

Gate City Charter School for the Arts

Board of Trustees Meeting
Meeting Minutes
Meeting Date: 17 January, 2017

Meeting Date: 17 January, 2017
Time: 6:45 PM
Location: 7 Henry Clay Drive, Merrimack, NH

6:46 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)
Peter Bonaccorsi (Acting Vice Chairman)
Jenny Hitzeman (Parent Representative)
John Keicher (Treasurer)
Kim Rivers (Director)
Rebecca Fredrickson (Director)
Eric Drouart (Director)
Jay Lustig (Director) (voted in during this meeting)
Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Karin Cevasco (School Director)

Absent Board Members:

None.

Attending Gate City Staff:

Cheri Gratton, Special Education Case Manager
Jessica Mason, Music Teacher
September Frost, 4th Grade Teacher
Jennifer Berube, 3rd Grade Teacher
Amy Savoie, Kindergarten Teacher
Christina Whitaker, Finance Manager
Sandra Smith, Title 1 Reading
Esther Kosofsky, Deputy Director
Kerry Smith, Parent
Hilary Henderson, Parent
Colleen Rice, Parent
Misty Christian, Parent
Lindsay Levine, Parent
Jason Preston, Parent
Danielle Preston, Parent
Eric Charest, Parent
Danielle Charest, Parent

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Astrid Alvarado, 6th Grade Teacher
Stephanie Fritz, 7th/8th Grade Humanities
Julia Waterman, 1st Grade Teacher

Attending Public:

Kerry Smith, Parent
Hilary Henderson, Parent
Colleen Rice, Parent
Misty Christian, Parent
Lindsay Levine, Parent
(illegible name?), Parent
Jason Preston, Parent
Danielle Preston, Parent
Eric Charest, Parent
Danielle Charest, Parent

Quorum: 8 of 8 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:46 PM.

Public Comments

Bill Spinelli read an email sent previously by Jason Presto to the Board of Trustees, bringing forth concerns related to retention of staff, following the resignation of the second grade teacher, Lisa Duffy.

Karin Cevasco (School Director) read an opening statement addressing some of the concerns raised in Jason's email.

The following school staff spoke generally supportive of the current atmosphere among school staff at the school:

- Julia Waterman, 1st Grade Teacher
- Amy Savoie, Kindergarten Teacher
- Sandra Smith, reading teacher
- Cheri Gratton, Special Education Case Manager

Jason Preston asked if there has there been a strategy put in place to retain teachers and asked what is being done to retain staff. Karin Cevasco (School Director) responded indicating issues were being addressed.

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Danielle Charest raised issues that she didn't know who to send a letter to, and indicated that a teacher leaving mid-year is a big red flag and that the school has a reputation for high staff turnover.

Danielle Preston mentioned several staff that had departed, Doreen Bateson, Linda Vaudreuil, Nicole Jones, and referenced the August 26 board meeting.

Stephanie Fritz, 7th grade teacher, spoke up in support of the atmosphere among school staff at the school.

Hilary Henderson spoke about a situation that occurred on the end of the school day today, which has parents preparing to keep their kids home from school.

Ester Kosofsky acknowledged that the communication was not handled, and indicated we would learn from this.

7:45 PM

Approval of Minutes

Minutes were discussed, then moved onto the next topic.

7:51 PM

Financial Committee Report

MOTION (Bonaccorsi/Hitzeman): Motion to approve the financials as presented. Motion passed unanimously.

John Keicher noted that committees need to get their inputs as they relate to the budget ready for discussion in the February meeting. Bill noted we need to look out 3 years into the future.

MOTION (Fredrickson/Bonaccorsi): Motion to elect Jay Lustig to the Board of Trustees. Motion passed unanimously.

MOTION (Bonaccorsi/Rivers): Motion to approve minutes of the December 20, 2016 meeting as amended during the meeting. Motion passed 8/0/1.

8:16 PM

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MOTION (Keicher/Bonaccorsi): Motion to increase the salary for the Finance Manager position from \$10,000 to \$25,800/year reflecting an increase in effort required (20 to 31.5 hours per week), with an increase in responsibility as reflected in the following job description. Motion passed unanimously.

Gate City Charter School for the Arts

Job Description

Job Title: Finance Manager

Department: Finance

Reports to: Executive Director

Status: Part Time/Exempt

JOB SUMMARY: The Finance Manager is responsible for providing leadership and direction on the management team, as well as, day-to-day management of the finance functions for Gate City Charter School for the Arts (GCCSA). This position will build and sustain the capacity of the finance department and provide stewardship through the establishment, monitoring and improvement of accounting, finance, and related administrative systems and procedures. Under the supervision of the Executive Director, provides for the day-to-day financial management of the Gate City Charter School for the Arts (GCCSA) and insures the data integrity of the financial management system.

RESPONSIBILITIES:

Routine functions:

- Accounts Receivable - handles invoicing, coding, collection and reconciliation of monies owed to Gate City Charter School for the Arts (GCCSA);
- Accounts Payable – handles the vendor payments, coding, and issuance of checks
- Grants/Education Funding Receivable – handles monthly billings, coding, payments and reconciliation of grant records for multiple funding sources, monitoring grants budgets;
- Accounting – works with staff to maintain “process integrity” related to daily cash deposits, codes revenue and expenses into accounting system, handles month end close to include general journal entries, payroll reconciliation spreadsheet, bank reconciliation, fundraising database reconciliation, balance sheet reconciliation including pre-paid accounts and schedules, and external reporting reconciliation;

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- Payroll/Benefits/HR – coordinates payroll and benefits processing bi-monthly for both salaried and hourly employees, explains expense reimbursement, check request, and ordering process procedures to new employees. Responsible for coordinating with payroll vendor for the timely filing and payment of all payroll related tax deposits and filings.
- Cash Flow – monitors cash inflow and outflow to anticipate routine cash needs;
- Budget – monitors appropriate use of funds related to budget;
- Financial reporting – generates financial and grant reports for use by Executive Director, management team and Board or Trustees as well as outside agencies;
- Audit preparation – coordinates and prepares fiscal and personnel documentation for grantors and annual audits;
- End of year duties – tax reporting, Gate City Charter School for the Arts (GCCSA) fiscal reporting (annual 990 coordination), end of year close out work including depreciation, inventory/fixed asset management, annual accrual entries;
- Administrative: insures fiscal and personnel records are complete, current and accurate, maintains vendor contracts, leasing agreements, etc.
- Insurance – maintains necessary insurance records, insures certificates of insurance are issued to funding organizations and other parties when necessary.
- Other duties as required.

Collaborative functions:

- Contracts – works closely with the Executive Director on contractual agreements for the Gate City Charter School for the Arts (GCCSA);
- Grants- works closely with the Executive Director on annual grant budgets and renewals;
- Budget – assists the Executive Director in developing the annual budget and amendments as needed;
- Policies and procedures – assists the Executive Director on systemic improvements, internal controls, documentation and forms development;

Minimum Education and Training Requirements:

Bachelor's degree in accounting/finance and minimum of 3 years of accounting/finance experience. 3 - 5 years' experience in financial management, in particular in the development, monitoring and reporting on the financial status of the organization and its various strategic and programmatic initiatives. Experience with QuickBooks or similar accounting software strongly recommended. Proficient in QuickBooks, Microsoft Office products and spreadsheet design required. Strong analytical and math skills. Solid

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knowledge of office practice and equipment. Excellent time management and organizational skills. Excellent communications skills. Ability to handle multiple tasks at one time.

MOTION (Bonaccorsi/Drouart): Motion to approve the proposed bylaws changes to Article IV, Paragraphs 6-8, with minor corrections as noted during the meeting. Motion passed unanimously.

8:55 PM

MOTION (Bonaccorsi/Fredrickson): Motion to approve the proposed bylaws changes to Articles VI-IX, with minor corrections as noted during the meeting. Motion passed unanimously.

Committee Reports and Open Board Discussion

Curriculum Committee Report

Kim Rivers noted that the Curriculum Committee has not met since the last board meeting and is scheduled to meet on February 2.

The draft curriculum survey was discussed briefly.

Friends of GCCSA Committee Report

Report provided by Jenny Hitzeman:

Friends of GCCSA Report

- Orange Leaf fundraiser brought in \$100
- 50/50 Raffle for music program \$325
- Planning has begun for family game night, school family dance, and field day
- Potential fundraisers: roller skating, bowling, margaritas
- Decision on playground structure to be made next week
- Group will be adopting by laws and having set roles (need a treasurer)
- Scholastic book fair set for March
- Volunteer requirement of 10 hours per year per family or financial equivalent to be proposed for next year
- Monthly school spirit days and community events to be set

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MOTION (Lustig/Drouart): Motion approve the committee reports as written.
Motion passed unanimously.

Director's Report

Gate City Charter School for the Arts Director's Report January 17, 2017

Events:

January 24, 2017: Gate City Charter School for the Arts students have been invited to perform at the Currier Art Museum for the National School Choice Week. This event will occur from 4:00 to 6:00 pm. We will offer bus transportation to/from the event. The 8th grade bucket drumming ensemble will perform, as well as our 3rd grade production of "Tacky the Penguin."

This event is sponsored by the NH Alliance for a Public Charter School's, The Children's Scholarship Fund, NH Home Educators, NH for School Choice, and National School Choice Week.

March 17, 2017: NH Alliance for Public Charter Schools Best Practices Conference at The Founders Academy in Manchester

All employees and Board Members are invited to attend.

A registration link was emailed.

Policy Update:

The work is underway to install the keyless card entry system for building access. Currently, the hardware is activated. The next step is to install the software. That work requires an update to our Windows computer and the work is ongoing. Once our staff is trained in use of the system, a building access policy will be drafted. Progress is being made with the efforts of our Finance and Office Managers.

Legislative Updates:

The 2017 Session of the NH General Court is now open. There are ten bills proposed that relate to public charter schools. A summary of those bills can be found here:

<https://nhcharterschools.wildapricot.org/Legislation-2017>

Enrollment Update:

As of January 17, 2017

Grade	Number of Students Enrolled	Number of Students on Wait list
K	20	60
1	19	9
2	15	24
3	20	25

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4	19	20
5	19	2
6	19	27
7	20	4
8	20	10
TOTAL	171	181

Personnel Update:

- We have hired an additional paraprofessional to fulfill special education needs.
- The resignation of Christine Ferguson, Assistant Teacher, was received on December 28, 2016.
- Mark McHugh, substitute teacher, has been hired as the new Assistant Teacher and will start in that position once his substitute teacher work in second grade is complete.
- The resignation of Lisa Duffy, second grade teacher, was received on January 4, 2017.
- The position of second grade teacher was posted on January 4, 2017. Interviews were conducted by a three-person committee. It was the unanimous decision of the committee to hire Shannon Ferris as second grade teacher. Mrs. Ferris is a certified teacher, with endorsements in elementary and special education. Shannon comes with glowing recommendations from her colleagues at the elementary school where she is currently working as a part time Title I teacher. Mrs. Ferris will begin at GCCSA on February 1, 2017, having requested this start date to give ample notice to her current school principal and to complete the progress reports for her current students.
- We are currently interviewing for additional Substitute Teachers.

9:09 PM

MOTION: (Bonaccorsi/Rivers): Motion to enter Non-Public session under RSA 91-A:3 II (c) Personnel. Motion passed unanimously by roll call vote of all 9 members present.

Exited non-public session at 9:40 PM.

MOTION: (Bonaccorsi/Drouart): Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:42 PM.

Next Meeting: February 21, 2017.

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Meeting Date: February 21, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Peter Bonaccorsi (Vice Chairman)

Jenny Hitzeman (Parent Representative; Acting secretary for meeting)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Eric Drouart (Director)

Jay Lustig (Director; by phone)

Non-Voting Board Members in Attendance:

Karin Cevasco (School Director)

Absent Board Members:

Tom Tyler - Secretary

John Keicher - Treasurer, Finance Chair

Attending Gate City Staff:

Christina Whitaker

Esther Kosofsky

Attending Public:

Jack Balcom

Quorum: 7 of 9 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:55 PM.

Public Comments

Christina Whitaker reflected upon how the past 4 months have been a time of transformation for the school management. Mrs. Whittaker feels that the BOT should feel confident in the Management Team running the school.

6:56 PM

Approval of Minutes from January 17, 2017

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MOTION (Peter Bonaccorsi/Eric Drouart): Motion to approve minutes of the January 17, 2017 meeting as written. Motion passed 6/1/0 (6 in favor; 1 against).

Approval of Financial Statements as of January 31, 2017:

Presentation by Christina Whittaker - Finance Manager presenting for absent Treasurer (John Keicher): Overall - expenses are under budget and it is projected that the next 4 months will be ahead of budget.

Special education is 20% of our student population -- and 30% of students need financial assistance (Differentiated Aid). These things put strain on our operating budget. The Management Team has been seeking to understand enrollment trends and looking at best staffing models and possible federal funds.

GCSCA is now serving 9 districts (Nashua and Merrimack are largest base). 30 IEP students are being serviced by one case manager. GCSCA is in need of space-break out and cool down rooms.

MOTION (Rebecca Fredrickson/Eric Drouart): Motion to approve the financials as presented. Motion passed unanimously (7/0/0).

7:05 PM

Board of Trustees Membership:

1. Vote to Appoint new Board of Trustees member (Bylaws Article IV. 6) Jack Balcom. Review of the Nominating committee interviewing process, highlights of work experience and civic involvement of Jack Balcom by Board Chair. Overview of Jack Balcom by Jack Balcom.

Motion to Appoint: (Peter Bonaccorsi/Kim Rivers). Motion Passed - 7/0/0.

2. Vote to appoint new Vice Chairperson (Bylaws Article V. 3.) Jay Lustig. Acknowledgement of gratitude and praise for Peter Bonaccorsi's service as "Temporary" Vice Chair for the past eight months. Reminder that - as Chair of the HR & Policy Committee - Peter is still an Officer of the Corporation (Article VI. 1.). MOTION: To appoint Jay Lustig as Vice Chairperson (Peter Bonaccorsi /Jenny Hitzeman) passed 7/0/1 (7 in favor, 0 against, 1 abstained). Jay Lustig abstained.

Commented [TT1]: This was originally recorded as sixteen months. Per review with Bill, we updated it to eight months to be accurate. Bob Amerin served until the June 21, 2016 meeting.

PTAC Committee

PTAC Feb 2017 Updates

Feb 23rd GameWright Family Gamernight

3 till 5 and 6 till 8. Come try out a game and purchase one if interested. Popcorn and

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water for sale.

March 13th Scholastic Book Fair begins
Many volunteer opportunities will be available via sign up genius

March 13th Chipotle (north Nashua) fundraiser

April 7th 6-8 Storybook Ball (all grades family dance)

First week of May: Teacher Appreciation Week
Details to come

June 8th Field Day (rain date June 13th)
We will need a lot of volunteers this day
More details to come

Please keep your eyes out for another Margarita and Orange Leaf night as well as a bowling fundraiser

We have \$9000 towards our \$12000 goal for our new playground!!!

PTAC is working on by laws, a strategic plan, and positions in the committee to assist with organizing next year

Thank you to The Charest Family for their donation of two 8 foot tables to PTAC

For the remainder of this year there will be two meetings on the third Thursday...845 till 945 and 145 till 245

Curriculum Committee

Curriculum Committee
February 2, 2017

Attendance:
Esther Kosofsky
Karin Cevalco
Amy Savole
Amanda Tanguay
Bill Spinelli

Absent:
Kim Rivers

The Chair of the Curriculum Committee, Kim Rivers, expressed regrets for her absence. She was called into a meeting at work at the last minute and needed to fulfill that obligation.

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The Curriculum Committee focused on the professional development plan for teachers and staff.

Strategic planning for professional development includes:

- February 20, 2017 full day training for all faculty and staff in EXECUTIVE FUNCTIONING. Topics include stress and the brain, metacognition, executive functioning, growth mindset, graphic organizers
- Training will be facilitated by Noel Foy of AAMPE Brain Based Learning
- Teachers expressed that the best method to organize the training is to include breakout sessions specific to grade level needs (K-2, 3-5, 6-8)
- Follow up sessions will be scheduled for Noel to observe in classrooms, teach model lessons, and provide coaching for teachers

In looking at additional professional development needs, the following topics were suggested:

- Behavior Management
- Wit and Wisdom - ask for a rep to visit school as a repeat to the 2015-16 visit to discuss specific questions about modules
- Eureka Math - Can GCCSA host a summer institute?
- Zones of Regulation - Training conducted in August 2016. Can we host a follow up session with Traci Johnson (Occupational Therapist) in Spring 2017 to review resources, challenges in implementation, strategies, etc?
- Foundations: All K-3 teachers should participate in a training. Currently there are no local trainings available. Will look when summer schedule is released. Three teachers and all assistant teachers need training.

Teachers will each share at a Wednesday afternoon session (3:00 - 3:30) their takeaways from each outside workshop they attend.

HR and Policy Committee

HR and Policy Committee Report February 21, 2017

On February 8, 2017, the HR and Policy Committee meet to review the Conflict of Interest Policies, discuss the proposed Whistleblower Policy, and continue working on an exit interview format and questions. Present at that meeting were Peter Bonaccorsi, Tom Tyler, and Bill Spinelli.

The Gate City Charter School for the Arts currently has two policies that address conflict of interest, policy BCB Board of Trustees Conflict of Interest and GBEA Staff Ethics and Employee Conflict of Interest. We reviewed these policies because the Grants Coordination Committee needs such a policy when applying for grants. At this time, we feel that these two existing policies are appropriate and need no further action.

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The Grants Coordination Committee also needs a whistleblower policy. At this time, we do not have such a policy, so one was drafted with the assistance of Karin. This policy will be presented at our February 21 meeting.

Lastly, we continue to make progress towards developing a standardized exit interview. It appears that an electronic format will be used. Further, it will have both multiple-choice and open-ended questions. The Committee is currently working between meetings to refine our questions so as to eliminate and biases or duplicates. It is our hope that we will have a draft exit interview ready for our March meeting.

Respectfully submitted,
Peter Bonaccorsi

PR and Marketing Committee

Minutes for PR and Community Relations Held on 2/16 at 10:30 am at Gate City Charter School for the Arts In Attendance: Bill Spinelli, Karin Cevalasco, Rebecca Fredrickson

Old Business

Kindergarten flyers were designed by Mary Grace. Rebecca compiled a list of childcare centers and addresses to mail them to for posting. With the assistance of the office, labels were printed and flyers were mailed out in early February. It was stated that some additional physical postings at libraries etc, would be helpful, but we are in need of more hands to get that done.

-Showcase tour invites were updated for the 2/23 tour. Rebecca created a list and sent invite out to approximately 35 local business leaders. -Testimonials- there have been some recent positive additions to the testimonials on the Great school's website.

-YouTube submissions- there was no update on YouTube submissions.

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-Community engagement levels

Karin mentioned care packages for troops that were being planned by the first grade group. There was a discussion about a project that Rebecca will be working on with some of the students to create sun catchers and notes to send to an assisted living community.

New Business

-Rebecca wrote the kindergarten press release went out to several newspapers via American Towns website.

-The school participated in a school choice event at the Currier Museum of Art. Third graders performed as did the eight grade bucket brigade. Karin Cevalasco spoke. The governor and new education commissioner were in attendance and the school was mentioned in a Concord Monitor Newspaper article.

-Mrs. Fritz's class was featured in an article in the Nashua article. The article focused on a mural the students are working on and how the school integrates the art.

Upcoming events for marketing

-The school will work in collaboration with Revolving Museum and the Nashua Public Library to create several pieces of art for public display on March, for the "Comeback Kitchen Table" project.

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Volunteer of the Month program

-We discussed the best ways and our thoughts on how to recognize volunteers on a more regular basis. We also discussed the "Arty Award" the frameworks for nominations of recipients as well as what prize would be. It was suggested that the spring concert may be when this is awarded.

Budget

-The group had a discussion on what are the needs and wants for consideration in next year's budget.

Included in the list were: -Advertising money for up to four ads in a magazine as well as program ads at local arts events. -funds for give away items, a new banner

-more in the budget for printing marketing materials

Goals for upcoming showcase tour

The group will discuss how our school can help their business, what ways we can collaborate, also inform them about upcoming events at the school. -Connections will be made with businesses that will further develop a school relationship with these companies.

Involvement with Chamber

The group discussed the current level of involvement with the chamber. We hope to

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have committee members begin to attend some upcoming chamber events. It was mentioned that perhaps we should also belong to Nashua Chamber.

Meeting adjourned approximately 11:45

Next meeting: Thursday, 3/9, 10:30 am

Grants Coordination Committee

Meeting Notes

Grants Coordination Committee - GCCSA

Meeting Date : February 1, 2017 - 11:00 a.m. @ GCCSA - 7 Henry Clay Drive - Merrimack, NH

Attendance: Marsha Bottino (Grant writer), Karin Cevasco (School Leadership Team) , Bill Spinelli (Temporary Committee Chair).

Old Business:

1. Lowe's Toolbox for Education - \$5,000.00 flooring grant due Feb 9, 2017. Reviewed questions asked within that grant request. Items needed to begin submitting proposals. Two possible vendors identified. Gregory J. Flooring and VS Flooring, Inc.
2. GCCSA Impact Piece Review. Decision finalized to pursue : NH Charitable Foundation Express Grant (grant writer funding), and 3 other Funders for Chromebooks.
3. Contract for Grant Writing Services. Agreement between GCCSA (Client) and Marsha Bottino (Contractor). Signed by Contractor and Executive Director dated Feb 1, 2017. On file with Finance Manager.

New Business

1. Submitted hard copies filing, financial reports needed, acceptance /denial communication. Per Executive Director recommendation - decision made to utilize Finance Manager as control point for filings and acceptance/ denial communication.
2. Tax letter acknowledgement, reporting , who prints out , where kept, etc.
3. DCU for Kids Anti Bullying Options. Dropped from consideration due to only fund 2% to 5% of the cost because requires a more extensive and longer term program.

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4. Annual Parent Appeal Letter. Decision made to not pursue parents
Decision made to generate a database of arts focused "Outside Community" individuals and corporations and begin an appeals campaign earmarked for that audience.
5. Database of where parents work. Marsha said this could prove useful in future grant writing. Karin said that that information is available and will see if Nancy (Office Manager) can put it together.

Next Meeting: No next meeting time set-up decided to wait for grant responses filed and schedule from there.

Updates since February 1, 2017:

1. Grant Request sent to Lowe's Toolbox for Education.
2. Flooring estimates come in well above \$5,000.00. (Decision made to scaleback project, determine if certain labor tasks could be performed by volunteers and seek additional flooring grant monies from other Funders.
3. NH Charitable Trust Foundation - \$5,000 grant for Experienced grant writer submitted on Feb 13, 2017. 4 to 6 week turnaround on decisions.
4. Kelly Charitable Foundation- Flooring request. \$5,000.00 requested. To be submitted on February 20, 2017.

Endowments Committee

Meeting Notes Endowments Committee

Meeting Date: February 13, 2017 - 1:30 p.m. - 99 Perimeter Rd - Nashua, NH 03063

Attendance: Jay Lustig (Chair), Bill Spinelli (member)

Old Business:

1. First meeting of the Endowments Committee - therefore no Old Business

New Business - Primary focus of the meeting was to discuss the direction that the committee should take going forward. Eventually designing 1 year, 3 year and 5 year strategic objectives

1. Elevator Speech. Main objective here is to create a consistent "speech" so Everyone promoting and discussing the school tells the same "story".
2. Frequently asked Questions - Need to gather a list of frequently asked questions / misconceptions anticipating the questions donors and supporters will ask.

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3. Charter School in NH vs Charter School in MA. Be able to understand both and be able to clearly point out the key differences.
4. Recruiting new committee members and a plan on how to reach out to the community for their support.

Next Meeting: TBD – February/March 2017.

Director's Report

Gate City Charter School for the



Arts

Director's Report

Submitted February 21, 2017

Karin Cevalco, Executive Director

Personnel

The new second grade teacher started her employment on February 1, 2017. She has settled into her classroom and has built a relationship with the students and with colleagues.

An additional paraprofessional was hired to meet special education service requirements. This is a position that is reimbursed by the district of responsibility under RSA 194-B:11,3. The special education needs at Gate City Charter School for the Arts have increased during the 2017-18 school year. Some of this is due to students who are newly enrolled at GCCSA this year, and some of the increase is accredited to previously unidentified needs.

The GCCSA Special Education Teacher and Case Manager is a new position in the 2016-17 school year. When the position was created in the Spring of 2016, the Nashua School District agreed to fund the position up to \$23,000 for the school year, provided this certified special educator serves as case manager for all Nashua students with an Individualized Education Plan (IEP) and provides all academic instruction related services for Nashua students with that service in the IEP. GCCSA also employed this individual to coordinate special education under RSA 194-B:11,3 with other school districts. When the position was created, there were a total of 13 students enrolled at

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GCCSA with an IEP; those students were from two different school districts. As of the date of this report, there are 26 students in total with an IEP enrolled at GCCSA. Of those 26 students, 15 reside in Nashua. The other 11 reside in six different towns. This requires coordination with seven different school districts. The average duration of an IEP team meeting is one hour. In addition to team meetings, there is progress monitoring, data collection on the student, communicating with parents, communicating with district staff, coordinating related services, meeting with classroom teachers to adapt curriculum, and meeting with classroom teachers about behavior intervention strategies.

In the 2016-17 school year, GCCSA is receiving Title I funds. The amount of monies are sufficient to fund a part time teacher. In creating the Title I program, GCCSA chose to focus on Reading Instruction. In accordance with Title I regulations, funds can be used to supplement classroom instruction. Title I services may NOT take place of, or teach new or different skills than, the instruction in the regular classroom. Title I instruction is used to reinforce general education. The GCCSA Title I teacher is employed for 20 hours a week because of the funding available to our school. Student eligibility to receive Title I reading services is determined through benchmark assessment, report card grades, state standardized assessments, and teacher observations of the students' reading ability.

21 students are currently receiving Title I reading services

12 students are eligible for services and have been placed on a Title I wait list

9 students are eligible and are NOT being served (reasons could include that the parents denied services or that special education services are adequate to meet the reading needs of the student)

The data describing the needs of our student population will inform strategic decisions about staffing and professional development during the development of the 2017-18 budget.

Data Dashboard

The following data presents a snapshot of the population of students in which we serve at Gate City Charter School for the Arts, an open enrollment public charter school.

Enrollment - As of February 20, 2017

Grade	Number of Students Enrolled	As of March 6, 2017	Number of Students on Wait list
K	19	19	61
1	18	18	15
2	15	15	26
3	19	20	26
4	18	20	22
5	19	19	6
6	19	19	23
7	19	19	4

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8	19	19	10
TOTAL	165	168	193

Geographic Concentration

Nashua	65	59%
Manchester	12	11%
Hudson	11	10%
Merrimack	10	9%
Millford	4	4%
Hollis	3	3%
Brookline	2	2%
Candia	1	1%
Goffstown	1	1%
Weare	1	1%
Total Families	110	

Percentage of Families Eligible for Free & Reduced Lunch (based on those who completed the Voluntary Low Income Report in October 2016)

30% F&R Eligible

Policy Needs

Through work with the Grant Committee and through discussions with our insurance provider, PRIMEX, we discovered an immediate need for the approval of a Whistleblower Policy. This policy is prepared for Board approval this evening.

Our Finance Manager has brought forward several finance policy needs. The extent of the needs have been identified through the independent audit process and are recommended through general accounting standards. We continue to work to develop these policies, including a Fixed Asset Capitalization Policy, to present to the Finance Committee.

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

The draft of the Building Access Policy is prepared. Our school leadership team is editing and revising the policy based on the availability of the new card access system and the need for distribution of physical interior keys. Upon completing the draft, it will be forwarded to the Policy Committee for final agreement before presentation to the Board for approval. The effort to develop the draft Building Access Policy has involved months of coordination between members of our school leadership team to investigate and determine a solution that will most comprehensively meet the needs of all our employees, while ensuring the integrity of the school's property and liability.

Curriculum

We are in the process of finalizing the Smarter Balanced Assessment (SBAC) schedule for the Spring 2017.

4th and 8th Grade students will participate in the Science NECAP. Once the schedule is finalized with school leadership and teachers, parents will receive notification of the assessment schedule and suggestions for helping students prepare for these important tests.

The internal process of scheduling SBAC and NECAP assessment involves coordination between our School Leadership Team, our Special Education Teacher, the Section 504 Coordinator, the Specialist Teachers, The Classroom Teachers, The Support Staff, the IT Wizard/Computer Teacher, and our Office Manager/i4See Coordinator.

Volunteer Handbook

The Volunteer Handbook was originally developed before the school opened in 2014. I am in the process of working with our school leadership team, and with the participants of the Parent-Teacher Action Committee (PTAC) to update the handbook. Needed updates include important procedures for working in the building during the school day, including safety protocols. We are including job descriptions for volunteer opportunities with the objective of increasing parent volunteer engagement in the 2017-18 school year. Such opportunities will include planning events and assisting in the classrooms, fundraising ventures, and being an ambassador for the school. Opportunities are available to meet a variety of scheduling and time availability needs.

Facility

We continue to monitor and assess the cleaning contract needs of our school. The winter months present challenges with sand and salt tracking in on the floors. It is proving to be time consuming to our cleaning crew to clean the floors and keep up with all other priorities this month. Our school leadership team

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keeps in close communication with our cleaning company to prioritize and ensure a clean facility within budget.

We are looking to create a culture of responsibility amongst our students and staff, encouraging everyone to pick up after themselves. We plan to implement new procedures for end of day to ask students and teachers to tie up trash bags in their rooms, sweep floors, and put up chairs (much of which is currently part of the routine) to assist in facility cleanliness.

On Wednesday, February 15, 2017, GCCSA hosted approximately 200 infants, children, and staff from the YMCA due to an evacuation of their facility. The event went smoothly for all involved, with timely and safe evacuation for the YMCA facility and an easy accommodation in our building. Noise from the additional young people in the Great Room was a factor for the two hours the guests stayed with us while the gas leak was repaired at the YMCA, though GCCSA students and teachers were flexible, patient, and hospitable. After the event, I spoke with the Directors at the YMCA. We processed the event and were able to learn from communication needs during the evacuation to better prepare for a future event. Their takeaways will help our GCCSA staff to prepare for a similar evacuation emergency. One major takeaway involved the ability to quickly communicate with parents. As such, GCCSA teachers will be instructed to take their laptop with them during an evacuation for the ability to link up to a wifi network off site and access the Sycamore School Management Database for parent contact information. By the Director having her cell phone and laptop available during an evacuation, I will be able to access the Remind Text Messaging and Sycamore systems.

Events

Library Day

Gate City Charter School for the Arts hosted "Library Day" on Friday, February 17, 2017. Students and teachers dressed in costumes inspired by favorite storybook characters as a celebration of literacy. Our school also celebrated the volunteers who built and organized our school library. Mandy Darah is a Gate City Charter School for the Arts parent and volunteer who assisted in the expansion of our school library. She categorized and catalogued books. On Library Day, Mandy Darah met with each class of students to introduce the searchable online card catalog and to invite students to borrow books and keep reading. Debbie Christianson is a Gate City Charter School for the Arts parent and volunteer who led the efforts to build the original school library. Her literary dreams have continued to grow over the three years since the school has opened. Jennifer Berube, third grade teacher, organized the day's events. Costumes included teachers dressed as Miss Frizzle from Magic School Bus, Amelia Bedelia, and "the Pigeon" from Don't Let the Pigeon Stay Up Late. Student costumes included Harry Potter, The Very Hungry Caterpillar, the Mad Hatter, the Queen of Hearts, and "I Love You Stinky Face."

6th Grade Performance of The Odyssey

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One of the English Language Arts standards is to identify and comprehend a variety of genres of literature. As a quality example of a myth, the *Wit and Wisdom* curriculum includes the study of Homer's "The Odyssey." Our sixth-grade teacher, Ms. Alvarado, asked for coaching from our Deputy Director, Mrs. Kosofsky, for how to facilitate a theater production with students. The result was a phenomenal production of "The Odyssey," including memorized script, costumes, scenery and props. The play was performed for other GCCSA students, 6th grade parents, and grandparents on Friday, February 17, 2017.

"Middle School" Dance

Students in grades 6, 7, and 8 hosted their second dance of the year on Friday, February 17, 2017. Students organized the event with the assistance of a teacher advisor. In addition to myself, Mrs. Kosofsky, Mrs. Fritz, Ms. Alvarado, Mr. Finnell, and eight parents chaperoned the dance. Funds raised at the event will contribute to the costs of 8th grade events - graduation and Canobie Lake Park trip.

Professional Development Day for Teachers and Staff- February 20, 2017

All teachers and staff, as well as the school directors, participated in a day a professional development on the topic of executive functioning. Noel Foy from AAMPE Brain Based Learning led the training, which included topics of metacognition, stress and brain development, growth mindset, and how executive functioning affects student learning. Ms. Foy will return on a different occasion to observe teachers in classrooms, conduct model lessons, and coach teachers in the topic of executive functioning.

Comeback Kitchen Table Project

GCCSA is partnering with the Nashua Public Library and The Revolving Museum to build a table and chairs for the Comeback Kitchen Table project. The project will be built at our school facility, then moved to the Nashua Public Library.

In addition to building a table and chairs from recycled books, students will make Origami and paper sculpture using the pages from recycled books. On the day of the installation of our art at the Nashua Public Library, there will be theater performances around the kitchen table.

The Comeback Kitchen Table project is an initiative to bring public art and focus to Downtown Nashua. City Arts Nashua has contracted with Jerry Beck of The Revolving Museum to work with educators, artists, and Downtown businesses to create a series of kitchen table artworks. Comeback Kitchen Table will explore the role of the kitchen table, including the social relationship between family members, health concern, problem solving, and creativity. The project will emphasize the importance of face-to-face gatherings of family networks, and the importance of conversation.

For more information on the project, visit <https://downtownnashua.org/comeback-kitchen-tables/>

Gate City Charter School for the Arts

Proposal to Make Up Instruction Lost to Snow Day Closures

TO: William Spinelli, Chair

Document Name: GCCSA-BoT-Minutes-2017-02-21

Document Version: 5 (19 March, 2017)

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Gate City Charter School Board of Trustees

FROM: Karin Cevalco, Executive Director

Submitted February 21, 2017

Seeking Approval from the Board of Trustees no later than March 21, 2017

Seven (7) Snow Days Used

December 12, 2016

January 18, 2017

January 24, 2017

February 7, 2017

February 9, 2017

February 10, 2017

February 13, 2017

To make up snow days by adding days to the end of the school year, assuming no additional snow day closures, the last day of school would be June 27, 2017

- Eighth Grade Graduation is scheduled for Thursday, June 15, 2017.
- Summer camps in most community programs begin on June 19, 2017.
- Teachers and staff have expressed conflicts with child care and summer vacation schedule if the school year extends beyond June 23, 2017.
- Teachers are expected to work one day beyond the last day for students to complete end of the year tasks.

PROPOSAL

There are three and a half (3.5) hours of academic instructional time that must be made up for each emergency closure due to weather.

(Source: <http://www.education.nh.gov/standards/faq.htm>)

With seven (7) days used for weather-related closures, 24.5 hours of instructional time must be made up.

Proposing Tuesday, June 20, 2017 as the final day of school with a 1:00 PM dismissal. June 20, 2017 is adding one day to the school calendar. This extra day makes up 5 hours of instruction. Nineteen and a half (19.5) hours remain to make up.

19.5 hours = 1170 minutes

Beginning March 27, 2017 through June 20, 2017, there are 55 days available to make up instructional time lost to emergency closures due to weather.

A survey was extended to parents and to teachers to gain feedback into the potential challenges with each of the possible alternative solutions for making up snow days. Additionally, the bus company that provides service to our Merrimack residents was contacted for their input into the potential alternative calendar solutions.

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The proposal we would like to move forward in adopting for the 2016-17 school calendar amendment to make up for instructional time lost to snow days is to add 20 minutes to the end of each school day from March 27, 2017 through June 20, 2017.

The new schedule would look as such:

Mondays, Tuesdays, Thursdays, and Fridays: 8:30 AM - 3:20 PM

Wednesdays: 8:30 AM - 1:20 PM

The last day of school for students will be Tuesday, June 20, 2017 and the last work day for teachers will be Wednesday, June 21, 2017.

Additional snow day closures, beyond the seven days in this proposal, will be made up by adding an additional day to the end of the school year, not to exceed a final day for students of June 22, 2017 (last workday for teachers - June 23, 2017). We will seek an excusal from the Department of Education for any additional snow days beyond a June 22, 2017 last day of school for students.

7:44 PM

New Business

1. Snow Days/ Time Make-up (Vote Requested)

Karin Cevasco: Through consultation with DOE, feedback via parent survey, transportation company and teacher preference. The proposal is to add 20 minutes to the school day at end of the day. The bus can accommodate. This still leaves 2 make up dates in case of closure days.

Peter Bonaccorsi- we need to clarify that teachers' Letter of Agreement needs to say that teachers could have to work till the end of June. It's not up to anyone but the board to finally decide when the school year ends.

Karin Cevasco - teacher agreement was made by a board member and voted on 3 ½ years ago and needs to be revisited and look at employment laws. Peter B. - Comfortable with that process as long as School Management and the HR & Policy Committee work together.

Kim Rivers - one of the things about school delays is if they fall on a Wednesday - we have to make adjustments for kindergarten and kindergarten is not part of this proposal.

Peter Bonaccorsi. First motion move to add 20 minutes to the end of the day according to proposal for Grades 1 to 8. Eric Drouart seconds. Vote: Passes unanimously - 8/0/0.

Document Name: GCCSA-BoT-Minutes-2017-02-21

Document Version: 5 (19 March, 2017)

Gate City Charter School for the Arts

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2. **Kindergarten Snow Days/Time Make-up.** A separate Motion made that the BOT authorize to develop a solution to the kindergarten ending time and that info be delivered to families at the same time. (Peter Bonaccorsi / Rebecca Fredrickson). Vote: 8/0/0. Passes unanimously.

8:13 PM

3. **Expansion of BOT to 13 Members (Bylaws - Article IV.7.)**

Bill Spinelli - Upon the recommendation of the Chairperson, the Board reserves the right to increase the size of the Board by $\frac{2}{3}$ majority vote to any size it chooses so long as there remains an odd number of Trustees. Projecting the types of additional talent that we need to attract in order to enhance the successful fulfillment of the Strategic Plan (focusing more on 3 year and 5 year goals) and to adequately staff the (now) seven BOT committees, this recommendation is being made.

Rebecca Fredrickson - I see this board as oversight and I get concerned about a larger board and also the line between the policy and oversight and the management and operations of the school. I think we need to have the management team at the school not have their ability to manage the school interfered with by the Board. Rebecca reads a passage from a website on board sizes, "... when a board is too large its business is too hard to control.

Peter Bonaccorsi - I respect priority issues and day to day management, but if the board asks for something that needs to happen the Board can request and require action. The Board has the responsibility to make decisions on budget, hiring, policy requests, providing the framework for and execution of the Strategic Plan, etc. The Board has no interest in taking over the day to day operations of the school - although I don't think one is exclusive of the other. I don't think board size would make it unruly and my understanding of a board members role is more of a commitment to the mission of the school.

Chairman's Note: [The] BOT will govern GCCSA with statutory responsibilities under RSA 194-B:5 for "general supervisory control and authority over operations of the charter school" (Bylaws Article IV.7.).

Kim Rivers - Do board members have to be a part of every committee?

Bill Spinelli - It is an unwritten requirement that if you are a GCCSA Board member that you must serve on at least one committee. Actually, we are looking for enhanced committee involvement by members. One objective is to have two board members on each committee so we do not spread ourselves too thin.

Document Name: GCCSA-BoT-Minutes-2017-02-21

Document Version: 5 (19 March, 2017)

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Motion made to increase the size of the BOT to 13 voting Members. (Eric Drouart / Peter Bonaccorsi). Vote: 6/0/2. 2 Abstains. Motion passes.

4. Whistle Blower Policy -

Kim Rivers - The BOT can "suspend" existing policy approval guidelines so we can vote on the Whistle Blower policy with only a single presentation.

Peter Bonaccorsi - I would like to make a motion on our motion to suspend the policy making policy for the purpose of voting on the whistleblower act tonight. (Peter Bonaccorsi/ Kim Rivers. Vote: 8/0/0. Passes unanimously.

Bill Spinelli - questions violations or suspected violations may be submitted paragraph.....it doesn't really address "anonymous" ... it doesn't say you have to respond or investigate.

Peter Bonaccorsi - All reports need to be promptly investigated even anonymous ones. The level of investigation is not defined however meaning that when an anonymous complaint is lodged we do need to investigate to the best of our ability.

Motion: To approve Whistleblower Policy as amended. (Peter Bonaccorsi/Kim Rivers) Vote: 8/0/0. Passes unanimously.

Meeting adjourned at 9:00 PM. (Eric Drouart /Rebecca Fredrickson). Vote: 8/0/0.

Next Meeting: March 21, 2017

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Meeting Date: March 21, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Peter Bonaccorsi (Vice Chairman)

Jenny Hitzeman (Parent Representative)

John Keicher (Treasurer)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Jay Lustig (Director)

John Balcom (Director)

Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Karin Cevasco (School Director)

Absent Board Members:

Eric Drouart (Director)

Attending Gate City Staff:

None.

Attending Public:

One member of the general public was in attendance.

Quorum: 9 of 10 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:52 PM.

Public Comments

None.

6:53 PM

Approval of Minutes

MOTION (Bonaccorsi/Hitzeman): Motion to approve minutes of the February 21, 2017 meeting as written. Motion passed unanimously (9/0/0).

6:55 PM

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Finance Committee Report

MOTION (Bonnacorsi/Lustig): Motion to approve the financials as presented.
Motion passed unanimously (9/0/0).

6:59 PM

Old Business

Exit Interviews – Peter Bonaccorsi

Peter Bonnacorsi (Chair HR & Policy) described the exit interview and the process for moving forward with online exit interviews.

MOTION (Hitzeman/Keicher): Motion to accept the exit interview questions with typo corrections as noted in the meeting. Motion passed unanimously (9/0/0).

7:09 PM

Parent Teacher Action Committee

Jenny Hitzeman provided an overview of the PTAC.

Report: EDITME_PASTE_REPORT_HERE

Highlights:

- The School Playground GoFundMe account is making great progress toward our goal, and is trending on Facebook. Additional funds are being pledged by direct donation to the school.

Curriculum Committee

Kim Rivers gave an update of the Curriculum Committee.

Highlights:

- The curriculum communications survey was sent and we are awaiting results.

Report: EDITME_PASTE_REPORT_HERE

HR and Policy Committee

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Peter Bonaccorsi gave an update of the HR and Policy Committee.

Report: EDITME_PASTE_REPORT_HERE

7:25 PM

PR and Marketing Committee

Rebecca Fredrickson gave an update of the PR and Marketing Committee.

Highlights:

- Upcoming Open Mic Night at River House Café.

Report: EDITME_PASTE_REPORT_HERE

Grants Coordination Committee

Bill Spinelli gave an update from the Grants Coordination Committee.

Report: EDITME_PASTE_REPORT_HERE

7:29 PM

Endowments Committee

Jay Lustig gave an update of the Endowments Committee.

Highlights:

- There will be overlap and potential conflict with fundraising efforts, and we need to coordinate carefully.
- Chamber involvement will be a priority of this committee.

Director's Report

Karin Cevasco (Executive Director) provided an update on activities in the school.

Highlights:

- In addition to items in the written report, we are participating in the "Come Back Kitchen Tables" project, a part of City Arts Nashua.

Report: EDITME_PASTE_REPORT_HERE

7:55 PM

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

MOTION: (Rivers/Hitzeman): Motion to approve the Director and Committee reports as written. Motion Passed 8/0/1.

New Business

2017-18 School Calendar

Karin Cevasco (School Director) discussed the proposed 2017-18 School Calendar.

Highlights:

- Wednesday afternoon "early release" will be replaced with instructional time, as preferred by staff and parents.
- With the proposal, the first day is August 29, the last day is June 14.

MOTION: (Hitzeman/Balcom): Motion to approve the proposed School Calendar for 2017-18, with the omission of the extended kindergarten enrichment. Motion passed unanimously (9/0/0).

8:15 PM

Jay Lustig and Bill Spinelli discussed good information gleaned from attending the Best Practices 2017 event, presented by the New Hampshire Alliance for Public Charter Schools.

MOTION: (Bonaccorsi/Rivers): Motion to adjourn. Motion passed unanimously (9/0/0).

Meeting adjourned at 8:23 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Meeting Date: April 18, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Peter Bonaccorsi (Vice Chairman)

Jenny Hitzeman (Parent Representative)

Eric Drouart (Director)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Jay Lustig (Director)

John Balcom (Director)

Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Karin Cevasco (School Director)

Absent Board Members:

John Keicher (Treasurer)

Attending Gate City Staff:

Amy Savoie (Teacher)

Attending Public:

Two members of the general public were in attendance.

Quorum: 9 of 10 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:49 PM.

Public Comments

None.

6:53 PM

Approval of Minutes

MOTION (Hitzeman/ Drouart): Motion to approve minutes of the March 21, 2017 meeting with embedded links. Motion passed unanimously (9/0/0).

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Finance Committee Report

MOTION (Bonnacorsi/ Hitzeman): Motion to approve the financials as presented.
Motion passed unanimously (9/0/0).

7:04 PM

Old Business

Kindergarten Extended Day Proposal

7:21 PM

MOTION: (Balcom/Tyler): Motion to authorize the Director to implement the Kindergarten Extended Day Enrichment program. Motion Passed Unanimously (9/0/0).

Parent Teacher Action Committee

Jenny Hitzeman provided an overview of the PTAC.

Report: <https://docs.google.com/document/d/1M4j-u0iKEQL5Mqp0S4AinjbSAhpWQbPXCBUUIjs5chs/edit?usp=sharing>

Highlights:

- Funds are available to build the smallest of the playground options considered, with further fundraising planned that may enable building a larger playground, including Margaritas fund raiser.
- Funds are available to purchase a new PA system.
- Open mic Night is coming up at Riverwalk Café.
- The 5K is scheduled for Sunday, November 5th, 2017. A subcommittee will be formed to continue planning.

Curriculum Committee

Kim Rivers gave an update of the Curriculum Committee.

Highlights:

- The curriculum communications survey results were discussed.

Report:

https://docs.google.com/document/d/1D1uk2ADMyJYu_8KcwJVmtxWg706IRd1bBtDm5XIUMeg/edit?usp=sharing

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

7:41 PM

HR and Policy Committee

Peter Bonnacorsi noted that the HR and Policy Committee did not meet this past month.

No Report.

7:43 PM

PR and Marketing Committee

Rebecca Fredrickson gave an update of the PR and Marketing Committee.

Highlights:

- Upcoming Open Mic Night at River House Café (to be scheduled).
- We'll do a presentation at the Merrimack Rotary on May 18th at 7:30 AM.
- We plan to participate in Nashua Chamber of Commerce activities.
- We plan to proceed with Facebook ads and printing of flyers.
- We have been in the local news, and an article in US News, and also on local TV (WMUR).

Report:

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

PR and Community Relations minutes

Meeting held on Thursday, April 13 at 10:30 am at Gate City Charter School for the Arts

In attendance Mary Grace Markham, Karin Cevalco, Rebecca Fredrickson

Old Business

-The school is working on Ironing out details for a potential open mic night. The event would likely be in late June. MaryGrace will handle PR and details for this event.

-Rebecca and Karin will be attending Merrimack rotary for a presentation about the school on May 19, at 7:30 am.

Rebecca submitted Marketing related budget request as well as goals for expenditures to the finance committee.

The Merrimack Chamber Membership is 200 The Nashua Chamber Membership is 240 Memberships \$440

Great American downtown stroll participation fee 50 The ad In the Actor Singers Playbill is 300
Half page ad for Symphony is 500
Facebook Ad 300

Parenting NH 1600
Total advertising = \$2750

Flyers brochures etc 400 Pop up banner 150 Total Printing= \$550

Total budget for marketing=3740

The goals of the both chamber memberships are:

- to develop a professional affiliations and connections
- to become involved in group and community events and establish our school as a positive, contributing member of the community
- to educate community leaders, companies, groups and organizations about our school, it's mission, and the positive impact our arts integrated mission has on our students
- develop potential resources- in kind donations, volunteer resources, gifts

The objectives for the advertising and participation in the stroll and the Merrimack parade are:

- to increase school visibility
- to attract and recruit new students through this awareness
- develop overall community interest
- develop potential resources- in kind donations, volunteer resources, gifts

The goals of the flyers, brochures, and banners

7:43 PM

Grants Coordination Committee

Document Name: GCCSA-BoT-Minutes-2017-04-18

Document Version: 4 (14 May, 2017)

Gate City Charter School for the Arts

Board of Trustees Meeting Meeting Minutes

Jack Balcom gave an update from the Grants Coordination Committee.

No written report available.

Highlights:

- We are planning to build an online grant opportunities database.
- We are actively pursuing multiple grant opportunities.

8:00 PM

Endowments Committee

Jay Lustig gave an update of the Endowments Committee. The committee did not meet this past month.

8:01 PM

Director's Report

Karin Cevasco (Executive Director) provided an update on activities in the school.

Highlights:

- Directors report highlights what's going on in the classrooms.
- Working on ways to keep the wait list current, and will review the wait list policy.

Report: No written report available.

8:11 PM

MOTION: (Bonnacorsi/Drouart): Motion to approve the Director and Committee reports as written. Motion Passed Unanimously 9/0/0.

8:12 PM

MOTION: (Bonnacorsi/Hitzeman): Motion to accept the resignation of Amy Savoie, with regrets. Motion Passed Unanimously 9/0/0.

New Business

The Personnel agenda items was moved to Non-Public session.

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MOTION: (Bonaccorsi/Drouart): Motion to enter Non-Public session under RSA 91-A:3 II (c) Personnel. Motion passed unanimously 9/0/0.

Exited Non-Public Session at 8:39 PM.

MOTION from Non-Public Session: (Bonaccorsi/Rivers): Motion to accept the resignation with utmost regrets with the gratitude of the board (7/0/1); Rebecca Fredrickson had stepped out for this vote.

8:42 PM

MOTION: (Drouart/Bonaccorsi): Motion to seal the minutes of Non-Public session. Passed unanimously by roll call vote, 8/0/0. Rebecca Fredrickson had stepped out.

MOTION: (Tyler/ Bonaccorsi): Motion to adjourn. Motion passed unanimously (8/0/0). Rebecca Fredrickson had stepped out.

Meeting adjourned at 8:42 PM.

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Meeting Date: May 16, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

6:51 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Jenny Hitzeman (Parent Representative)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Jack Balcom (Director)

Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Christine Whitaker (Acting School Director)

Absent Board Members:

Eric Drouart (Director)

Peter Bonaccorsi (Vice Chairman)

John Keicher (Treasurer)

Jay Lustig (Director)

Attending Gate City Staff:

Esther R. Kosofsky

September Frost

Attending Public:

Danielle Charest

Eric Charest

Danielle Preston

Krisin C.

Quorum: 6 of 10 voting members were in attendance at the start of the meeting.

Public Comments

There were no public comments.

Approval of Minutes

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

MOTION (Rivers/Hitzeman): Motion to approve minutes of the April 18, 2017 meeting as written. Motion passed unanimously 6/0/0.

MOTION (Balcom/Hitzeman): Motion to approve minutes of the April 18, 2017 Motion passed unanimously 6/0/0.

MOTION (Hitzeman/Fredrickson): Motion to approve minutes of the April 26, 2017 Motion passed 5/0/1.

MOTION (Balcom/Fredrickson): Motion to approve minutes of the April 26, 2017 Motion passed 5/0/1.

6:58 PM

Financial Committee Report

Bill Spinelli present the Finance Committee report.

Highlights:

- We had 5 income scenarios presented, based on attendance of 180, 175, 170, 165, and 136 students. Kindergarten was carried at 20 students in all scenarios.
- Preliminary discussions were held on budget shortfall ranges.
- The primary focus was the same as last year, budgeting for an attendance of 165.

Finance Committee Report

Meeting Notes Finance Committee – GCCSA

Meeting Date : May 5, 2017 – 9:00 am at GCCSA.

Attendees: Bill Spinelli, Jay Lustig, Christina Whittaker. **Absent:** John Keicher

Old Business : Focused entirely on re-review of the 2017/2017 Budget Preparation

1. Christina Whittaker reviewed the 2017/2018 Budget Narrative. Highlighting the three major goals for GCCSA : (1). Adopt “Responsive Classroom Model”, (2) Strengthen the Integration portion of arts programming and (3) Expand and improve support services for students with learning and social-emotional challenges.

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

2. Compilation of Intent to Return Responses as of 05/05/2017 were reviewed and discussed. Discussion of future Open Houses, GCCSAA image marketing and enhanced standardization of Interviewing Practices by Christina Whittaker.
3. Income Pupil Aid Projections for 2017/2018. Kindergarten: \$4,917.79 per student. Grades 1-8 : \$6,735.82 per student.
4. Income Scenarios : #A- 180 students, #B- 175 students, #C- 170 students, #D - 165 students and #E - 136 students. (Kindergarten carried at 20 students in all scenarios).
5. Differentiated Aid, Title I and Title II income streams and expenses were conceptually discussed.
6. Preliminary review of proposed Curriculum Budget for 2017/2018.
7. Property Expenses reviewed
8. Equipment Expenses reviewed.
9. Administrative expenses reviewed
10. Instructional Program expenses reviewed.
11. Wage Expenses - Based on Staffing Model Option #B - presented and reviewed. Block Scheduling (artslabs blocks) explanation.
12. Preliminary discussion on Budget shortfall ranges and alternative income generation avenues.

Next Regularly Scheduled Meeting:

June 16th @ 9:00 a.m. (Friday) at GCCSA.

MOTION (Fredrickson/Rivers): Motion to approve the financials as presented.
Motion passed (5/0/1).

7:10 PM

Old Business

Wait List Policy

Kim Rivers indicated the committee suggested cancelling furt

7:17 PM

PTAC Committee

Jenny Hitzeman presented an update from the PTAC committee. Highlights.

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Report:

https://docs.google.com/document/d/1qR2U4Wp4wrfnuoFjhPLw_HAMzvVWXb72fbtywfuZz4/edit?usp=sharing

Curriculum Committee

Kim Rivers presented an update on the Curriculum Committee. Highlights:

- Budget review was discussed.

Report:

<https://docs.google.com/document/d/1ThGUjYGtipLoCAjdfc6H3Le456NoohYepGftiTRxZZQ/edit?usp=sharing>

HR and Policy Committee

Highlights:

- First reading of the proposed new Building Access Policy
- Exit Interviews have moved to the next level.

7:25 PM

PR and Marketing Committee

Rebecca Fredrickson presented an update from the PR committee. Highlights:

- Working to promote Information Session event on May 25th at 6:30 PM
- Working to promote Information Session event on June 8th at 6:30 PM
- Working to promote the Summer Enrichment Program.

Grants Coordination Committee

Jack Balcom presented an update from the Grants Coordination Committee. Highlights:

- We are working on a large list of grant applications.

Endowments Committee

No Report.

7:42 PM

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Director's Report

Christina Whitaker presented a verbal Director's Report.

Highlights:

- Day 10 on the job! It's a busy time of year.
- Standardized testing is going on.
- Working to update the web site.
- Going through a lot of IEP meetings.

No written report available.

7:45 PM

New Business

Update on School Leadership and Structure Planning

Bill Spinelli gave an update.

Jobs have been posted.

There is an Interview Committee comprised of 2 teachers, 4 board members, and one staff member. Deadline is May 31 for receiving candidates, 4 received thus far, one just before the meeting.

Jobs should be posted on the New Hampshire Center for Non-Profits (<http://www.nhnonprofits.org/>). Rebecca will spearhead that effort.

Board of Trustees Nominations

Bill Spinelli gave an update.

Bill nominated Jenny Hitzeman for a 3-year board term ending in 2020.

Bill nominated Danielle Charest for the 1-year Parent Rep position.

Kim Rivers indicated will not continue past the current term.

John Keicher has resigned effective June 30, 2017.

Jay Lustig indicated he will not continue past the current term.

Tom Tyler indicated he will not continue past the current term.

Kim Rivers nominated Jenny Hitzeman for Secretary.

Jenny Hitzeman nominated Rebecca Fredrickson for Vice-Chair.

Bill Spinelli nominated Jack Balcom for Vice-Chair.

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Bill Spinelli indicated he would be open to an interim chair position until it can be properly filled, and also would be open to serving as treasurer for one year.

8:16 PM

2017-18 Budget Presentation

134 of our existing student based intends to return.

20 undecided.

24 spaces are open.

2 siblings have reserved spots.

Implications of low enrollment were discussed.

8:41 PM

New Item - Tics

Jack Balcom noted an issue with tics. Christina noted various attempts to combat, including tic removal procedures and obtaining three quotes from exterminators.

MOTION: (Hitzeman/Tyler): Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 8:42 PM.

Next regular meeting in June 20, 2017.

Meeting Date: June 20, 2017

Time: 6:45

Location: 7 Henry Clay Drive, Merrimack, NH

6:45 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Jenny Hitzeman (Parent Representative)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Jack Balcom (Director)

Peter Bonaccorsi (Director)

Non-Voting Board Members in Attendance:

Sandra Smith (Interim School Director)

Absent Board Members:

Eric Drouart (Director)

John Keicher (Treasurer)

Tom Tyler (Secretary)

Attending Public:

No public present

Quorum: 6 out of 9 voting members

6:47--MOTION (Bonaccorsi/Hitzeman) to go into non-public session.

Roll Call--Rebecca, Peter, Kim, Jenny, Jack all in favor; none opposed.

6:48--Entered non-public session (see separate Non-Public Meeting Minutes)

8:56 -- MOTION (Balcom/Hitzeman)--to seal minutes from non-public session.

Roll Call--Rebecca, Peter, Kim, Jenny, Jack all in favor; none opposed.

Back into Public Session:

8:58--MOTION (Rivers/Hitzeman) to suspend the 10 day posting period for the hiring policy for the interim director to hire potential qualified internal candidates for the open teaching positions.

Discussion--possible change in the hiring policy to allow for hiring of internal candidates without a suspension of the policy.

Vote 6-0-0

9:04--MOTION (Balcom/Hitzeman) to approve the minutes from May 16, 2017 as amended

Vote 6-0-0

MOTION (Bonaccorsi/Rivers) to approve the minutes from May 25, 2017 meeting

Vote 5-0-1

9:08--Rebecca informed the Board of the status of the enrollment as of June 20, 2017. Phone calls are being made and tours are still happening. Targeted social media ads will be posted for the remaining available openings.

Current Enrollment--160

Current number breakdown:

Kindergarten--16, Grade 1--22, Grade 2--18, Grade 3--17, Grade 4--17, Grade 5--20, Grade 6--21, Grade 7--19, Grade 8--10

9:20--Budget discussion led by Bill. Sandi pointed the Board's attention to part time positions in the budget and the recommendations on the compensation schedule. Discussion was had about hourly wages for specialist positions and making them more competitive. Discussion was to go up to \$22 an hour for the art and music specialists. Bill will reflect this change in the budget. In the course of the discussion, Rebecca brought up a possible option for revenue to partner with the YMCA; they are interested in renting GCCSA space for their after school program.

MOTION (Balcom/Bonaccorsi/) to accept the bottomline for budget scenario B. (164 students - 20 @ Kindergarten, 144 @ grades 1 to 8)

Vote 6-0-0

10:00--Board of Trustees elections for 2017-2018

MOTION (Rivers/Hitzeman) to elect Danielle Charest as parent rep for one year board position

Vote: 6-0-0

MOTION (Bonaccorsi/Balcom) to elect Jenny Hitzman for three year board term

Vote: 6-0-0

MOTION (Rivers/Hitzeman) to elect Jack Balcom as one year chairperson of the board

Vote: 6-0-0

10:10--Old business

Bill--Was the building access policy and exit interview policy voted on? The building access policy was not voted on but the exit interview policy was and passed.

Jack-- reviewed the grants received.

- Lowes Tool Box for Education--\$5,000
- TD Wealth--\$5,000
- DCU for Kids--\$2,500

More letters have been sent and Jack expects more to come in.

Peter--He and Tom have been working on job description for executive director. It is in draft form and should be finalized soon.

Kim--no curriculum meeting was held in June

Jenny--playground will be installed in August

10:20--New Business

Sandi asked the Board how the announcement of the new executive director, pending reference check and criminal background check, should be handled. She also asked about the internal posts and addressing the teachers who are not returning for the 2017-2018 school year. Board made a plan to write a letter to the community.

10:25 MOTION (Bonaccorsi/Balcom) to accept the reasonable assurance letters submitted by the teachers

Vote: 6-0-0

10:30 MOTION (Bonaccorsi/Rivers) to adjourn

Vote: 6-0-0

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 8, 2017

"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: August 8, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Bill Spinelli

Adam Fredrickson

Danielle Charest

Absent Board Members:

Eric Drouart

Peter Bonnacorsi

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Attending Public:

One member of the general public was in attendance:

Eric Charest

Public Meeting called to order at 6:50 PM.

Public Comments/Public Matters

No Public Comment

Approval of Minutes from July

Regular Meeting

July meeting minutes need minor changes

-Rich Boardman's name was listed as Peter Boardman

-Wording regarding Title 1 & Title 2 funding needed to be amended to reflect that it is "grant funded".

6:57 MOTION(Spinelli/Fredrickson) Motion to accept the amended meeting minutes unanimously approved.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 8, 2017

Finance Committee Report

Bill presented financial statements. The school is positioned well financially and audits began the week of 8/7.

Old Business

Rich Boardman spoke about the continuation of the flooring installation. The old quotes were located and used to select a contractor. Flooring was picked for the library and second grade hallway and will be installed 8/19. Also, the art room flooring would be removed but new flooring would need to be installed. We will need volunteers willing to do this. Eric Charest volunteered.

7:08 PM MOTION (Balcom/Hitzeman): Motion for ad hoc committee for facilities chaired by Adam Fredrickson. Motion passed unanimously.

New Business

Enrollment Update

Jenny Hitzeman reported that the anticipated enrollment exceeds the minimum requirements for the approved budget. We are still doing tours and actively seeking new enrollments.

Directors Report

Rich Boardman spoke of the potential hiring of the new 7/8 math and science teacher.

7:19 MOTION (Spinelli/Fredrickson) Motion to hire new teacher for 7/8 math and science. Motion passed unanimously

Rich reported that all the teachers for the 17/18 school year are in place and he is working on the support staff. He discussed the option of hiring part-time recess monitors. The much-anticipated new playground is slated to be installed the week of the 21st. There will be an unveiling at the ice cream social on 8/28.

He reported on the YMCA P.E. program, with his goal being all grades K-8 have a P.E. class each week.

He also spoke of the ongoing discussions with the YMCA to rent space at Gate City for the after-school program. As of now, there are many logistics to work out so we will discuss it further at a later date.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 8, 2017

PTAC Report

Jenny Hitzeman reported that she is working on the PTAC calendar of events for the upcoming school year. As of now she has planned the ice cream social for 8/28, a PTAC breakfast for the first day of school. Jenny also spoke of the need to purchase new recorders for the music program.

Board Recruitment

Jack Balcom spoke of potential board members. The board discussed having Sandi Smith as a non-voting member to fulfill the requirement for a founding member.

Next public meeting scheduled for Tuesday September 19, 2017

Meeting adjourned 7:38pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 19, 2017

"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: September 19, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Bill Spinelli

Eric Drouart

Peter Bonaccorsi

Danielle Charest

Absent Board Members:

Adam Fredrickson

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Attending Public:

One member of the general public was in attendance:

Eric Charest

Public Meeting called to order at 6:46 PM.

Public Comments/Public Matters

No Public Comment

Approval of Minutes from August

Regular Meeting

6:47 MOTION (Bonacorsi/Drouart) Motion to accept the meeting minutes unanimously accepted

Finance Committee Report

Bill presented financial statements. The school is positioned well financially. The first revenues was based upon 161 students and the budget was based on 164. Meeting are held the second Thursday of the month at 9am.

6:55 MOTION(Drouart/Hitzeman) The motion to accept the financial reports were unanimously accepted.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 19, 2017

"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"

Old Business

No old business.

New Business

PTAC- Jenny Hitzeman

Jenny spoke about the upcoming story book ball on 9/29. 8th graders will sell concessions to fund class trips.

Danielle Charest spoke about the 5k that is coming up on 11/5. There is a need for sponsorships.

Curriculum Committee- Jack

This committee has not met yet

Policy Committee

This committee has not met yet. Opted to postpone until there was more news on bylaws

PR and Marketing committee- Jenny Hitzeman

meeting- 2nd Thursday at 2pm

Purchased scarecrow for down town Nashua. They will be on Facebook and you can vote for your favorite online

School has signed up for casinos-boston billiards

Merrimack parks and rec Halloween event-table with give away and craft

Nashua summer of fun-table with give away and craft

Grants committee- jack

Have not had formal meeting but there has been a lot going on. Following up and sending thank you's. Handling audit trails for grants that were dispersed i.e. flooring grant, technology grant

AD hock: facilities committee

Adam sent via email. First was a call with Rich and Adam. Discussed cubicle maintenance/ expansion, putting a paper in the staff lounge for requests. Expanding cubicle would push into great hall which may impact lease because it increased the square footage we are utilizing.

New Dates proposed for meetings:

October 23

November 28

December 19

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 19, 2017

"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"

January 23

February 20

March 27

April 17

May 22

June 19c

7:35 MOTION (Hitzeman/Drouart) The motion to accept the new dates for meetings was unanimously accepted.

Directors Report

Update on start of school, all is going well. Playground and flooring complete and paid in full

*STAFF WAS BROUGHT OUT TO BE TRAINED BY BEARS CREW ON PLAYGROUND SAFETY AND MAINTENANCE. CLASSES WERE BROUGHT OUT TO TEACH KIDS ABOUT PLAYGROUND SAFETY

Thank you to volunteers for art room flooring and playground

YMCA is not moving forward renting out space after school due to transportation issues. This effects PE cost as there is no bartering.

1-8 will have PE through the holidays

Rich attended alliance for charter schools 15-20 represented. Discussions with insurance agency rep, larger conversations were about facilities.

First early release 9/20

Parent information night 9/21

Open house for prospective students 9/28

Storybook ball 9/29

Jack Balcom spoke of discussions with Thomas Moore College and their willingness to volunteer with the school.

Next public meeting scheduled for Tuesday October 24, 2017

Meeting adjourned 7:47pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 24, 2017

"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: October 24, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Peter Bonaccorsi

Jenny Hitzeman (Vice Chair)

Bill Spinelli

Absent Board Members:

Danielle Charest

Eric Drouart

Adam Fredrickson

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Attending Public:

No members of the general public were in attendance:

Public Meeting called to order at 6:43 PM.

Public Comments/Public Matters

No Public Comment

Approval of Minutes from September

Regular Meeting

Peter requested the financial report be edited to correct the number of students it currently says 154 and should say 164

6:46 MOTION (Bonacorsi/Spinelli) Motion to accept the meeting minutes unanimously accepted

Finance Committee Report

Bill Spinelli presented financial statements: Highlight was the receipt of \$91K check from DOE believed to be for supplemental and differential aid.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 24, 2017

"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"

6:53 MOTION(Bonacorsi/Hitzeman) The motion to accept the financial reports were unanimously accepted.

New Business

PTAC- Jenny Hitzeman

Jenny spoke about upcoming PTAC events including middle school dance, the 4th annual 5k and margarita's night.

Curriculum Committee- Jack Balcom

• Area of Primary Focus for 2017-2018 is Literacy K-8 • Screening K & 1 according to HB 1644 • BM using AimsWeb Plus K-8 in both Reading and Math • 1st Year Adopting computerized assessments system AimsWeb Plus • "Train the Trainer" Web based-all year training (Me) • Teacher Training on AimsWeb Plus • Collecting and Analyzing Data • PD & Coaching in best practices, interventions, and extensions • Finding resources and supplemental materials • Ongoing progress monitoring

Next steps...look at Wit & Wisdom K-8 Spelling Vocabulary

H/R Policy Committee- Peter Bonaccorsi

Peter discussed overall purpose and practices of how Policy committee will continue to work (and why).

PR and Marketing committee- Jenny Hitzeman

We participated in Art Walk, downtown city Scarecrow contests. Friday 10/27 – event at Wasserman park that we will participate. Jenny has organized some activities and handouts for this event. Possible – annual Merrimack Christmas parade. Applications have been submitted for two Casino nights within the area. Bill suggested to have Marsha (grant support) review Casino application

Grants committee- Jack Balcom

this committee has not met specifically. Marsha has communicated with Rich regarding Target Field Trip grant opportunities, Citizens Bank Trust application (for PE program

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 24, 2017

"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"

Facilities committee: Adam Fredrickson

Adam was not present. There were no updates in this area.

Old Business

Thomas Moore College – Jack, Rich, Sandi – met with Dr. Fahey. Discussed various ways in which GCCSA and TMC students and staff may interact. Sandi and Rich have sent a thank you to Dr. Fahey and will look for ways in which we can collaborate in the future. Of special interest is the TMC students “guild” projects.

Directors Report

- Executive Council Meeting – Founders Academy
- Downtown Art Walk
- Update on Title I Program
- Community Meeting
- Upcoming Events:
 - Merrimack Parks and Rec Halloween Event (10/27)
 - GCCSA Fall Fest (10/31)
 - End of Quarter 1 (11/2)
 - No School (11/10)
 - Early Release (11/21)
 - No School (11/22-11/24)

Next public meeting November 28, 2017

Meeting adjourned 7:58pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 28, 2017

"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: November 28, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

6:49 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli

Jenny Hitzeman

Adam Fredrickson

Jack Balcom

Non-Voting Board Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Absent Board Members:

Eric Druart

Peter Bonaccorsi

Attending Public:

Rebecca Fredrickson

Chloe Fredrickson

Eric Charest

Public Comments

None

Approval of Minutes

Bill asked to clarify that the edit to the September minutes needed to reflect the budget not the number of students enrolled

MOTION (Spinelli/Hitzeman): Motion to approve minutes of the October 24, 2017 with edits.
Motion passed unanimously.

Financial Committee Report- Bill Spinelli

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 28, 2017

"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"

Title I & Title II were reviewed. As of today, both were funded. Next finance meeting December 14 at 9am. Budget was reviewed, Gate City's finances are in good condition.

7:20pm MOTION (Hitzeman/Boardman): Motion to approve the financials as presented. Motion passed unanimously.

PTAC Committee- Jennifer Hitzeman

Fall festival was a huge success, our 5k was a hit with a profit of roughly \$1600 and a new committee is being formed for next years. Scholastic Book Fair was successful and brought in about \$2500. Margarita's night made us a profit of about \$350. PTAC is working on enlisting lunch volunteers. The first middle school dance is on Friday 12/1 and is ugly sweater theme. The vendor fair is coming up on December 7th from 3-7 and there seems to be a lot of interest. The fair will include multiple vendors, a secret Santa shop, crafts and a raffle. Next meeting is December 21st at 1:30 and there will be a party and yankee swap.

Curriculum Committee

AIMs web has been implemented and the benchmark results show the needs to have title I support. Progress monitoring has been set up to access needs in math and reading.

HR and Policy Committee

The meeting was on November 28. There were 28 policies reviewed.

PR and Marketing Committee

Next year we would like to participate in the Nashua Holiday Stroll and the Merrimack Holiday Parade. Possible open house in January.

Grants Coordination Committee

Meeting was November 7th. The committee is looking into trusts within Merrimack. Marsha and Rich have been discussing RAISECRAZE.COM which uses acts of kindness as a basis for pledges. This is a fundraiser that is being considered for the spring.

Facilities Committee- Adam Fredrickson

There is a need to expand the cubicles in the spring to expand the 5th-8th grade classrooms. There is a closet rearrange that needs to be done to purge the closets and clear out space for outside providers. A sign-up sheet is being put up in the staff lounge for small projects.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 28, 2017

"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"

Board recruitment was discussed with some possible leads

Director's Report

Sandra Smith attended the conference on the assessments to figure out a testing window for science testing grades 5, 8, it is no longer called smarter balance its now the New Hampshire State Assessment.

Easter Seals volunteer have been coming to the school twice a week for an hour and a half
Parent teacher conferences don't have percentage on how many attended. Report cards have been handed out.

New Business

Teacher appraisal process was discussed. There is a mini-assessment process that is being implemented

Possible Volunteer requirement in the fall for 18-19

Possible board retreat to go over strategic planning

8:18 PM

MOTION: (Hitzeman/Spinelli) Motion to accept committee reports. Motion passed unanimously.

Next meeting December 19, 2017 6:45pm

8:25 MOTION: (Fredrickson/Spinelli): Motion to end meeting. Motion passed unanimously.

Meeting adjourned at 8:25 PM.