevity Bonus for Mary Maravic and Krisitn Larabee for serving 15 consecutive years at SCS.**

- Seconded by Dennis
  - Heather Ward: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes

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- Kathy Goodell: Yes
- Peter Sweet: Yes
- Hannah Welsh: Yes
- Maegan Adams: Yes
- Chad Roberge: Yes
- Theresa Stachow: Yes
- Shannon Keyes: Yes
  
- School Calendar
  - Nicole is looking to have the school calendar to be amended so that the last day of school aligns with Dover on June 13th with June 14th being a teacher day
  - We are still over when we count number of instructional hours

**Motion: Heather moves to approve the June 13th early release date as the last day of school with June 14th being a teacher day to get classrooms ready for summer work.**

- Seconded by Kathy
  - Heather Ward: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes
  - Kathy Goodell: Yes
  - Peter Sweet: Yes
  - Hannah Welsh: Yes
  - Maegan Adams: Yes
  - Chad Roberge: Yes
  - Theresa Stachow: Yes
  - Shannon Keyes: Yes
  
- Finance Committee
  - Would like to recommend that some of the surplus be used as bonuses for salaried staff and facilities work

**Motion: Heather moved to approve bonuses of \$1200 for salary employees and \$600 for hourly employees.**

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

**Motion: Peter moves to regretfully accept Kasey Bilodeau's resignation pending Nicole receiving her resignation letter.**

- Seconded by Denise
  - Heather Ward: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes
  - Kathy Goodell: Yes
  - Peter Sweet: Yes
  - Hannah Welsh: Yes
  - Maegan Adams: Yes
  - Chad Roberge: Yes

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- Theresa Stachow: Yes
- Shannon Keyes: Yes

## 7:11 PM Facilities Report - Theresa Stachow

- Siding and windows were replaced, but due to some issues that came up, the company is giving a huge discount and assurance that it will be done quickly to finish work on the last side of the building
- Theresa is looking for the board to approve up to \$50,000 for this project from the surplus

### **Motion: Denise made a motion to approve up to \$50,000 to complete replacing the siding and windows on the building.**

- Seconded by Shannon
  - Heather Ward: Yes
  - Kayla Hoffman: Yes
  - Dennis McCann: Yes
  - Kathy Goodell: Yes
  - Peter Sweet: Yes
  - Hannah Welsh: Yes
  - Maegan Adams: Yes
  - Chad Roberge: Yes
  - Theresa Stachow: Abstain
  - Shannon Keyes: Yes
- Update: Will be sound proofing the music room over the summer

## 7:21 PM Summary, Action Items

### **Action Items**

- Governance Committee will reach out to set up exit interviews
- Discuss the board chair opening
- Reach out to anyone interested in joining the board and have them email letter of intent and resume
- Discuss scheduling board training with the NH School Boards Association
- Nicole will reach out to the School Board Association about retirement
- Charter Alliance May Membership Meeting in Nashua 5/28 6-8
- Theresa will bring an updated capital improvement plan
- Decide where the remaining surplus will be moved to next meeting
- Revise the retirement/longevity procedure
- Next meeting will be June 11th

### **Motion: Theresa moved to adjourn the meeting.**

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

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