



## Minutes

Board of Trustees  
Special Meeting  
Gate City Charter School  
for the Arts

**Date:** Tuesday, January 14, 2014

**Time:** 7:30 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Present:**

Karin Cevasco, Chairperson  
Rebecca Fredrickson, Vice Chairperson  
John Keicher, Treasurer  
Kurt Stuke, Secretary  
Mark Walsh, Performance Improvement Evaluator  
Robert Amrein  
Lisa Klein  
Lisa Ura Bollinger  
Bill Spinelli

**Absent:**

Dan Sinnott

**I. Call to Order:** at 7:30 PM by Karin Cevasco

**II. Quorum:** nine of ten members present (six required)

**III. Discussion about the possibility of accelerating enrollment numbers:**

After much evaluation weighing the advantages and disadvantages associated with the acceleration of the enrollment schedule, a motion was made to conduct a viability study. The motion was forwarded by Robert Amrein and seconded by Lisa Klein. The motion was accepted by unanimous consent and filed.

- A. Kurt Stuke was asked to administer a survey distributed to the school's distribution list prior to the next BOT meeting. The survey will measure interest and potential enrollment numbers in grades 5 – 8.
- B. At each of the upcoming Information nights, a form measuring the interest in grades 5 – 8 will also be available.
- C. Interest gathered through these forms will be joined with the survey and employed to assess the viability of accelerating the enrollment schedule.
- D. If the metrics support the viability of accelerating the previously approved charter, the metrics will be employed by the Board in the request made to the Department of Education to approve the acceleration of the enrollment schedule.

**IV. Adjournment:**

- A. There being no further business, Chairperson Cevasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 9:40

Respectfully submitted by,

*Kurt Stuke*

Kurt Stuke, Secretary

**Gate City Charter School for the Arts  
Board of Trustees Meeting  
Minutes**



**Date:** January 21, 2014

**Time:** 6:45 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevasco, Chairperson

Rebecca Fredrickson, Vice Chairperson

John Keicher, Treasurer

Kurt Stuke, Secretary (Virtual presence via video conference)

Mark Walsh, Performance Improvement Evaluator

Lisa Klein

Bill Spinelli

Dan Sinnott (Virtual presence via video conference)

**Absent:**

Lisa Ura Bollinger

Robert Amrein

**Quorum:**

Eight of ten members present (five required)

**I. Call to Order – 6:50 pm**

**II. Reading and Approval of Minutes – 6:50 pm**

**III. Public Comment – 6:50 pm**

No public present

**IV. Reports & Open Board Discussion**

A. 7:00 **Treasurer's Report** –John Keicher

**V. Old Business**

A. 7:10 **Update on Policy Manual** – Mark Walsh

Mark will forward the finalized and accepted copy for approval by the board. Once accepted, the final version (as a single pdf) will be posted to the web site. The goal is to finalize at the next BOT meeting.

B. 7:30 **Update on School Director Interview Process** - Kurt Stuke

The formal interview process has begun and we have conducted multiple first round interviews. We will continue to interview with the hopes of recruiting a Director soon.

- C. 7:40 Information **Night Logistics** – Rebecca Fredrickson  
The Information Nights will start tomorrow (22Jan2014). The presentation and responsibilities of presenters were reviewed.

## **VI. New Business**

### **A. 8:10 Kindergarten Schedule** – Karin Cevalasco

Karin facilitated a discussion of three scheduling options concerning the kindergarten class:

Option 1	Option 2	Option 3
<ul style="list-style-type: none"> <li>Teacher Day Starts at 8:00</li> <li>Student Drop off 8:20 – 8:30</li> <li>Instruction Day Starts 8:30</li> <li>Instruction Day Ends 11:30</li> <li>Teacher Day ends at 12:30</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Day Starts at 8:00</li> <li>Student Drop off 8:20 – 8:30</li> <li>Instruction Day Starts 8:30</li> <li>Instruction Day Ends 12:00</li> <li>Teacher Day ends at 12:30</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Day Starts at 8:00</li> <li>Student Drop off 8:20 – 8:30</li> <li>Instruction Day Starts 8:30</li> <li>Instruction Day Ends 12:30</li> <li>Teacher Day ends at 12:30</li> </ul>
<ul style="list-style-type: none"> <li>Includes 4.5 hours of Teacher Paid Time</li> <li>20 minutes of Prep before Instructional Day</li> <li>1 Hour of Planning Time after Instructional Day</li> <li>Instructional Day is 3 hours total</li> </ul>	<ul style="list-style-type: none"> <li>Includes 4.5 hours of Teacher Paid Time</li> <li>20 minutes of Prep before Instructional Day</li> <li>½ Hour of Planning Time after Instructional Day</li> <li>Instructional Day is 3.5 hours total</li> </ul>	<ul style="list-style-type: none"> <li>Includes 4.5 hours of Teacher Paid Time</li> <li>20 minutes of Prep before Instructional Day</li> <li>No Planning Time after Instructional Day</li> <li>Instructional Day is 4 hours total</li> </ul>

A motion was made and accepted to approve option 2.

### **B. 8:20 Discussion on Professional Development and Presentation of Jane's Trust Grant Application** – Karin Cevalasco

Lisa Klein made a motion to submit an application to Jane's Trust, requesting funds to cover the cost of SmART Schools Professional Development. The motion was accepted and filed.

### **C. 8:30 Update from Curriculum Committee** – Lisa Klein

The kick-off meeting was held earlier this month by the committee. A representative from the Trailblazer Company (mathematics curriculum) will meet with the curriculum committee prior to the next BOT meeting.

## **VII. Non-Public Business**

### **A. 8:45 Update from Property Committee**

We are in the final stages in negotiating a lease.

## **VIII. Suggestions for Next Meeting Agenda**

- Review Viability of Accelerating the Enrollment Schedule
- Review Progress of Policies
- Review Curriculum Committee's Meeting
- Review Status of Property with the Property Committee

## **IX. Adjournment**

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 8:33

Respectfully submitted by,

*Kurt Stuke*

Kurt Stuke, Secretary

**Gate City Charter School for the Arts  
Board of Trustees  
Minutes**



**Date:** February 18, 2014

**Time:** 6:45 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevalasco

Rebecca Frederickson

Mark Walsch

Kurt Stuke

Lisa Klein

Bill Spinelli

Bob Amrein (virtual participant)

**Absent:**

Dan Sinnott

Lisa Ura Bollinger

**Quorum:**

Seven of ten members present (four required)

**I. Call to Order – 6:50 pm**

**II. Reading and Approval of Minutes – 6:50 pm**

**III. Public Comment – 6:50 pm**

No public present

**IV. Reports & Open Board Discussion**

**A. 7:00 Treasurer's Report – John Keicher**

- We have received another grant payment
- Our budget has been amended and three items have been added:
  - a line item for real estate tax
  - a building and grounds fund
  - a maintenance and repair fund
- A discussion of offering a before and after hours care as a structured method of fund-raising occurred; pricing points and service models were discussed. Mark Walsh volunteered to explore the business model and related costs and concerns and report at the next BOT meeting. The motion was accepted and filed.

**B. 7:10 Update from Curriculum Committee – Lisa Klein**

Lisa announced a pending meeting intended to explore tools and what could be done prior to the appointment of a director.

**C. 7:30 Update from *Friends* committee – Rebecca Fredrickson**

A formal meeting was held on February 9<sup>th</sup> at the Nashua Public Library. In that introductory meeting, the following issues were discussed:

- areas where volunteers are needed
- the setup of the school (physical space) in August
- the possibility of establishing a visiting artist program
- creating after school clubs
- open houses & family learning opportunities
- creating talent/art/theater groups

Fundraising was also discussed and multiple ideas were raised, e.g. grants, annual appeals, local events. A Gala for August 23, chaired by Rebecca Frederickson, is now being planned. We will be looking for corporate and private sponsorships, donations, volunteers, etc.

A Mines Falls 5k fun run is being planned for October

**V. Old Business**

**A. 8:00 Update on Policy Manual – Mark Walsh**

We are now in our final stage of approving the final set of policies. Once finalized, we can add a place to accommodate a revision number and approval date. Mark observed that the most efficient posting approach was to create one pdf policy (versus posting 160 individual policies). These policies, even after BOT approval, will need continued attention and renewed approval. A motion to create one pdf was forwarded, accepted, and filed.

**B. 8:30 Update on School Director Interview Process - Kurt Stuke**

We continue to interview candidates for the Director position. The need to conduct background checks in addition to the reference checks currently being executed was raised. All second round candidates will be vetted using a third party vendor. Once all candidates have been screened and the results have been reviewed, the third round of interviews with the complete BOT will be arranged.

**C. 8:40 Update on “Upper Grades Viability Study” – Kurt Stuke**

Kurt reviewed the results of the viability study. The study suggests that we could support an acceleration of the existing charter in order to support grades 5/6.

**VI. New Business**

**A. 9:00 Enrollment Update and Logistics of Enrollment Lottery – Karin Cevasco**

Karin distributed the current enrollment numbers. Each grade exceeded the allotted seats and a lottery will therefore be required for each grade.

**VII. Non-Public Business**

**A. 9:20 Update from Property Committee – Bob Amrein**

**VIII. Suggestions for Next Meeting Agenda**

Review the Business Model concerning Before & After Hours Care

Review the Screening Results for the Director Candidate

Review request to accelerate the charter

Curriculum Committee update

Update from Property Committee

**IX. Adjournment – 9:30**

**Gate City Charter School for the Arts  
Board of Trustees**



**Minutes**

**Date:** March 18, 2014

**Time:** 8:00 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevasco  
Rebecca Frederickson  
Mark Walsch  
Kurt Stuke  
Bill Spinelli  
Bob Amrein  
John Keicher  
Lisa Ura Bollinger

**Absent:**

Dan Sinnott  
Lisa Klein

**Quorum:**

Eight of ten members present (five required)

**I. Call to Order – 8:15 pm**

**II. Reading and Approval of Minutes – 8:17 PM**

The minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 8:17 PM**

One public attendee was present but no comments were offered.

**IV. Reports & Open Board Discussion**

**A. 8:20 Treasurer's Report –John Keicher**

A report was distributed to board members; budget remains in the black. A motion to accept the treasurer's report was passed and filed.

**B. 8:25 Update from Property Committee – Bob Amrein**

We have announced the location of the school. The architect's drawings have been completed. We will attend a public hearing with the City's Planning Department shortly.

**C. 8:40 Update on Enrollment Lottery and Update on Request to Accelerate Enrollment to open with Grades 5-6, in addition to K-4 – Karin Cevasco**



March 16<sup>th</sup> NH DOE meeting was moved to March 26<sup>th</sup>; we will present our request to accelerate our charter at the meeting.

The enrollment lottery was held yesterday. There were 227 interested students for 100 openings. We started at the 4<sup>th</sup> grade level and worked back towards kindergarten. Enrollment packets to those who were selected in the lottery were mailed today. Packets must be postmarked/returned by May 1<sup>st</sup> in order to reserve the awarded slot. The packets may also be returned to at the upcoming Friends meeting. The locations and times for our Friends meetings are posted on our website. A "wait-list" letter will be sent as soon as possible.

**D. 9:00 – Update on Teacher Recruitment – Lisa Klein, Kurt Stuke & Lisa Bollinger**

The classroom teaching positions, visual art instructor, music instructor, and curriculum development position have been posted. The response rate has been favorable. We will continue to collect resumes, review candidates, and hope to arrange a group type setting for the first round of interviews. A second stage for finalists would involve delivering a mock lesson to BOT members.

**V. Old Business**

**A. 9:14 - Update on School Director Interviews – Kurt Stuke**

We are currently holding the third round of director interviews. The final interview will take place next week (late March). We will make a decision and extend an offer in mid-April. We plan to involve the newly hired director in the faculty hiring process.

**B. 9:15 – Update on Afterschool Care Program - Mark Walsh**

Mark presented a brief study on a before and after school services as a structured fund-raising activity. Mark proposed a Kindergarten Before and After program. Staffing would involve teaching assistants. Typically additional licensing is not necessary if the program is offered onsite. A rate schedule was proposed that differentiated between paying in advance and for a "drop-in" rate. Assuming five students per school week enrolled in the program, an annual net profit of \$4320 was projected.

An outsourced model, e.g. using the YMCA, was also discussed as a service for students and families.

**VI. Suggestions for Next Meeting Agenda**

- A.** Discuss "upfit" plan for building (starting in August)
- B.** Logistics for group interviewing for faculty

**VII. Adjournment – 9:30**

**Gate City Charter School for the Arts  
Board of Trustees**

**Minutes**



**Date:** April 8, 2014

**Time:** 6:45 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevalasco

Rebecca Frederickson

Kurt Stuke

John Keicher

Bill Spinelli

Lisa Ura Bollinger

Lisa Klein

Bob Amrein

Mark Walsch

**Absent:**

Dan Sinnott

**Quorum:**

Nine of ten members present (five required)

**Call to Order – 6:45 pm**

**I. Reading and Approval of Minutes – 6:45 pm**

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**II. Public Comment – 6:50 pm**

No public attendees and therefore no comments were offered.

**III. Reports & Open Board Discussion**

**A. 7:00 pm Treasurer's Report – John Keicher**

Our budget is currently "in the black." We anticipate some significant capital expenditures in the near future. Due to a lag time between grant funding and cash flow, it was suggested that net terms of 60 days be sought for these upcoming purchases whenever possible. A motion to accept the treasurer's report was passed and filed.

**B. 7:10 Update from Property Committee – Bob Amrein**

The committee met with the landlord. Cost containment will be a driving factor going forward. For example, a decision was made to go with vinyl flooring based solely upon price of materials and costs to install.

A positive meeting was held with the contractor. Based on the contractor's

building plan, and, given the planning board's schedule (the next meeting is May 6<sup>th</sup>), it is anticipated that the school year should be begin on September 8<sup>th</sup>. It is hoped that we may be able to set up classrooms prior to the receipt of the official certificate of occupancy.

**C. 7:30 Update on Enrollment – Karin Cevalco**

The waitlist continues to grow. For the 100 spots awarded through the K-4 lottery only 36 completed enrollment packets have been returned. A newsletter will be sent to the parents reminding them that the enrollment packet must be returned by May 1<sup>st</sup> or the spot will be forfeited.

We have 36 students interested in 5<sup>th</sup> grade and 18 interested in 6<sup>th</sup> grade.

**D. 7:40 Update from Curriculum Committee – Lisa Klein**

Lisa presented her information by topics:

- **Phonics**

A quote for Foundations was obtained. The program would be used selectively in a K-2 setting. The quote included three classroom kits and professional development for three teachers. The quote was approximately \$11,000.

- **Mathematics**

A quote for Eureka math was obtained. The program would be used K-6 or school-wide in our first year of operation. The quote included document cameras, the entire math curriculum, and manipulatives. An additional online subscription is available for an additional \$220 program.

- **English, Language, & Arts**

A quote for Wheatly was obtained. The program would be used K-6 or school-wide in our first year of operation. The program is an informational and narrative-based approach as based on classic texts. The approximate cost is \$13,000.

- **Science**

Two programs are currently under consideration: Insights; and Exemplar

After discussing curriculum alternatives, Lisa asked if we should invest in mobile technology, e.g. iPads, in lieu of traditional texts. Future conversations will be held to determine the financial viability of moving towards a mobile platform.

The next Curriculum Committee meeting will be held on April 14<sup>th</sup>.

**E. 8:00 Update on Teacher Recruitment – Lisa Klein, Kurt Stuke & Lisa Bollinger**

Given the number of applicants, we will host a Saturday multiple interview event on April 26<sup>th</sup>. Teachers will be interviewed in the first half of the afternoon and the remaining positions will be interviewed throughout the second half of the afternoon. We will set up three tables; each will be

hosted by multiple board members. We will also need to set a second date in order to accommodate those applicants who are unable to attend the event on the 26<sup>th</sup>.

**F. 8:15 Update from Friends of Gate City Charter School for the Arts – Rebecca Fredrickson**

A Friends' Meeting was held on March 23<sup>rd</sup> at the Nashua Public Library. Several topics were discussed including the upcoming Gala, the Family 5K (November 8<sup>th</sup>), general fundraiser ventures, a Grant Writing Team, a playground team, and more.

**G. 8:30 Update on Before and After School Program – Mark Walsh**  
In order to assess interest we could poll the parents once they return enrollment packets. The scope of the program will be restricted to kindergarten initially.

Signups could be managed for a selected enrollment period, e.g. annually, with payment due in advance for the selected period.

**IV. Old Business**

**A. 8:45 - Update on School Director Interviews – Kurt Stuke**

A motion to accept the job offer as articulated was passed and filed with one noted nay vote.

A motion to extend a job offer to the chosen candidate was passed and filed.

A motion to offer a \$2500 benefits' stipend (in the form of a section 105 plan or a similar device) in place of medical and dental benefits for all FTEs was passed and filed with one noted nay vote.

**V. New Business**

**A. 9:50 - Establishment of Building Fund Committee – Bill Spinelli**

The need for a new committee with the dedicated purpose of raising funds to purchase the building was introduced. A motion to establish a building fund committee was passed and filed.

**B. 9:55 Using the Vista Volunteer program – Rebecca Frederickson**  
Rebecca discussed the possibility of using the Vista program to create a development position for the school. The cost would be \$5000 for one year of service. A motion to file an application for acceptance into the Vista program was passed and filed.

**VI. Suggestions for Next Meeting Agenda**

- A. Determine Second interviews for posted positions
- B. Continuation of Curriculum discussion
- C. Discussion & exploration of the Gala event

**VII. Adjournment – 10:00**

Gate City Charter School for the  
Arts Board of Trustees

Minutes



**Date:** May 20, 2014

**Time:** 7:00 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevasco

Rebecca Frederickson

John Keicher

Kurt Stuke

Lisa Klein

Bob Amrein

Dan Sinnott

Lisa Ura Bollinger

Bill Spinelli

Jill Caine

**Absent:**

Mark Walsch

**Quorum:**

Nine of ten members present (five required)

**I. Call to Order – 6:45 pm**

**II. Reading and Approval of Minutes – 6:45 pm**

The minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 6:50 pm**

One public attendee was present but no comments were offered.

**IV. Reports & Open Board Discussion**

**A. 7:00 Treasurer's Report – John Keicher**

No physical report was distributed to board members as only three transactions had occurred since the last meeting; budget remains in the black. A purchase order form was created for future expenditures. It was reiterated that due to the lag time between grant funding and cash flow, extended net terms should be sought. A motion to accept the treasurer's "report" was passed and filed.

**B. 7:05 Update from Property Committee – A motion was made to move this discussion to a non-public session to be held the end of the meeting. The motion was seconded, passed, and filed.**

**C. 7:07 Update on Enrollment -- Karin Cevasco**

We now have approximately 95% return of enrollment packets. Classes remain full and the wait list is intact.

**D. 7:11 Update from Curriculum Committee – Lisa Klein**

Lisa distributed a proposed curriculum budget totaling approximately \$53,000. The budget included pricing for:

- a. 23 iPads (5 per 1 – 6 class)
- b. 7 projectors & cameras
- c. online subscriptions TBD by faculty, e.g. A-Z readers, newsELA, etc.
- d. news, e.g. Scholastic News, Scope, Time for Kids, Upfront, etc.
- e. the Wheatley program for social studies, phonics, and language arts (including professional development for staff)
- f. the Eureka math program
- g. the FOSS science program
- h. professional development materials (for use by the director and curriculum developer)

The anticipated date of ordering is 4 June 2014.

**E. 8:00 Update on Teacher Recruitment - Lisa Klein**

The teacher recruitment process has gone extremely well. The only vacant position is the kindergarten position. All other positions have had job offers and the positions have been accepted.

The business manager and administrative assistant also remain open. Bill Anderson is working towards filling these positions.

The instructional aide positions and the after-care program positions also remain open. Lisa Ura Bollinger volunteered to vet and recruit for these positions.

**F. 8:20 Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson**

We have booked the Gala event. The event will be held on September 19<sup>th</sup> at the Nashua Country Club.

A full listing of Friends' events and activities is available on the Friend's section on the website.

**V. Old Business**

**A. 8:30 – Vista Program – Director of Development – Rebecca Fredrickson**

Rebecca is working with a "clearing" organization that places volunteers for the Vista program. She needs to complete an application by August and will then work with the organization to find a suitable candidate. If all goes well, the approximate start date would be in November. The position would last for one calendar year.

**VI. New Business**

**A. 8:30 – Approval of School Calendar – Karin Cevalasco**

The calendar is based on a September 2<sup>nd</sup> start date (the day after Labor Day). The professional development is scheduled for the last week of August.

The question was raised if we could amend the schedule to include personal development on every Wednesday; in order to incorporate the increased frequency of personal development we would need to reclassify each Wednesday as an early release day.

A motion to accommodate an early release every Wednesday for the purpose of professional development and to accept the school calendar as proposed was made and seconded. Six members voted in favor of the motion while three voted against the motion. The motion was passed and filed.

**B. 8:35 – Establishment of Employee Handbook – Karin Cevalasco**  
Editing of handbook required. Vote to accept employee handbook will occur at the June 17, 2014 meeting.

**C. 8:45 - Update from Property Committee – Karin Cevalasco**  
A motion was made and seconded to enter a non-public meeting. The motion was passed and filed.

**VII. Suggestions for Next Meeting Agenda**

- A.** Follow-up discussion on Curriculum programs and related technology needs
- B.** Discussion concerning technology infrastructure and related needs
- C.** Employee Handbook review

**VIII. Adjournment – 10:45 pm**

Gate City Charter School for the Arts  
Board of Trustees

Minutes



**Date:** June 17, 2014

**Time:** 8:12 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevalasco

Rebecca Frederickson

Kurt Stuke

John Keicher

Lisa Klein

Mark Walsch

Dan Sinnott

Bob Amrein

Bill Spinelli

Jim O'Shaughnessy

Jill Caine

**Absent:**

Lisa Ura Bollinger

**Quorum:**

Nine of ten members present (five required)

**6:45 PM - Executive Session**

**I. Public Meeting Call to Order – 8:12 pm**

**II. Reading and Approval of Minutes – 8:12 pm**

The minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 8:13 pm**

One public attendee was present but no comments were offered.

**IV. Reports & Open Board Discussion**

**A. 8:50 Treasurer's Report – John Keicher**

Budget remains in the black. John is working with Chase to establish credit cards for key school personnel. A motion to accept the treasurer's "report" was passed and filed.

**B. 9:12 Update from Property Committee – Bob Amrein, Karin Cevalasco**

We have entered a lease for the property at 7 Henry Clay in Merrimack. We are working with an architectural firm and the landlord is considering



multiple contractors in order to bring the facility to code as quickly as possible.

**C. 9:20 Update on Enrollment – Karin Cevalco**

Due to the move to Merrimack, 21 students (of 140) declined enrollment. As of this meeting, 14 of those enrollments have been backfilled from the Wait List. Wait List registration, after the move announcement, has increased.

**D. 9:25 Update from Curriculum Committee – Lisa Klein**

Purchase orders are ready for Schoolwide Inc and will be submitted for a Request For Quote (RFQ). A purchase order for the Foss group was submitted.

**E. 9:47 Update on Teacher Recruitment - Lisa Klein**

All of the teaching positions have been filled. The business manager/administrator position has also been filled. Three classroom aides, substitute teachers, and a custodian opening still remain.

**F. 9:54 Update from *Friends of GCCSFA* – Rebecca Fredrickson**  
Update on Ice Cream Social, Facility Readiness Committee, Gala Fundraiser, and 5K Fall Fundraiser

**V. Old Business**

**A. 8:16 – Vote to accept Employee Handbook**

The Handbook was reviewed and it was determined that further editing is required before a vote to accept. A recommendation for continuous review by the School Director was forwarded, e.g. once per year. John offered to edit and revise the existing draft and present at the next board meeting for a vote.

**VI. New Business**

**A. 10:10 – Fiscal Sponsorship for Fundraising and Establishing a Fundraising line item in the Budget – Rebecca Fredrickson**

Discussion about using a fiscal sponsor as the school waits for its own tax exempt status from the IRS. A motion to seek a fiscal partnership with City Arts Nashua (CAN) was passed and filed.

Discussion to establishing a fundraising line item in the budget to have "seed money" to plan events for fundraising purposes.

**VII. 10:25 Suggestions for Next Meeting Agenda**

**A. Viability of a In-House Afterschool Tutoring Program**

**B. Fiscal Sponsorship Status through City Arts**

**VIII. Adjournment – 10:30**

Gate City Charter School for the Arts  
Board of Trustees

Minutes



**Date:** July 15, 2014

**Time:** 6:51 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevalasco  
Rebecca Frederickson  
Kurt Stuke  
John Keicher  
Lisa Klein  
Bill Spinelli  
Bob Amrein  
Mark Walsch

Bill Anderson  
Jill Caine  
Tammy Conroy

Absent  
Lisa Ura Bollinger  
Dan Sinnott

**Quorum:**

Eight of ten members present (five required)

**I. Public Meeting Call to Order – 6:51 pm**

**II. Reading and Approval of Minutes – 6:52 pm**

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 6:53 pm**

No public comments were offered.

**IV. Reports & Open Board Discussion**

**A. 6:54 Treasurer's Report –John Keicher**

July was an active month due to the necessary expenditures associated with opening the school. Budget remains in the black. Payroll services and an administrative staff are in place. A motion to accept the treasurer's report was passed and filed.

**B. 7:07 Update from Property Committee – Karin Cevalasco, Bob Amrein**  
Lease is signed. A company has been hired to complete the

construction/renovation. Demolition has begun and the estimated date of occupancy is August 18<sup>th</sup>. A quote for telecommunication services (including installation) and for cubicle walls has been obtained.

**C. 7:30 Director's Report – Bill Anderson**

- a. Working with Jill Cane to sketch out the year's PD
- b. Establishing norms and procedures
- c. Laying foundations for arts integration & use of PBL
- d. Working with James Fothergill in the creation of the music curriculum
- e. Set up a milk delivery with a company (Milk N It) that will provide refrigerator storage
- f. Evaluating several food services
- g. Met with the Merrimack District Transportation person; we will be using "Caring Hands"
- h. Met with several representatives to discuss leasing of copy machines
- i. Interviewing several prospective instructional aide candidates
- j. Met with a representative of the Nashua School District to discuss special services

**D. 8:03 Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson, Update on Ice Cream Social, T-Shirt Sales, Facility Readiness Committee, Gala Fundraiser, and 5K Fall Fundraiser**

- a. Ice Cream Social – to happen this Saturday at 4 PM at Greeley Park
- b. T-Shirt Sales – was a successful event that will be repeated in the Fall
- c. Facility Readiness Committee – will be mobilized for the upcoming move into the facility
- d. Gala Fundraiser – September 19<sup>th</sup>, 6:30 PM at the Nashua Country Club; will include a live and silent auction, live entertainment, 50/50 raffle, dancing, and more
- e. 5K Fall Fundraiser – a motion was made to hold the 5K ; the motion was accepted and passed
- f. Fiscal Sponsorship – there is a meeting this week with City Arts Nashua to discuss our sponsorship

**V. Old Business**

**A. 8:23 – Vote to accept Employee Handbook**

John Keicher revised the Employee Handbook. Bill Anderson asked for some time to review and discuss the handbook.

**VI. New Business**

**A. 8:30– Web Site Hosting and Communication Plan**

There are two components – one is the communication tool for teachers and staff and the other is the student information/analytics piece. Kurt will

research hosting options. Mark will research Moedel as one possibility for the communication tool. Bill will research Sycamore as a candidate for the analytics software

- VII. Suggestions for Next Meeting Agenda**
  - A. First Day of School Plans**
  - B. Update on Web Site Hosting and Communication Plan**
  - C. Facility Readiness Update**
  - D. Employee Handbook Review**
- VIII. Adjournment – 9:00**

**Gate City Charter School for the Arts  
Board of Trustees**



**Agenda**

**Date:** August 19, 2014

**Time:** 6:45 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevalasco

Rebecca Frederickson

Kurt Stuke

Mark Walsh

John Keicher

Bob Amrein

Bill Spinelli

Tammy Conroy

Bill Anderson

Dr. Caine

**Absent:**

Lisa Ura-Bollinger

Dan Sinnott

Lisa Klein

**Quorum:**

Seven of ten members present (five required)

**I. Public Meeting Call to Order – 6:45 pm**

**II. Reading and Approval of Minutes – 6:45 pm**

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 6:50 pm**

No public comments were offered.

**IV. Reports & Open Board Discussion**

**A. 6:50 Treasurer's Report –John Keicher**

The school is now an official 501c3. We have successfully utilized the grant funding for the start-up year. Two significant expenditures include the Foss science curriculum and Apple computer related expenditures.

John projected a continuation of trend throughout implementation. We remain in the black. A motion to accept the treasurer's report was passed and filed.

- B. 7:10 Update from Property Committee** – Karin Cevalasco , Bob Amrein  
The Merrimack Building & Fire Department completed an inspection and the certificate of occupancy was issued. On Tuesday the 26<sup>th</sup> a follow-up inspection will occur and, if successful school will open as scheduled. The information infrastructure, i.e. telecommunications, LAN, is a work in-progress. The ribbon-cutting ceremony is scheduled for August 28<sup>th</sup>. The potential name of the award is the "artie." Karin asked for a motion to make the "artie" an annual event. A motion was passed and filed. A recipient for the first award was nominated; a motion was passed and filed. At the ribbon-cutting ceremony, the first award will be given.

- C. 7:25 Director's Report**, including plan for first day of school– Bill Anderson  
Completed projects:

- The "before school" program has been cancelled due to lack of enrollment but the "after school" program will be offered
- I4C attendance connectivity is now in place
- All the Instructional Aides have been hired
- Enrollment remains constant (and full) at 140

Ongoing projects:

- Dr Caine & Mr. Anderson have been delivering PD
- CPR and emergency medical training is upcoming
- Development of the student report card
- Development of the teacher evaluation framework
- Class pictures as a potential fundraiser was explored; the vendor can also offer teacher ID cards
- Development of the after-school program

**7:55 Update from *Friends of Gate City Charter School for the Arts*** – Rebecca Fredrickson

The last meeting occurred on August 15<sup>th</sup>. Upcoming community events for 2014 include:

- September 25<sup>th</sup> – Trivia Night
- October – Pumpkin Carving
- November – Paint Your Way 5K Walk/Run
- December - Concert & Book Fair

Upcoming fundraising campaigns for 2014 include:

- September – Box tops (start an ongoing campaign)
- October – Yard sale
- November – Paint Your Way 5K Walk/Run
- December – Giftcard campaign

We are in need of coordinators and volunteers for each.

5K Update:

- Will need to rent port-a-porties
- The 5K coordinator is working on timing
- Registration has begun and looks encouraging
- We will continue to search for corporate sponsorships

Gala Update:

- Gifts continue to accumulate
- Operational costs have been streamlined
- Exploring advertising & marketing streams

Vista Update:

- We have been approved for a Vista volunteer; the volunteer is scheduled to work on grant writing and fundraising as a community development resource. The volunteer will act as an ambassador to the community, working 40 hours per week with a minimum of 7 grant requests per month. The potential start for the volunteer is in November.

## **V. Old Business**

### **A. 8:25 – Vote to accept Employee Handbook**

A motion was made to delay the review of the handbook until the next meeting. The motion was passed and filed.

### **B. 8:30– Web Site Hosting and Communication Plan**

Mark spoke about using Google-based tools for extending classroom functionality. The Google-based tools could be based on an internal server, on a cloud (which would require a \$44 monthly fee), or a third party server (approximately \$75 per month). This approach would require the teachers to master and learn the functionalities.

Kurt spoke about linking WordPress through Bluehost and about upgrading the website.

## **VI. New Business**

**A. LAN Quote**

Reviewed quote from Kilpatrick to set up the computer lab.

**VII. Suggestions for Next Meeting Agenda**

- A. Director's Report
- B. Updated Marketing & Friends' Report
- C. Employee Handbook Review
- D. Communication Plan/Website Development

**VIII. Adjournment – 9:00**



**Gate City Charter School for the Arts  
Board of Trustees**



**Minutes**

**Date:** September 16, 2014

**Time:** 6:45 pm

**Location:** 7 Henry Clay Drive Merrimack, NH 03054

**Attendance:**

Karin Cevalasco

Rebecca Frederickson

Kurt Stuke

John Keicher

Bob Amrein

Bill Spinelli

Dan Sinnott

Lisa Ura-Bollinger

Lisa Klein

Mark Walsh

Tammy Conroy

Bill Anderson

**Absent:**

N/A

**Quorum:**

Ten of ten members present (five required)

**I. Public Meeting Call to Order – 6:45 pm**

**II. Reading and Approval of Minutes – 6:45 pm**

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 6:50 pm**

No public comments were offered.

**IV. Presentations – 6:55 pm**

**College and Career Readiness – Dan Sinnott**

It was asked at the last meeting how competency, standard-based report cards fared in meeting college admissions. Board Member Dan Sinnott prepared a report reviewing the relationship between competency/standard-based approaches and the college application process.

At this time, competency/standard-based report cards should not prove to be a barrier to college admission. In addition, according to current research conducted

by Gallup, competency/standard-based approaches may result in increasing the readiness of graduates for the realities of the workforce.

## **V. Reports & Open Board Discussion**

### **A. 7:22 Treasurer's Report – John Keicher**

Gate City Charter School for the Arts remains "in the black" financially. The first quarterly installment of state revenue stemming from enrollment was received. The complete charter of accounts has now been entered into Quickbooks; the 2015 FY budget has been created. A motion to accept the treasurer's report was passed and filed.

### **B. 7:30 Director's Report - Bill Anderson** **Completed projects:**

- The school's opening was quite positive
- Professional Development has been delivered regarding lesson plan construction
- The Student Roster has been entered in the school's system
- The infrastructure for internal assessment in Mathematics, English, and Reading should go-live prior to the end of September
- The pick-up and drop off routine has been improved
- Enrollment remains constant (and full) at 140

#### **Ongoing projects:**

- Report Card Development
- Evaluation Framework
- Development of Walk-Through Instruments
- IEP conversations with the school district

#### **Developments:**

- The YMCA afterschool program has been launched
- The Pizza Wednesday Program has been very successful
- A motion to establish a Director's Fund as a non-budgeted item was passed and filed.
- The school will participate in Pinwheels for Peace Project in September on Monday the 22<sup>nd</sup>
- The Facility Readiness Policy was introduced and reviewed. The increased risk and liability of distributing master external keys was noted. In addition, it was observed that the File Room, the Director's Office and the administrative office should be re-keyed. A quote for an employee's entrance with a card-swipe system will be sought.

### **C. 7:45 Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson**

The minutes from the most recent meeting (which was well-attended) are available on the website. The Friends group meets on the second Thursday of each month.

We are on schedule to start our VISTA volunteer mid-November.

**VI. Old Business**

**A. 8:00 – Vote to accept Employee Handbook**

A motion to accept the employee's handbook was passed and filed. A motion that the Director offer a report in December and June concerning the necessary amendments to the handbook was passed and filed.

**B. 8:15– Web Site Hosting and Communication Plan – Kurt Stuke, Mark Walsh**

The rollout of teacher blogs (through WordPress) is targeted for January.

**C. 8:30 --Building Committee – Bill Spinelli**

The Building Fund Committee has a mission to develop the capital means in order to purchase a permanent location in the future. The Committee is currently seeking nominations.

**VII. New Business**

**A. 8:45 – 11<sup>th</sup> Seat on the Board of Trustees, Parent Representative – discussion on how to fill this seat**

The 11<sup>th</sup> seat, a one year term, needs to be filled per our charter. An application will be distributed; interviews will be conducted, and the Board will vote on the candidate.

**VIII. Non-Public Business**

**A. 9:24 -- Personnel matter**

**IX. Suggestions for Next Meeting Agenda**

A. Vote on the Parent Representative

B. Review of Website

**X. Adjournment – 9:30**

**Gate City Charter School for the Arts  
Board of Trustees**

**Minutes**



**Date:** October 21, 2014

**Time:** 6:45 pm

**Location:** 7 Henry Clay Drive Merrimack, NH 03054

**Attendance:**

Karin Cevalco

John Keicher

Bob Amrein

Bill Spinelli

Dan Sinnott (via video conferencing from hotel room in Pittsburgh, PA)

Lisa Klein (recording minutes in absence of Secretary)

Tammy Conroy

Bill Anderson

**Absent:**

Rebecca Frederickson

Kurt Stuke

Lisa Ura-Bollinger

Mark Walsh

**Quorum:**

Five of ten members present (five required)

- I. **Public Meeting Call to Order** – 6:45 pm
- II. **Motion to enter into Non-Public Session: 11<sup>th</sup> Seat on the Board of Trustees, Parent Representative** –6:45-7:25
  - A. Interviews with candidates for Parent Representative seat
  - B. Vote to approve one person to the seat a motion was made and passed unanimously
- III. **Reading and Approval of Minutes** – 7:25 pm

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.
- IV. **Public Comment** – 7:30 pm

No public comments were offered.
- V. **Reports & Open Board Discussion**
  - A. **7:30 Treasurer's Report** – John Keicher

Gate City Charter School for the Arts remains "in the black" financially. A

motion to accept the treasurer's report was passed and filed.

**B. 7:30 Director's Report - Bill Anderson**

**Enrollment update:**

- Enrollment is down to 138 (140 open spots); Tammy is in the process of calling families in order to fill the vacant spots

**Ongoing projects:**

- Report Card Development
- Evaluation Framework
- Development of Walk-Through Instruments
- IEP conversations with the school district

**C. 8:00 Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson via Karin Cevasco**

The minutes from the most recent meeting (which was well-attended) are available on the website. The Friends group meets on the second Thursday of each month.

We are on schedule to start our VISTA volunteer mid-November. The Paint Your Way 5K is scheduled for November 8. Volunteers are still needed.

**VI. Old Business**

**A. 8:15 – After Care Program**

Currently the After Care program is serving 2 families on a daily basis. There are some logistical issues around staffing and maintaining the program. At this time, it is not costing the school any money to operate the program, but it is not making any money for the school either. Mr. Anderson will look into some staffing alternatives and report back to the Board.

**VII. New Business**

**VIII. Suggestions for Next Meeting Agenda**

- A. Communication Plan: effectively communicating with parents/Board/community across all levels of operations
- B. Strategic Fundraising Plan
- C. Employee Leave/Absence Policy
- D. Building Committee Update

**IX. Adjournment – 9:30**

Gate City Charter School for the Arts  
Board of Trustees

Minutes



**Date:** November 18, 2014

**Time:** 6:45 pm

**Location:** 7 Henry Clay Drive Merrimack, NH 03054

**Attendance:**

Karin Cevalasco

Rebecca Frederickson

Kurt Stuke

John Keicher

Bill Spinelli

Lisa Ura-Bollinger

Deb Christianson

Bill Anderson

**Absent:**

Lisa Klein

Mark Walsh

Dan Sinnott

Bob Amrein

**Quorum:**

Six of ten members present (five required)

**I. Public Meeting Call to Order – 6:45 pm**

**II. Reading and Approval of Minutes – 6:45 pm**

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 6:50 pm**

No public comments were offered.

**IV. Reports & Open Board Discussion**

**A. 6:50 PM Treasurer's Report – John Keicher**

John Keicher has initiated a month over month budget vs actuals reporting program in order to track actuals more precisely. This reporting will be in addition to the FY reporting that exists currently. We remain in the black. A motion to accept the report was made and passed.

**B. 7:00 PM Director's Report - Bill Anderson**

1. The report card was developed and is being implemented.

2. The development of a formal teacher evaluation program (including a walk-through component and action plans) is on-going.

3. Winter Holiday Music Assembly and Art show is upcoming; there will be an AM & PM show – the logistics are being determined.
4. Holiday Stroll and the Mitten Tree events are upcoming.
5. Kevin Skarupa (the WMUR meteorologist) will be visiting in December.
6. The Ski Club has been formed.
7. Met with a security firm in order to evaluate implementing a video security system.

**C. 7:50 PM Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson**

1. The Friend's minutes were distributed and are available on the school's website.
2. We are registered with iGive – a percentage of all online purchases will be donated to the school at no cost to the consumer.
3. We are registered with Amazon Smile – a percentage of all Amazon purchases will be donated to the school at no cost to the consumer.
4. We are registered with the Scrips Gift Card program – Debbie Christianson is the point-of-contact for this program

**D. 8:05 Update on the Communication Plan – Kurt Stuke**

1. The go-live for the web-based communication plan is targeted for mid-January. The plan will include:
  - a. a new web interface/GUI
  - b. embedded teacher/classroom blogs
  - c. additional functionalities to be determined

**V. Old Business**

**A. 8:30 PM Strategic Fundraising Plan Update – Karin Cevasco**

1. An internal plan is being developed to address the following fundraising goals:
  - a. educate and involve the board and the parents
  - b. bolster the *Friends* as a fundraising committee
  - c. assign responsibilities clearly
  - d. engage our communities effectively
  - e. develop marketing and fundraising materials
  - f. begin relationship building with donors, foundations, and corporations

**B. 8:34 PM Building Committee Update – Bill Spinelli**

1. To establish and grow an endowment to allow the school to own its own building and land upon which the building sits. In addition, the endowment will seek to provide a sustainable fund for the growth and improvements of the school.

## **VI. New Business**

### **A. 8:45 PM Teacher Absentee Policy Update – Bill Anderson**

Bill Anderson is working with Bob Amrein in the development of an internal policy governing teacher absenteeism. A motion to table the vote on this policy was accepted and passed.

## **VII. Suggestions for Next Meeting Agenda**

- A. Update on the Communication Plan
- B. Update on the Building Committee

## **VIII. Adjournment – 8:50**



Gate City Charter School for the Arts  
Board of Trustees



Minutes

**Date:** December 16, 2014

**Time:** 6:45 pm

**Location:** 7 Henry Clay Drive Merrimack, NH 03054

**Attendance:**

Karin Cevalasco

Bill Spinelli

Dan Sinnott

Mark Walsh

Kurt Stuke

Deb Christianson

Bob Amrein

Lisa Klein (via phone)

Lisa Ura-Bollinger

Tammy Conroy

Bill Anderson

**Absent:**

John Keicher

Rebecca Frederickson

**Quorum:**

Eight of eleven members present (six required)

**I. Public Meeting Call to Order – 7:10 PM**

**II. Reading and Approval of Minutes – 6:45 PM**

Minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 6:55 PM**

Public comments were logged and will be responded to if not addressed fully within the meeting.

- a. The first comment was offered by a parent of a student utilizing the aftercare. She offered positive feedback concerning the aftercare and expressed a hope that the program would not be discontinued. She also expressed a desire that the program be modified to include more academic rigor.
- b. The second comment was also made by a parent of a student utilizing the aftercare. She offered positive feedback concerning

the aftercare and expressed a hope that the program would not be discontinued

- c. In addition, 8 emails were received by parents utilizing the aftercare program; they all expressed a desire to continue the aftercare program

#### **IV. Reports & Open Board Discussion**

##### **A. 7:05 PM Treasurer's Report – Bill Spinelli**

Bill reviewed the financials and explained that the budget remains in the black. A motion to accept the report was made and passed.

##### **B. 7:20 PM Director's Report - Bill Anderson**

###### **Curriculum:**

- a. **Learning Targets** – there is an ongoing effort to translate standards into a student friendly focus in order to facilitate growth
- b. **Wheatley Portfolio Pilot Project is underway** – this pilot is an endeavor to integrate learning targets/standards, literature, and Wheatley curricula
- c. **Canvas Grant Proposal** – working on developing a visual art & literacy proposal
- d. **January MAP testing** – the second round will begin in January
- e. **Smarter Balance** - practice tests and efforts to help improving familiarity with the testing environment will begin in January
- f. **Computer Lab Usage** – a schedule has been implemented and shows a positive trend in usage
- g. **1&2 grade Rti** – working with the teaching staff and using the MAP results, the students have been “tiered” or “grouped.” Bill discussed introducing a resource to help drive *foundations*.

###### **School Business:**

- a. Music Assembly/Art Show on December 18<sup>th</sup> (10:00 AM & 6:30 PM)
- b. Communication Survey Results – results were positive but do suggest room for improvement, e.g. the website is seen as an informational source by only 11%; only 45% of the respondents indicated that they receive information in time to become engaged with the school and school events

###### **Enrollment:**

- a. 139 (after Christmas)

###### **Monthly Attendance:**

- a. 95%

**C. 7:35 PM Update from *Friends of Gate City Charter School for the Arts***

– Debbie Christianson

Update

- a. The Gala committee will start up soon
- b. The Scripts fundraising program involved 16 families and earned approximately \$300 for the school

**V. Old Business**

**A. 7:50 PM – After School Program – Bill Anderson**

The After School program has two components. The cumulative enrollment is low and does not allow the school to break even financially. The Kindergarten After School (12:00 – 3:30) program has three students Monday – Friday with 10 students enrolled on Wednesday. As this program is run during school hours it requires only one employee. The After School (3:30 – 6:00) program has a current population of three students Monday – Friday with 7 students on Wednesday. Two employees must be present as this program extends beyond the school day.

Bill has identified a resource that will allow the continuation of the Kindergarten After School (12:00 – 3:30) program. A letter will be drafted and distributed to the school's community informing the population of the continuation of the program.

But as we need two staff members to offer the 3:30 – 6:00 program, and as the current resource has resigned, and as enrollment is nominal a motion was made to discontinue the 3:30 – 6:00 program. The motion passed, with 6 in favor, 1 opposed, and 1 abstained.

**VI. New Business**

**A. 8:30 PM Board Self -Evaluation – Mark Walsh**

Mark introduced the concept of using a survey to begin an improvement process. The point of the self evaluation is to highlight our strengths, indicate our areas of improvement, and to bring to light what are our areas in which no firm response was given.

The survey will be delivered to the BOT; please try to complete by December 22. The results and analysis will be delivered at the next BOT meeting.

**VII. Suggestions for Next Meeting Agenda**

**A. Faculty Satisfaction Survey**

**B. Website Update**

**C. Board Evaluation**

**VIII. Adjournment – 9:30 PM**