

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

“The mission of the GCCSA is to use an arts integrated curriculum ... to produce graduates who excel in both academics and the arts and have the knowledge, creativity and inquisitive nature that foster a life-long love of learning.”

Meeting Date: April 18, 2023

Time: 7:25 PM

Location: Gate City Charter School for the Arts, 7 Henry Clay Rd, Merrimack, NH with a remote option

Voting Board Members in Attendance:

Neil Mahoney

Grace Cavallo

Sarah Marchand

Manny Paolucci

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Absent Board Members:

Non-Voting Members in Attendance:

Jennifer Blanchette

Attending Public:

Public Comments/Public Matters

Approval of Minutes from the March 2023 Meeting

MOTION (Sarah Marchand /Neil Mahoney) Motion to approve March 2023 meeting minutes moved to May 2023 meeting was accepted unanimously.

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Committee Reports

PTO- Sarah Thibeault- No Meeting

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee- -No Meeting

PR and Community Relations committee- Sarah Thibeault- See Director’s report.

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Grants Committee- see directors report.

Facilities Committee- Eric Charest- Phone system is installed and working

Building Committee-Danielle Charest- Next step would be looking at finances.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

See director report

Old Business

2023-2024 school year budget was discussed including Esser funds,. Teacher bonus plans and concerns about increases in utilities. A special meeting will be held to approve the budget on May 4, at 1:45pm.

Meeting dates will be sent out for BoT member training and strategic planning.

Director review will be moved to May per request made by Jennifer and Blanchette.

Board nominations will be made for Chair, Vice Chair, Secretary, Treasurer, and Parent Rep at the May Meeting.

New Business

2023-2024 School Year Calendar review and approval will be moved to May meeting.

MOTION (Sarah Marchand /Sarah Thibeault) Motion to accept Rebecca Boutin’s letter of resignation was accepted unanimously.

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Directors Report

Facilities

- Phones operating
- Next step: additional phone installation/Movement of copiers
- HVAC system work continues
- Painting projects/small restoration projects

Finance

- Budget Draft

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- Bonus plan
- New draft reflects 160 students
- Tax extension assistance provided
- Federal fiscal grant monitoring complete for Esser grants, Titles I, II, IV:
 - Processes/Procedures developed
 - Draft policies created listed below under review by Federal grant monitor
 - No financial findings
 - Additional evidence to be provided this week
 - Corrective actions taken for all requested measures

Recent Community Events/Activities:

- Parent Information Night
- Planetarium Visit
- Title I Night for all Families
- Nashua Fish Hatchery Trip
- Middle School Dance
- Odyssey of the Mind
- Family Dinner March
- Report Cards
- Parent-Teacher Conferences
- High School Musical
- Documentary Night
- Celebration of Learning
- Skate Night

Upcoming Community Events/Activities:

- Paint Night April 19th
- Info Night April 19th
- Coin War until 21st
- MS Parent Info Night 6-8 May 16 6-7
- May 20th Semi-Formal
- Spring Arts Night May 25, 6-8

Staffing:

- Teacher retention high
- Beck Mitchell leaving to teach Preschool Music/Interim EA found
- Job openings: 1st grade teacher, EA, Part-time Special Educator, Substitute
- Staff end-of-year evaluations/observations/interviews

PD:

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- Trauma Informed Classrooms
- Test Administration
- NH Paraprofessional PD free, recorded on timely topics ie power struggles, trauma, iep

Admin:

- Policy Creation:
 - Code of Ethics and Conduct
 - Inventory Management Procedure
 - Allowability Policy and Procedure
 - Gun-Free School Policy
 - Federal Grant Management
 - Grant Administration Procedure
 - Travel Reimbursement Policy
 - Federal Grant Reporting Procedure
 - Employee Reference and Employment Policy
 - Purchase and Procurement Policy and Procedure
 - Time and Effort Policy and Procedure
- Charter School Meeting/Speaker 5-7 Puritan Backroom April 20th
- Restroom Procedure/Practices

Academic Testing:

- State Testing to begin 1st week of May
- Sample testing May 1-3
- Test Administration Certification underway
- Computer Updating/Installation underway

Grants:

- Title I grant submitted
- Title II grant submitted
- Title IV grant submitted
- Esser III submitted

Grants In process as of 2/2023

Safe Grants

Safe Grant: Update Locks

Safe Grant: Key Swipes

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Safe Grant: Walkie Talkies

Awarded: Funding due 6-30-2023

[American Educator Classroom Grant](#)

K-5 classroom funding

Awaiting notification by May 2023

[Mockingbird Foundation](#)

Music award

Awaiting notification if we pass to next round by March 2023 to apply by April 2023

Final funding by June 2023

[McCarthy Dressman Foundation](#)

Teacher Development Grant

Hoping for funding to support Responsive Classroom training

Awaiting notification between 7/15/23-8/15/2023

Elkay Water Filling Station

One Water Filling Station awarded; received via email

Applied via email 2/7/2023 via Wellness Teacher: Nick Riddell

Requires follow up data once per year until June 1, 2026

Awaiting notification - date unknown

[Moneygram Grant](#)

Application: 2/7/2023 via email inquiry

Due: rolling, notification unknown

If a project is approved to move forward after review of the Letter of Intent, the organization will be asked to provide a detailed project proposal

grants to organizations that support essential preK–12 education via supplies, infrastructure and programs incl classrooms, tablets, digital libraries and mobile labs. Priority to innovative curricula

Future Applications In process

[Voya Foundation Grant](#)

Unsung Heroes Awards Program

Due Apr 28, 2023

Notification by Aug 2023

Grantees by Dec 2023

Multiple awards from \$1k to \$10k

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Open description of awardees: All awards must be used to further the projects, as described in the submitted application, within the school or school system

[JW Couch Foundation](#)

Mental Health/Wellness Grant

Due: 3/17/2023

Review: 3/31/23, will be notified if further information needed
general operating support, fund specific programs

[Endowment for Health: Opportunity Grant](#)

Due: Rolling

Advance health equity for people who lack a fair opportunity to optimize their health potential

Research

Additional 25 grants researched. Inquiries sent and determined ineligible

MOTION (Grace Cavallo /Sarah Marchand) **Motion** to enter Non-Public RSA 91-A:3, II (a) at 8:15 pm Unanimously accepted.

MOTION (Sarah Thibeault /Sarah Marchand) **Motion** to leave Non-Public RSA 91-A:3, II (a) at 8:35 pm Unanimously accepted.

MOTION (Sarah Thibeault /Manny Paolucci) **Motion** to seal the minutes in Non-Public session Unanimously accepted.

MOTION (Grace Cavallo /Manny Paolucci) **Motion** to adjourn Unanimously accepted.

The next public meeting is Tuesday, May 16 at 7 pm

Meeting adjourned at 8:43 PM