

Gate City Charter School for the Arts

Board of Trustees Meeting
Meeting Minutes
Meeting Date: January 19, 2016

Meeting Date: January 19, 2016
Time: 6:45 PM
Location: 7 Henry Clay Drive, Merrimack, NH

6:45 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)
Bob Amrein (Vice Chairman)
Charisa Martin (Parent Representative)
John Keicher (Treasurer)
Kim Rivers (Director)
Lisa Klein (Director)
Peter Bonaccorsi (Director)
Tom Tyler (Secretary)

Absent:

Debbie Christianson (Director)

Attending Gate City Staff:

Karin Cevasco (School Director)

Quorum: 8 of 9 voting members were in attendance at the start of the meeting.

Public Comments

No public comments were made.

Agenda Item: Approval of Minutes from December 15, 2015 Meeting

8:01 PM

MOTION (Bonaccorsi/Amrein): Motion to approve the minutes as written. Motion passed without objection.

Agenda Item: Treasurer's Report

John Keicher (Treasurer) discussed the finances. Highlights:

- Raytheon has accepted GCCSA for matching grants. We need to publicize to school families that, if they make a donation through Raytheon, it will be matched dollar for dollar.

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- Our financial position is "in the black," with about \$300k balance and roughly \$85k/monthly expenses.
- We will continue working tax abatement to help with future year's finances.

7:01 PM

MOTION (Amrein/Martin): Motion to approve the Treasurer's Report as written.
Motion passed without objection.

Old Business

Agenda Item: Campaign for Parental Donations
Tabled.

Agenda Item: Open Enrollment Policy

MOTION (Amrein/Klein): Motion to amend the Draft Open Enrollment Policy as discussed in the meeting. Motion passed without objection.

MOTION (Bonaccorsi/Rivers): Motion to approve Draft Open Enrollment Policy as amended in the meeting. Motion passed without objection.

Agenda Item: Waiting List Policy

MOTION (Bonaccorsi/Klein): Motion to amend the Draft Waiting List Policy as discussed in the meeting. Motion passed unanimously.

MOTION (Bonaccorsi/Rivers): Motion to approve Draft Open Enrollment Policy as amended in the meeting. Motion passed unanimously.

Agenda Item: Reports and Open Board Discussion

Agenda Item: Update from Friends Committee

Charisa Martin (Director) discussed various activities of the Friends Committee meeting as detailed in the [Inc. Friends of Gate City Minutes 1.14.16.docx].

Agenda Item: Update from Curriculum Committee

Lisa Klein (Director) noted that the curriculum committee meets next week.

Directors Report

Karin Cevasco (School Director) presented the Director's Report [Inc: DirectorsReport-2016-01-19.docx], and discussed the following topics:

Document Name: GCCSA-BoT-Minutes-2016-01-19

Document Version: 5 (4 February, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

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- Parent feedback from various parents who have pulled their children from the school is captured in the Director's Report. Bob Amrein (Vice Chairman) suggested we work to formally capture this valuable feedback.
- Enrollment mechanics: We are now actively using the Sycamore enrollment system.
- Enrollment for February 4 is projected to be at or near 160, based on current enrollment of 155 and active enrollment efforts.
- Our school was visited by an Amherst teacher and Assistant Superintendent in charge of Curriculum, involved with making the Great Minds English 4th Grade curriculum. They were impressed with the quality of instruction they saw in the classrooms.
- National School Choice Week is next week. Every board member is invited to attend.
- We are in the process of obtaining quotes for property, liability, and workman's comp coverage.

Agenda Item: Secretary Operation

Tom Tyler (Secretary) discussed Secretary Operations, including:

- Calendar
- Action Item Tracking for Board and Committees
- Web Site Updates
- Back End Document Versioning

Agenda Item: Special Meeting

The special single-topic meeting to discuss the Strategic Plan is set for January 28, 2016.

Agenda Item: Public Relations Advisor

Bob Amrein (Vice Chairman) discussed our need for an advisor to the board who is a public relations expert.

MOTION (Tyler/Klein): Motion to adjourn. Motion passed without objection.

Meeting adjourned at 9:22 PM.

Meeting Date: January 28, 2016
Time: 6:45 PM
Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:
Bill Spinelli, Chairman
Bob Amrein, Vice Chairman
Charisa Martin, Parent Representative
Kim Rivers, Director
Lisa Klein, Director
Peter Bonaccorsi, Director

Absent:
John Keicher, Treasurer
Tom Tyler, Secretary
Debbie Christianson, Director

Attending Gate City Staff:
Karin Cevasco (School Director)
Dr. Jill Kane (Curriculum Coordinator)

Attending Public:

6:55 PM: Meeting Called to Order by Bob Amrein.

Quorum: 6 of 9 voting board members were in attendance at the start of the meeting.

Public Comments

Dr. Kane voiced the following opinions:

When developing a strategic plan all stakeholders should be invited to give input and she encouraged the BOT to look for broad engagement (e.g., teachers, parents). She further stated the strategic plan should present a clear vision to strengthen GCCSA and to set clear goals vs a list of tasks.

From the professional staff (teachers and administration) as presented by Dr. Kane:
All professional staff are invested and care deeply about the school. They are focused on teaching and learning. As a team they generated four goals and the professional staff would like to work with a subcommittee from the board to outline the sub tasks.

Peter: Asked for clarification on the program and policies. Her furthered went on to ask about the meaning of "comprehension and vocabulary". It was stated they were to be used in their broadest sense and just not literacy related.

Bob clarified that the preliminary goals were set up with the purpose of identifying other goals, to create timeframes and find other needs to create action plans to achieve goals. This (the draft of the strategic plan from the ad hoc committee) is a draft plan not a final product. Once the plan is identified and approved then the BOT will figure out the resources necessary and come up with a plan for each item.

Lisa inquired about the process of developing a strategic plan and what the overall goal of the meeting was.

Bob clarified: goal of tonight's meeting was to complete the overall plan and timeline for the board to vote on the it

Peter asked for clarification on the one year timeline, was it the end of the 2016 school year?

Bob stated his idea was the end of the fiscal year after the plan was approved; June, 2017.

To further clarify, 2017, 2019 and 2021 were added respectively to the end of goal 1, 3 and 5.

Bill asked for additional ideas for the plan from the board.

Lisa stated a possible need for an overarching goal vs the action items under the headings of goal1, 3 and 5. Kim further stated the overarching goal would be accomplished by the tasks under it.

Bob stated the process from a business perspective.

Karin countered with asking what was the why behind #1 on the 3 year goal. Lisa also asked what category that would fall under (e.g., fiscal, governance, public relations).

Bob stated it was a little bit of all and explained his reasoning.

Dr. Kane suggested the board start from the 5 year goal and work backwards keeping in mind the ideas of governance, the mission of the school, finance/sustainability, and academic excellence.

Kim asked Peter about how strategic plans at schools where he as worked had been developed. He talked about three questions commonly asked: 1) Where are we now? 2) Where do we want to be and 3) How will we get there?

Charisa asked if #4 under the 5 year goal would also go under years 3 and 1 as well.

Lisa commented on Charisa's point and stated the curriculum committee could look at developing an adoption cycle for curriculum.

Bill stated the board would go from year 5 and work on each item.

7:41 Board began reviewing the strategic plan from the ad hoc committee

Peter suggested language change for #1 under 5 year plan:
Shall receive a final plan from the permanent facility committee for a permanent home for GCCSA.

Dr. Kane offered a broader goal:
Determine the size, scope and timing and need of a new facility for GCCSA. Members agreed with this broader goal.

#2 under 5 year plan
changed to "Establish a financial endowment to ensure the sustainability of GCCSA".

#3 under 5 year plan
Peter recommended it be move to year 3. Members agreed

#4 under 5 year plan
Peter suggested changing the wording "Assess the effectiveness of the curriculum of GCCSA"

Added "Assess the effectiveness of the GCCSA policy manual"

As part of the addition, "Finalize and review the updated policy manual of the GCCSA" was added to the year 3 goal.

#1 3 year goal
Karin talked about #1 and #2. She had concerns about them without having a feasibility study first.
Peter suggested "Determine the feasibility of amending the charter enrollment."

It was asked if this would be moved to a 1 year goal. Lisa, Kim and Peter felt that was not enough time.

Language was changed to "establish the feasibility of expanding maximum enrollment"

8:44

#3 3 year goal

Peter suggested "receive an updated endowment plan from the community relations committee that ensures the sustainability of GCCSA"

Lisa asked about the audience of the plan. It was stated it was the parents. She further commented on the need for clarification for parents.

Bill moved # 4 under 3 year goal to a year 1 goal

#5 under 3 year goal:

"and enrollment expands per above 3 year goal item 1" was taken out

Under year 1 goals it was decided by the chairman to keep numbers 1 and 2. The chairman opted to strike #4. #6 remained the same

Discussion of #7 under year 1 yielded the decision to change the working.

Karin mentioned under the teacher goals that it coincides with #3 in the one year goals that it is not in the mission of the school to have an arts enrichment program outside the curriculum. She said it's already integrated into the mission of the school

Lisa mentioned that with our curriculum the teachers are asking for a stronger grasp on how to integrate the arts existing within the curriculum

Bill is eliminating #3 from the one year goals. A vote was taken to approve #1 on the teacher input sheet as worded and it was unanimous.

On the teacher input Peter suggested #2 and #3 be place into the 2019 goal and #4 should be on 2017

Lisa said change "to improve the means" to "assess the social and emotional means"

Bob said that the elimination of Arts enrichment will come back to haunt the school. He dissents strongly that the arts enrichment should be stricken. He said he agrees however that arts integration should be in the curriculum. He wants to see a program developed to introduce kids to the arts.

9:09--meeting was adjourned

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 16, 2016

Meeting Date: February 16, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Charisa Martin (Parent Representative)

John Keicher (Treasurer)

Kim Rivers (Director)

Lisa Klein (Director)

Tom Tyler (Secretary)

Absent:

Bob Amrein (Vice Chairman)

Debbie Christianson (Director)

Peter Bonaccorsi (Director)

Attending Gate City Staff:

Karin Cevalasco (School Director)

Amy Savoie (Teacher)

Dr. Jill Cane

Attending Public:

Sarah Hall

Daniel Preston

Hilary Henderson

Rebecca Fredrickson

Quorum: 6 of 9 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:51 PM.

Public Comments

Letter from Heather Tyler with subject "Parent Concern" proposing the board establish a hiring policy was read. A response from Peter Bonaccorsi (Director, HR committee chair) supplied to Bill Spinelli (Chairperson) was read as well, indicating that ongoing discussions related to hiring practices are occurring. Tom Tyler indicated he will add this to the agenda of the next HR committee meeting.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 16, 2016

Sarah Hall discussed a concern of parents of current students as well as some who have withdrawn from the school that students are not meeting academic standards. She indicated several have been tested external to the school, and found to be behind grade level. She said an alarming amount of students' parents are concerned about the strength of the curriculum.

Lisa Klein encouraged parents with concerns to bring them forward, and to start communications directly with the teachers. She noted that teaching staff members are on the committee.

Hilary Henderson commented that she does not receive specific feedback on her child's progress other than every 3 months.

Lisa Klein will put it on the agenda of the Curriculum committee and bring ideas to an upcoming board meeting.

Approval of Minutes

7:19 PM

MOTION (Klein/Rivers): Motion to approve the minutes of both the January 19 and January 28 board meetings as written. Motion passed unanimously.

Treasurer's Report

7:20 PM

John Keicher (Treasurer) provided the Treasurer's Report.

MOTION (Tyler/Martin): Motion to approve the Treasurers' Report as given. Motion passed unanimously.

Campaign for Parental Donations

Karin Cevalco (School Director) has prepared a form and needs support with the mechanics of getting it sent out.

Community Public Relations Advisor

MOTION (Klein/Tyler): Motion to approve the Draft Preliminary Volunteer Position Description as amended in the meeting. Motion passed unanimously.

Strategic Plan

Document Name: GCCSA-BoT-Minutes-2016-02-16

Document Version: 6 (1 March, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 16, 2016

MOTION (Keicher/Martin): Motion to approve the Year 1 Goals of the Strategic Plan as amended in the meeting. Motion passed 5 to 1.

MOTION (Tyler/Rivers): Motion to table the Year 3 and 5 Goals of the Strategic Plan. Motion passed 5 to 1.

Strategic Plan Actions

1. Recommend approaches to broaden and deepen arts integration across the curriculum. Assigned To: Curriculum Committee Chair, Lisa Klein.
2. Facilitate teacher-to-teacher coaching as a way to improve the capacity of our instructional staff. Assigned To: School Director
3. Assess the social and emotional needs of our diverse student body. Assigned To: Ad Hoc Committee outside the school.
4. Fill the open seats of the BoT to bring membership to eleven (11). To Be Assigned.
5. Expand the BoT to 13 members – objective of (minimum) 2 members at each committee. Assigned To: BoT to vote to expand membership, then to the State of NH.
6. Create a list of preliminary fund raising goals and activities to support the school to be administered and implemented by the Community Relations Committee. Assigned To: Ad Hoc Committee outside the school.
7. Adopt/modify a BoT membership policy that addresses the succession / staggering of membership. Develop a succession planning structure for the BOT. Assigned To: HR Committee.
8. Develop a systematic means to effectively communicate individual student progress to parents. Assigned To: School Director

Friends Committee Update

Charisa Martin provided an update from the Friends Committee, and provided detailed minutes [EDITME-REFERENCE MINUTES]. Debbie Christianson has stepped down as the committee chair; a successor is being sought.

Curriculum Committee Update

Lisa Klein provided an update from the Curriculum Committee, and provided detailed minutes [EDITME-REFERENCE MINUTES]. The committee has 2 meetings scheduled on the calendar, on March 3 and 17, between now and the next BoT meeting. The “multi-age classroom” topic was discussed at length.

Director's Report

Document Name: GCCSA-BoT-Minutes-2016-02-16

Document Version: 6 (1 March, 2016)

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Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 16, 2016

Karin Cevasco provided the Director's Report [EDITME-REFERENCE REPORT]. Key topics: insurance replacement, test schedule for Smart Balanced/KNEECAP, etc.

Enrollment was 157 on February 1, and at 155 presently. Feedback from departing students was captured and disseminated.

Turnover rate for student has been 15.5%.

[EDITME – Improve highlights based on Karin's report].

New Friends Committee Chair

MOTION (Tyler/Klein): Motion to accept the resignation of Debbie Christianson from the Board of Trustees, with regrets. Motion passed unanimously.

School Calendar

Karin Cevasco (School Director) provided the proposed School Calendar.

MOTION (Rivers/Martin): Motion to accept the School Calendar as amended during the meeting. (EDITME – REF CALENDAR). Motion Passed 5/0/1.

Next Meeting

Next public meeting is March 15, 2016.

Additional Public Comment

Hilary Henderson expressed concerns about false rumors about the school closing. The Director indicated she would address the rumors with students and teachers.

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

Meeting adjourned at 9:22 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 15, 2016

Meeting Date: March 15, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

6:50 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Bob Amrein (Vice Chairman)

Kim Rivers (Director)

Lisa Klein (Director)

Peter Bonaccorsi (Director)

Tom Tyler (Secretary)

Absent:

John Keicher (Treasurer)

Charisa Martin (Parent Representative)

Attending Gate City Staff:

Karin Cevasco (School Director)

Stephanie Fritz (7th Grade Teacher)

Dr. Jill Cane (Curriculum Coordinator)

Attending Public:

About 7 members of the general public were in attendance, including:

Sarah Hall

Daniele Preston

Hillary Henderson

Adam Fredrickson

Kristin Kaplan

Melanie Butler

Andrea Srinivas

Quorum: 6 of 8 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:50 PM.

Public Comments

Hillary Henderson raised a question about when teacher/classroom assignments would be made accessible to parents, stressing that it would be helpful to have that

Gate City Charter School for the Arts

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Meeting Minutes

Meeting Date: March 15, 2016

information sooner rather than later. Lisa Klein noted that this information is typically made available in August about a week before school starts.

Adam Fredrickson read a letter from Rebecca Fredrickson to the board [EDITME: INC: Letter from Rebecca] advising care and full consideration be taken before making changes to the charter, and generally in favor of preserving multi-grade classroom.

Stephanie Fritz (7th Grade Teacher) discussed the teacher's perspective on multi-grade classroom, generally in favor of single-grade classrooms. She discussed that social and emotional successes associated with multi-grade can be achieved in the single-grade format. She mentioned that teachers she spoke with support a single-grade format, and favor the Wheatley curriculum.

Daniele Preston supported a single-grade classroom, but wanted the administration to take care that the teachers need the time to continue supporting each other as they do in the multi-grade setting, and be given the time to do so.

Agenda Item

7:15 PM MOTION (Rivers/Klein): Motion to approve the minutes as written. Motion passed unanimously.

Curriculum Committee: Proposal for Single-Grade Classrooms

Lisa Klein discussed the Curriculum Committee meeting and the proposal related to multi-grade and single-grade curriculum.

8:08 PM MOTION (Rivers/Klein): Motion to conduct a special public single-topic meeting to make a decision on the proposal from the Curriculum Committee meeting, to occur on Tuesday, March 29 at 6:45 PM. Motion passed unanimously.

School Calendar Update

8:09 PM MOTION (Tyler/Bonaccorsi) Motion to approve the recommended update to the proposed School Calendar, with no school for students to accommodate parent conferences on November 16, 2016 and April 12, 2017. Motion passed unanimously.

Directors Report

Karin Cevasco (School Director) provided the Director's Report. Highlights:

Document Name: GCCSA-BoT-Minutes-2016-03-15

Document Version: 7 (20 April, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

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Meeting Date: March 15, 2016

- With cases of the flu, attendance has been bad this past week for both students and teachers.
- Arts integration night was rescheduled because of illness.
- We have invited a speaker to discuss the heroin epidemic for 5th-6th grade levels.
- We are preparing for Smarter Balanced testing.

Campaign for Parental Donations

Approximately \$825 has been donated thus far as part of the Campaign for Parental Donations.

Policy and HR Committee Report

HR Committee to meet on Friday.

Assistant Director Position Proposal

Tabled

Finance Committee

Discussion on HR Salary Projections for 2016-17 was Tabled.

Public Relations Advisor Volunteer Position

Tom Tyler (Secretary) took an action item to pursue filling this volunteer position. [EDITME: Reference Action Item List].

Update from Friends Committee

[INC: Friends Committee Meeting Minutes]

Sarah Hall provided a verbal report of the Friends of GCCSA committee.

Highlights:

- The friends@gccs-nh.org email address hadn't been monitored but will be.
- The Scholastic Book Fair was an incredible success.

Treasurer's Report

The report will be deferred to the Special Meeting.

Update on Strategic Planning 1 Year Goals

Tabled.

Approval of Strategic Planning 3 and 5 Year Goals

Tabled.

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Survey for Parent Feedback Capture

Tom Tyler (Secretary) discussed the Survey for Parent Feedback Capture, and extending it for use as a general parent feedback capture survey, going beyond the original intent of capturing feedback from parents who have left the school.

Update on Employee Hiring Policy

Peter introduced a draft hiring policy for discussion. This will be continue to evolve.

Public Comment

Daniel Preston continued discussion on the multi-age classroom, noting that a decision needed to be made quickly to allow time for various purposes, such as teach professional development, parent decisions.

Sarah Hall stressed that the Board of Trustees communication about essential decisions needs to be

9:44 PM MOTION (Bonaccorsi/Tyler): Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:44 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 29, 2016

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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)

Charisa Martin (Parent Representative)

John Keicher (Treasurer)

Kim Rivers (Director)

Lisa Klein (Director)

Peter Bonaccorsi (Director)

Tom Tyler (Secretary)

Absent:

Bob Amrein (Vice Chairman)

Attending Gate City Staff:

Karin Cevasco (School Director)

Amanda Tanguay (5th/6th Grade Teacher)

Lisa Duffy (1st/2nd Grade Teacher)

Nicole Jones (3rd/4th Grade Teacher)

Stephanie Fritz (7th Grade Teacher)

Dr. Jill Cane (Curriculum Coordinator)

Astrid Alvarado (5th/6th Grade Teacher)

Daniele Friedberg (Visual Arts Teacher)

Attending Public:

Daniele Preston

Hillary Henderson

Kristin Kaplan

Rebecca Frederickson

Quorum: 7 of 8 voting members were in attendance at the start of the meeting.

Public Comments

No public comments were made.

Document Name: GCCSA-BoT-Minutes-2016-03-29

Document Version: 4 (20 April, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 29, 2016

Treasurer's Report

John Keicher (Treasurer)

MOTION (Bonaccorsi/Martin): Motion to accept financials for February 2016 as presented. Motion passed unanimously.

Proposal for Adjustment in Classroom Structure (Single Grade Classroom)

Lisa Klein (Curriculum Committee Chair) presented the draft proposal developed by the Curriculum Committee, noting that it incorporated feedback and addressed questions raised during the last board meeting.

It was clarified that there is no direct fiscal impact due to this change. The report details potential impacts and addresses them.

Karin Cevasco (School Director) indicated she has been in touch with Commissioner Virginia Barry. Based on conversations with her, no change in our charter is necessary to implement the proposal.

7:09 PM

MOTION (Tyler/Rivers): Motion to approve the proposal of the Curriculum Committee and move to a single grade classroom structure. Discussion was opened for public comment. Motion passed unanimously.

7:25 PM

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

Meeting adjourned at 7:25 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting
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Meeting Date: April 19, 2016

Meeting Date: April 19, 2016
Time: 6:45 PM
Location: 7 Henry Clay Drive, Merrimack, NH

6:53 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)
Charisa Martin (Parent Representative)
John Keicher (Treasurer)
Kim Rivers (Director)
Peter Bonaccorsi (Director)
Tom Tyler (Secretary)

Absent:

Bob Amrein (Vice Chairman)
Lisa Klein (Director)

Attending Gate City Staff:

Karin Cevasco (School Director)
Amy Savoie (Teacher)

Attending Public:

Hillary Henderson
Sarah Hall
Daniele Preston

Quorum: 6 of 8 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:53 PM.

Public Comments

No public comments.

Minutes of Past Meetings

MOTION (Bonaccorsi/Martin): Motion to approve the minutes of the March 15 meeting as written. Motion passed unanimously.

Gate City Charter School for the Arts

Board of Trustees Meeting

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Meeting Date: April 19, 2016

MOTION (Rivers/ Bonaccorsi): Motion to approve the minutes of the March 29 meeting as amended during the meeting (Doc Version 3). Motion passed unanimously.

Treasurer's Report

MOTION (Bonaccorsi/Martin): Motion to approve the March 2016 Financials as presented. Motion passed unanimously.

Status of Volunteer Community Public Relations Advisor Position

Tom Tyler (Secretary) indicated he is pursuing a meeting with a candidate for the position.

Approval of Strategic Planning 3 Year Goals

No report. Tabled.

Approval of Strategic Planning 5 Year Goals

No report. Tabled.

Update from The Friends of GCCSA

Charisa Martin (Director) gave a verbal overview of the Friends Committee meeting. Minutes are available on the Board Packets page of the web site.

Strategic Plan

No report.

Update from Curriculum Committee

Kim Rivers gave a verbal overview of the Curriculum Committee meeting. Minutes are available on the Board Packets page of the web site.

Policy and HR Committee

Peter Bonaccorsi gave a verbal overview of the Policy and HR Committee meeting. Work on policies continues.

Finance Committee – Assistant Director Proposal

MOTION (Bonaccorsi /Tyler): Motion to approve the job description of the Deputy Director Position as amended. Motion passed unanimously.

Finance Committee – Assistant Director Proposal

Gate City Charter School for the Arts

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Meeting Date: April 19, 2016

MOTION (Bonaccorsi/Rivers): Motion to approve Salary Projections as amended during the meeting. Motion passed unanimously.

Director's Report

Karin Cevasco (School Director) gave a verbal report.

MOTION (Bonaccorsi /Tyler): Motion to authorize the School Director to offer employment as a Music Teacher to Jessica Mason. Motion passed unanimously.

Community Relations and Endowment Committee

Bill Spinelli will chair this committee as it starts.

Evaluation Reports Due

Policy and HR Committee will add this to the agenda for their next meeting.

Full Day Kindergarten

An ad hoc committee will be formed to explore offering full day kindergarten option.

BOT Resignations and Open Positions

MOTION (Bonaccorsi/Rivers): Motion to accept the resignation of Bob Amrein and Lisa Klein with deepest regrets and sincere thanks. Motion passed 6/0/1.

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

Meeting adjourned at 9:35 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting
Meeting Minutes
Meeting Date: May 17, 2016

Meeting Date: May 17, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

6:45 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Charisa Martin (Parent Representative)

John Keicher (Treasurer)

Lisa Klein (Director)

Peter Bonaccorsi (Director)

Tom Tyler (Secretary)

Absent:

Bob Amrein (Vice Chairman)

Kim Rivers (Director)

Attending Gate City Staff:

Karin Cevasco (School Director)

Amy Savoie (Teacher)

Attending Public:

No members of the general public were in attendance.

Quorum: 6 of 8 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:45 PM.

Public Comments

No public were in attendance, and so no public comments were made.

Approval of Minutes

6:46 PM

MOTION (Klein/Martin): Motion to approve the minutes of the April 19, 2016 as written. Motion passed unanimously.

Treasurer's Report

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Board of Trustees Meeting

Meeting Minutes

Meeting Date: May 17, 2016

John Keicher (Treasurer) presented the financials and a verbal summary.

MOTION (Bonaccorsi/Spinelli): Motion to approve the financials thru April 30, 2016 as presented. Motion passed unanimously.

Volunteer Community Public Relations Advisor

Tom Tyler (Secretary) indicated that Rebecca Fredrickson has accept the position of Volunteer Community Public Relations Advisor.

Full Day Kindergarten

We are continuing to explore offering the option of full day kindergarten.

Update from The Friends of GCCSA

Charisa Martin (Parent Representative) gave a verbal overview of the Friends committee. Minutes are available on the web site. Among the highlights, Jenny Hitzeman has taken on the role of volunteer coordinator. There will be one more Friends committee meeting in June to plan activities for the next school year.

Update from Curriculum Committee

Lisa Klein (Director) provided a verbal update on the Curriculum Committee and efforts to pursue transition to single-grade classrooms.

Update from HR and Policy Committee

a. Deputy Director Position

MOTION (Bonaccorsi/Keicher): Motion to approve the description of the Deputy Director position description as amended. Motion passed unanimously.

b. Evaluation of the Board

Peter Bonaccorsi (Director) presented the HR Committee's updated Board of Trustees Self Evaluation Criteria for 2016, accepting and incorporating feedback. Tom Tyler (Secretary) will take the information and convert it to an online survey format.

c. Evaluation of the School Director

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: May 17, 2016

Peter Bonaccorsi (Director) presented the HR Committee's plan for evaluation of the School Director. The intent is that the School Director will be evaluated 75% based on performance considering the job description using a Rubric scale, and 25% based on performance based on mutually agreed goals. For the present year, the instructor will be evaluated based solely on the job description. Goals will be established for next year's evaluation.

Budget Update for 2016-2017

John Keicher (Treasurer) presented the treasurer's report, summarized as, "Right now, it's looking good."

New Insurance Company

This items was moved to non-public session later in the agenda.

Community Relations and Endowment

Bill Spinelli (Chair) discussed ongoing efforts to fill the Community Relations and Endowments Committee.

Director's Report

Karin Cevasco (School Director) presented the Director's Report. Highlights: School enrollment is at 155, same as last month. Class lists for 2016-2017 are being developed. Efforts continue to adjust to the change to single-grade classrooms. We have conditionally offered a math and science and teacher for 7th and 8th grade (conditional based on board approval and the usual background check).

MOTION (Bonaccorsi/Martin): Motion to confirm the offer of employment to Arielle Kone to fill the position of 7th and 8th grade math and science teacher beginning in August 2016. Motion passed unanimously.

Business Card and Email Signatures

Tom Tyler (Secretary) discussed that the Secretary will take on the responsibility of ensuring new board members are provided with business cards and suggesting a standard format for email signatures for board members.

Additional Item: Hat and Hoods Rule

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: May 17, 2016

Karin Cevalasco (School Director) read aloud a letter presented by students in the 5th and 6th grade requesting lifting of the ban on hats and hoodies. Bill Spinelli (Chair) will look into providing a considered response, and Karin Cevalasco (School Director) will look into addressing concerns with lighting noted in the letter.

MOTION (Tyler/Bonaccorsi): Motion to enter non-public session. Motion passed unanimously by roll call vote.

Note: These public minutes are accompanied by a sealed minutes document, GCCSA-BoT-Minutes-2016-05-17-SEALED, documenting non-public votes made in non-public session.

Exited non-public session at 9:12 PM

MOTION (Bonaccorsi /Tyler): Motion to select PRIMEX as the new insurance carrier for property liability, unemployment compensation, and worker's compensation. Motion passed unanimously.

MOTION (Klein/Martin): Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:14 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting
Meeting Minutes
Meeting Date: June 21, 2016

Meeting Date: June 21, 2016
Time: 6:45 PM
Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)
Bob Amrein (Vice Chairman)
John Keicher (Treasurer)
Kim Rivers (Director) (by phone)
Lisa Klein (Director) (by phone)
Peter Bonaccorsi (Director)
Tom Tyler (Secretary)

Absent:

Charisa Martin (Parent Representative)

Attending Gate City Staff:

Karin Cevasco (School Director)
Christina Whitaker (Accountant)

Attending Public:

Danielle Preston
Larry Hersch
Denyelle Klayton (Candidate for Deputy Director Position)

Quorum: 6 of 8 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:51 PM.

Public Comments

Daniele Preston made a statement in favor of expanding the school day, per the agenda item on that topic.

6:55 PM

MOTION (Bonaccorsi/Spinelli): Motion to approve the minutes as written. Motion passed unanimously.

Treasurer's Report

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 21, 2016

John Keicher (Treasurer) presented the finances and budget vs. actuals. Summary: "We are still doing good, but we are tighter than we've been all year long."

MOTION (Bonaccorsi/Tyler): Motion to approve the financials up thru May 31, 2016 as presented. Motion passed unanimously.

Fiscal Year 2016-17 Budget

John Keicher (Treasurer) presented the proposed budget, reviewing worst case scenarios which look good even given worst case assumptions.

7:15 PM

MOTION (Bonaccorsi /Amrein): Motion to approve the 2016-17 budget, based on a projected enrollment of 165 (145 students grades 1-8, plus 20 Kindergarten), as presented. Motion passed unanimously.

7:17 PM

MOTION (Amrein/Tyler): Motion to revisit the budget in the August 2016 board meeting to reflect actual enrollment anticipated enrollment for the first day of school.

The Friends of GCCSA

Danielle Preston presented a detailed update from last Friends of GCCSA meeting of this school year, including a summary of various events planned and that could be planned.

Curriculum Committee

Lisa Klein (Curriculum Committee Chair) gave a verbal overview of the focus of the Curriculum Committee, which is considering revising the homework guidelines, which are nearly complete. The homework guidelines will essentially be similar up thru grade 4, but starting with grade 5, agendas will be kept in keeping with project-based learning, focusing on meaningful homework.

Update on Evaluation of the Board of Trustees

The survey is ready.

Evaluation of the School Director

The evaluation has started and is ongoing.

Document Name: GCCSA-BoT-Minutes-2016-06-21

Document Version: 3 (18 August, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 21, 2016

Policy and HR response to Hats and Hoods Rule

It was noted that an appropriate response explaining the position on the Hats and Hoods rule was sent.

First Reading of Policy Manual Updates

Updates to the Policy Manual were read. Second reading and approval to occur at the next BoT meeting.

Discussions: Automated External Defibrillators were discussed. Larry Hersch suggested we contact Justin Case, emergency preparedness directory for the city of Nashua.

Finance Committee

Given the discussion surrounding the budget, no further discussion was necessary.

Community Relations and Endowment Committee

General discussion highlights:

It was noted that we are focused on the Strategic Plan. Year 1 goals are approved; we are getting 3 and 5 year plans approved. Rebecca Fredrickson will be returning to the BoT in August.

Director's Report

Karin Cevalasco (School Director) presented the Director's Report.

A few highlights:

- A Good Job call out to Mrs. Waterman's Class, re: Jack.
- Online reporting system was discussed.
- Proposed change to Kindergarten schedule was discussed.
- There is a "Jill Cane Hall of Fame" gallery of miniature sculptures.

8:05 PM

MOTION (Amrein/Bonaccorsi): Motion to approve the proposed extension to the Kindergarten class time on Wednesdays to 1:00 PM. Motion passed unanimously.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 21, 2016

The GCCSA Board of Trustees would like to thank Dr. Jill Cane for all she has done for the student and the school.

Bill Spinelli read the letter of resignation from Dr. Jill Cane, who is retiring from the school.

Update on Deputy Director Position

Karin Cevasco and the interview committee proposed.

8:24 PM

MOTION (Tyler/Klein): Motion to confirm the offer of employment for the Deputy Director position to Denyelle Klayton, starting July 11, subject to criminal background check. Motion passed unanimously.

Board of Trustees Changes

Lisa Klein (Curriculum Committee Director) and Bob Amrein (Vice Chair) had previously announced resignations, and tonight is their last board meeting. Bob and Lisa were presented with tokens of appreciation for their service to the board and the school community.

We have one candidate thus far for the Parent Representative position, and are in discussions with a potential board member at large.

Next Board Meeting is August 16.

8:34 PM

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

Meeting adjourned at 8:35 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 16, 2016

Meeting Date: August 16, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

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)

Tom Tyler (Secretary)

Absent:

None.

Attending Gate City Staff:

Karin Cevasco (School Director)

Stephanie Fritz (Teacher)

Amy Savoie (Teacher)

Attending Public:

Jenny Hitzeman (joined the board early in the meeting).

Mary Sparks

Hillary Henderson

Colleen Rice

Amoy Peno

Donald Lambert

Adam Fredrickson

Rebecca Fredrickson (joined the board early in the meeting).

Stacey LaVaelley Lambert

Charisa Martin

Stephen Martin

Kim Luongo

Andrea Srinivas

Sonya Cullen

Geoff Skelton

Elizabeth Clark

Sue Sullivan

Quorum: 5 of 5 voting members were in attendance at the start of the meeting.

Document Name: GCCSA-BoT-Minutes-2016-08-16

Document Version: 5 (31 October, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 16, 2016

Meeting called to order at 6:53 PM.

Public Comments / Public Matters

Hillary Henderson read a letter that she had sent to the BoT by email.

Bill Spinelli read a letter sent by email from Daniele Preston.

Colleen Rice spoke to echo the concerns voiced in the letter sent by Daniele Preston.

Jenny Hitzeman relayed further concerns from parents.

Stephen Martin asked if the Board felt this kind of turnover is "normal." He said it seems "the train is heading somewhere, maybe off the tracks," and described people as being "on the fence" and "not sure if they wanted to continue this journey" [with the school]. He wanted assurance that "things are going to change."

Stephen Martin: The consensus is that it is the leadership. "Karin, I Love your vision. We are here because of your vision. There is too much responsibility on your shoulders ... You [Karin] deserve props. You can be the visionary, but someone else needs to be the implementer."

Adam Fredrickson spoke up in disagreement. "Nobody has worked harder then Karin, for four years before this was a school ... This is not going to fail, and she's not going to be stepping away." He spoke of the nature, passion and effort that goes into starting a public charter school.

Andrea Srinivas wanted to add "a positive energy" to the board, asking people on the fence to reconsider, citing the board's support to change to a single-grade classroom.

Donald Lambert discussed how the discussions on the school Facebook community page were "causing a spin," which could damage the school.

Colleen Rice acknowledged that problems don't have an easy, automatic fix.

Hillary Henderson noted that, "We've been trying to get parents to attend the [board] meeting," and noted that a teacher was resigning.

Kim Luongo said the extreme caring of teachers at this school has been encouraging. She noted getting inconsistent bits of communication from different teachers, noting

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 16, 2016

a need to streamline communications coming from the school itself, rather than relying on teachers.

Stephanie Fritz (Teacher) spoke about the challenges of selecting a teaching job, balancing pay vs. passion. She noted, "I pride myself on knowing that integrating arts into the curriculum is something I can do well." I like the mission of the school, and I like the people I teach with, and I love the kids.

Rebecca Fredrickson said she appreciated the passion of the parents that are here. She noted the school does try to "do more with less," and that it is challenging.

Elizabeth Clark spoke in defense of the Facebook page, saying it is more positive than negative.

Approval of Minutes

8:01 PM

MOTION (Bonaccorsi/Rivers): Motion to approve the minutes as amended with two minor corrections. Motion passed unanimously.

Approval of Minutes

John Keicher presented the financials. He noted, "To say it's been busy would be an understatement," citing an ongoing audit, budget turbulence, etc. We have \$11,000 in the bank. "Financially we are still good, but we are watching it real close. We're in the black but a shade of gray relating to comfort zone."

Bill noted we balanced the budget, assuming a worst-case scenario of losing 15 students.

Stephen Martin suggested we do another "letter of intent" to parents, because he was aware of parents who had decided they were not returning but had not notified the school. He noted, "I'm on your side."

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

MOTION (Tyler/Bonaccorsi): Motion to approve the assignment of Jenny Hitzeman to the Board of Directors as the Parent. Motion passed unanimously.

MOTION (Tyler/Bonaccorsi): Motion to re-appoint Rebecca Fredrickson to the Board as a Director. Motion passed unanimously.

Document Name: GCCSA-BoT-Minutes-2016-08-16

Document Version: 5 (31 October, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 16, 2016

Friends Committee Update

Jenny Hitzeman got right to work, announcing the start of the Friends Committee, which is the PTO for our school.

Curriculum Committee

Kim Rivers discussed the Curriculum Committee getting started.

Karin Cevasco (School Director) noted that a the position of special education case manager, funded by the Nashua school district, should help meet special education needs. She noted that the law forces a collaboration

Nashua has funded this position.

Employee Handbook Updates

Tom Tyler summarized the Board of Trustees Self Evaluation.

It was decided to defer voting on Policy Manual updates to give new board members time to review them.

MOTION (Bonaccorsi/Hitzeman): Motion to accept the resignations of Nicole Jones and Linda Vaudreuil, with regrets. Motion passed unanimously.

MOTION (Bonaccorsi/Hitzeman): Motion to confirm the hiring of Jennifer Berube for the position of 3rd grade teacher. Motion passed unanimously.

Employee Handbook Updates

Karin discussed updates to the Employee Handbook, fielding questions and noting clarifications requested by Peter Bonaccorsi.

MOTION (Bonaccorsi/Rivers): Motion to accept the updated Employee Handbook as amended during the meeting. Motion passed unanimously.

Director's Report

Karin Cevasco delivered the Director's Report.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 16, 2016

MOTION (Bonaccorsi/Rivers): Motion to accept the resignation of Denyelle Klayton. Motion passed unanimously.

Andrea Srinivas suggested the board establish a protocol to receive parent feedback, and the need to capture rich information (not just).

MOTION: (Bonaccorsi/Tyler): Motion to enter Non-Public session under RSA 91-A:3 II (c) Personnel. Motion passed by roll call vote. Entered Non-Public session at 9:28 PM.

Exited Non-Public Session at 10:21 PM.

Meeting adjourned at 10:23 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

Meeting Date: September 20, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

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)

Tom Tyler (Secretary)

Absent:

None.

Attending Gate City Staff:

Karin Cevasco (School Director)

Amy Savoie (Teacher)

Attending Public:

James A. O'Shaughnessy, Esq.

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

Meeting called to order at 6:45 PM.

Public Comments

Amy Savoie (Teacher) stated that she has happy with staff changes, wished the teachers well who recently resigned, and stated the new teachers were fabulous.

Roles and Responsibilities of a Public Board

James A. O'Shaughnessy, Esq., lead an interactive discussion on the roles and responsibilities of a public board, and presented a written overview on the subject.

8:13 PM Short Break.

8:18 PM Resumed.

Approval of Minutes

Document Name: GCCSA-BoT-Minutes-2016-09-20

Document Version: 3 (18 October, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

MOTION (Bonaccorsi/Rivers): Motion to defer approval of minutes until the next meeting. Motion passed unanimously.

Financial Committee Report

8:35

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

Friends Committee Update

Jenny Hitzeman presented the update from the Friends committee. Highlights:

- The Scholastic Book Fair was successful. Our next book fair is scheduled for 3/13-3/21, 2017.
- Margaritas Night is Tuesday, September 27, 2016.
- The Fall Festival is on October 31.
- The Playground Committee has been hard at work.
- Debbie Christianson and Jenny Hitzeman are researching the possibility of adding a volunteer requirement for families. A formal proposal will be presented at the next board meeting.
- In need of photocopy and lunch helpers.

Curriculum Committee

Kim Rivers presented the Curriculum Committee updates. Highlights:

- Plans are being made to promote a Health and Wellness curriculum.
- Teachers have been working on revising the report cards for the current year.

HR and Policy Committee

MOTION (Bonaccorsi/Tyler): Motion to approve updates to Section G of the Policy Manual. Motion passed unanimously.

PR and Marketing Committee

Rebecca Fredrickson presented a report of the PR and Marketing Committee.

Highlights:

- Started to develop a 12-month strategic plan, discussing key targets and audiences.
- Discussed goal to increase presence of the school in various forms.

Document Name: GCCSA-BoT-Minutes-2016-09-20

Document Version: 3 (18 October, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

- Address negative perceptions about charter schools.
- Discussed upcoming "Spotlight tours."
- Looking to expand the committee to 5-7 members.

Grant Writing and Endowment Committee

Bill Spinelli presented a report:

- Bill and Karin are seeking to find others to support grant writing efforts.

Director's Report

Karin Cevasco delivered the Director's Report. Highlights:

- Acquiring Title I Funding has been an educational process, and has been completed.
- We have been approved for funding for Title II (professional development) funding. We intend to use this to fund professional development in the area of math.
- The search for Deputy Director candidates has resumed, but it is a challenging time of year to hire for this position.
- Smarter Balanced 2016 student reports are now available from the DoE, and we have work to make them accessible.
- Enrollment on the first day of school was 169 of a capacity of 180. John Keicher noted that our "worst case" budget was 165. We are presently at 174. The time of year and lack of provided transportation were cited as challenges reported by parents after tours.

Parent Surveys on Specific Topics (Curriculum, Communication, Marketing, etc.)

Tom Tyler discussed plans to do parent surveys more frequently, but on more targeted topics.

Parent Input Suggestion Box (online, not anonymous, no response)

Bill and Karin discussed plans to create an online parent input suggestion box. Per was noted that, per advice of legal counsel, the Board should not respond to anonymous suggestions.

Lighting Change Out Proposal

Karin discussed the lighting change out proposal, which will be proposed formally at the next board meeting.

New Topic – New Hampshire Alliance for Public Charter School

Bill Spinelli and Rebecca Fredrickson discussed joining the New Hampshire Alliance for Public Charter Schools.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

9:45 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.

Exited non-public session at 9:50 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.

Exited non-public session at 9:52 PM.

MOTION: (Bonaccorsi/Rivers): Motion to confirm the hiring of September Frost and Hiring of Elizabeth Keith per recommendation of the School Director. Motion passed unanimously.

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

Exited non-public session at 9:56 PM.

MOTION PM (Rivers/Hitzeman) Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:56 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

Meeting Date: September 20, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

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)

Tom Tyler (Secretary)

Absent:

None.

Attending Gate City Staff:

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Amy Savoie (Teacher)

Attending Public:

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

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8:13 PM Short Break.

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Approval of Minutes

Document Name: GCCSA-BoT-Minutes-2016-09-20

Document Version: 3 (18 October, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

MOTION (Bonaccorsi/Rivers): Motion to defer approval of minutes until the next meeting. Motion passed unanimously.

Financial Committee Report

8:35

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

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- Teachers have been working on revising the report cards for the current year.

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Rebecca Fredrickson presented a report of the PR and Marketing Committee.

Highlights:

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- Discussed goal to increase presence of the school in various forms.

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Document Version: 3 (18 October, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

- Address negative perceptions about charter schools.
- Discussed upcoming "Spotlight tours."
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Bill Spinelli presented a report:

- Bill and Karin are seeking to find others to support grant writing efforts.

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Parent Surveys on Specific Topics (Curriculum, Communication, Marketing, etc.)

Tom Tyler discussed plans to do parent surveys more frequently, but on more targeted topics.

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Lighting Change Out Proposal

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New Topic – New Hampshire Alliance for Public Charter School

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Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2016

9:45 PM

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Exited non-public session at 9:50 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.

Exited non-public session at 9:52 PM.

MOTION: (Bonaccorsi/Rivers): Motion to confirm the hiring of September Frost and Hiring of Elizabeth Keith per recommendation of the School Director. Motion passed unanimously.

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

Exited non-public session at 9:56 PM.

MOTION PM (Rivers/Hitzeman) Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:56 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 18, 2016

Meeting Date: October 18, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Peter Bonaccorsi (Acting Vice Chairman)

Jenny Hitzeman (Parent Representative)

Kim Rivers (Director)

Rebecca Fredrickson (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:

Sarah Hall

Danielle Preston

Quorum: 6 of 7 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:49 PM.

Public Comments

No public comments were made.

Approval of Minutes

MOTION (Bonaccorsi/Hitzeman): Motion to approve minutes of the August 16, 2016 meeting as written. Motion passed unanimously.

MOTION (Bonaccorsi/Rivers): Motion to approve minutes of September 20, 2016 meeting as amended with Kim's input in the meeting. Motion passed unanimously.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 18, 2016

Financial Committee Report

Bill Spinelli presented the financials.

MOTION (Bonaccorsi/Tyler): Motion to approve the financials as presented by Bill Spinelli. Motion passed unanimously.

MOTION (Rivers/Hitzeman): Motion to accept Form DOE-25 as sent to the Board. Motion passed unanimously.

Old Business

Parent Surveys on Specific Topics (Curriculum, Communication, Marketing, etc.)

Tom Tyler discussed the Communications work-in-progress Communications survey.

Lighting Proposal

MOTION (Tyler/Fredrickson): Motion to approve the lighting proposal as presented, including the acquiring of \$12,878 of debt, payable over 40 months at \$321.95 per month, based on projections for efficiency gains exceeding the direct monthly costs. Motion passed unanimously.

Friends Committee Update

Jenny Hitzeman presented the update from the Friends committee. Highlights:

- Margaritas fund raiser went very well. Kindergarten class made a flower pot to raffle. The fund raiser brought in \$436.00.
- An Orange Leaf fund raiser is planned for the night of the Holiday Concert.
- The Paint Your Way to 5K fund raising is going fantastic, with 60 registrations so far, including T-shirts, water bottles with logo, etc.
- Fall festival is coming up October 31.
- Ski club (not a fund raiser) info will be coming out this week.

Curriculum Committee

Kim Rivers presented the Curriculum Committee updates. Highlights:

- The rating scale for the report cards is being worked on.
- The exhibition of learning events, like the colonial events last year, are being planned.
- Work continues on the Health and Wellness curriculum.

Document Name: GCCSA-BoT-Minutes-2016-10-18

Document Version: 4 (15 November, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 18, 2016

- We are going to start to have gym classes for the younger grades.

HR, Performance and Compliance Committee (HRPCC)

Peter Bonaccorsi presented the update from the HRPCC:

- We worked on exit interviews surveys.

PR and Marketing Committee

Rebecca Fredrickson presented a report of the PR and Marketing Committee.

Highlights:

- We added a team member, Mary Grace Markham.
- We did a marketing video linked from our public Facebook page and web site.
- We created a YouTube channel for the school.
- We participated in Art Walk this weekend, being a participant on the arts community.
- We have completed Showcase Tour (tours targeted at invited guests such as legislators, business leaders, etc.) and planned another one.
- We had meetings to discussion marketing strategy.
- We are updating an old marketing flyer.
- We need more people, 3 or 4 more would be great.

Grant Writing and Endowment Committee

Bill Spinelli presented a report:

- We are having our first committee meeting on Friday, October 21.
- We are engaged in discussions with a grant writer about how their services may help us.

Director's Report

Karin Cevasco delivered the written Director's Report in advance of the meeting, included here:

Gate City Charter School for the Arts

Director's Report

Board of Trustees Meeting

October 18, 2016

Personnel Update

Deputy Director - Esther Kosofsky

Hiring Committee: Bill Spinelli, Karin Cevasco, Christina Whitaker

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 18, 2016

The hiring committee interviewed Esther Kosofsky on Friday, October 7, 2016

There was a meet and greet attended by all teachers on Tuesday, October 11, 2016 after school. Feedback from teachers was positive toward this candidate.

The hiring committee feels that Esther's background in communications, theater, the arts, and expressive arts therapy will serve our school's mission. Her experience with counseling will assist in our teacher to teacher mentoring goals.

I checked Esther's references and they were all positive. Some mentioned that there would be a learning curve in gaining knowledge in the Common Core State Standards, but Esther gives 110% of herself to everything she does and she will learn quickly. She is magnetic and enthusiastic and said, "I love your school! I am all in!"

Enrollment Update

(Distribute Table)

Curriculum Update - Physical Education Classes for grades 1-4

Gym classes for grades 1-4 have begun utilizing YMCA instructors

(Distribute Handout)

Update on HB 126 Commission

Since September 2015, I have served as a member on the Governor's Commission to Study Issues Related to Students Receiving Special Education Services While Attending a Chartered Public School. The Commission met for the last time on Monday, October 17, 2016 and the findings and recommendations from the commission were presented in a report that will be presented to Governor Maggie Hassan by the Chair of the Commission, Alan Pardy (NH Special Educators Administration Association) by the end of this month. The majority finding of the Commission is that when charter school staff and district school staff are committed to working together in a collaborative nature to serve the student, things are working well. The overall challenges presented are that the state does not currently have a full understanding of the costs related to special education as a whole, let alone the difference in cost when that child is attending a public charter school. The smaller size of a charter school, coupled with the unique structure of special education responsibility when a child attends a public chartered school as outlined in RSA 194-B:11, III, adds to district costs because the economies of scale are not advantageous in most scenarios. In some cases, such as when the charter school environment reduces the child's needs for services (a child with anxiety being the number one situation cited), the district benefits from a cost savings. However, when charter school staff and district school staff have a collaborative working relationship, all parties benefit. It was the Commission's majority opinion that the rights of the student with special education needs should be protected at every level when that family decides to enroll in a public chartered school. The full

Gate City Charter School for the Arts

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Commission's report with all its findings and recommendations will be available publicly after November 1.

Debate Club Request for Field Trip to Washington DC

(distribute handout)

Field trip dates April 16-19, 2017

Close Up (www.closeup.org)

Fundraising to cover cost of trip through Close Up. Close up will hold on to funds for the school and will keep an account that carries over from one year to the next to support the next group of students. Donors can contribute to one specific student or to the school in general. The school decides how to distribute those funds to students. Close Up offers scholarship money for the school to decide how to distribute to students.

Cost to school is for substitute teachers to cover 6th grade and $\frac{7}{8}$ Grade Humanities

MOTION: (Tyler/Bonaccorsi): Motion to grant *conceptual approval* for the School Director to pursue developing a plan for a field trip to Washington DC in April, 2017, for the 7th and 8th grade students involved in the Debate Club, in accordance with the policy on field trips. Motion passed unanimously.

MOTION: (Bonaccorsi/Rivers): Motion to enter Non-Public session under RSA 91-A:3 II (b) Hiring. Motion passed unanimously by roll call vote.

Entered non-public session at 9:02 PM.

Exited non-public session at 9:22 PM.

MOTION: (Bonaccorsi/Rivers): Motion to confirm the hiring of Esther R. Kosofsky as the Deputy Director per recommendation of the hiring committee. Motion passed 5/0/1.

MOTION: (Bonaccorsi/Hitzeman): Motion to approve Non-Public minutes from the September 20, 2016, meeting as amended during the meeting. Motion passed unanimously.

MOTION PM (Bonaccorsi/Tyler) Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 9:32 PM.

Next Meeting: November 15, 2016.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 15, 2016

Meeting Date: November 15, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

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)

Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Karin Cevasco (School Director)

Absent Board Members:

None.

Attending Gate City Staff:

Esther K. Kosofsky (Deputy Director)

Amy Savoie (Teacher)

Attending Public:

Sarah Hall

Danielle Preston

Meredith Chicklis

Quorum: 6 of 7 voting members were in attendance at the start of the meeting (and Peter Bonaccorsi joined very shortly after starting).

Meeting called to order at 6:49 PM.

Public Comments

No public comments were made.

Approval of Minutes

MOTION (Hitzeman/Rivers): Motion to approve minutes of the Oct 18, 2016 meeting with a correction made by Kim Rivers. Motion passed unanimously.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 15, 2016

6:55 PM

Financial Committee Report

John Keicher presented the financials. We have roughly 2 months of run time in the bank.

MOTION (Fredrickson/Hitzeman): Motion to approve the financials as presented by John Keicher. Motion passed unanimously.

Old Business

7:02 PM

Parent Surveys on Specific Topics (Curriculum, Communication, Marketing, etc.)

Tom Tyler discussed the Communications work-in-progress Communications survey.

Lighting Proposal

Karin Cevasco reported that work has begun to implement the lighting change out, and thus far things are proceeding OK.

Debate Club Field Trip

Karin Cevasco lead a discussion on the debate club field trip. In the discussion, concerns about the need to raise funding in a short amount of time using the www.CloseUp.org fund raising mechanism, including a significant non-refundable component.

Sarah Hall mentioned the Harvard MUN (Model United Nations) as a more local alternative to consider.

7:29 PM

MOTION: (Hitzeman/ Fredrickson): Motion reject the Debate Club Field Trip Proposal, expressing gratitude for the hard work, passion and enthusiasm expressed by the faculty and students, and encourage them to submit field trip requests in the future. Motion Passed 5/2/0.

Peter Bonaccorsi noted that we should encourage the Debate Club to start smaller, looking at opportunities locally, such as debates with surrounding schools, perhaps

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

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working with the bar association in Concord, to provide opportunities and build support for the growth of the program.

7:35 PM

Property Taxes – Town of Merrimack

Karin Cevasco noted that we will be promoting adoption of RSA-79 (h) to the Town of Merrimack.

Strategic Plan – Year One Goals Review

Bill Spinelli lead a discussion on progress toward the one year goals.

7:59 PM

Strategic Plan – Three and Five Year Goals Review

Bill Spinelli lead a discussion on the three and five year goals.

8:29 PM

MOTION (Bonaccorsi/Rivers): Motion to approve the three and five year goals of the Strategic Plan as updated in the meeting. Motion passed unanimously.

Committee Reports and Open Board Discussion

Friends of GCCSA

Jenny Hitzeman presented the Friends Committee updates. Highlights:

- The Fall Festival on October 31 was very successful.
- We have an Orange Leave fund raiser the night of the Winter Concert, December 13.
- Dani Preston is leading on the Ski Club, with 18 interested students and 13 registered. We are selling Breath NH passes as a fund raiser.
- Sara Hall and Meredith Chicklis discussed the playground improvement project.
- Sara Hall discussed the Paint Your Way to 5K program. The event was successful and is becoming part of our larger community. It was stressed that we really need more volunteer help and marketing support.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 15, 2016

8:58 PM

Curriculum Committee

Kim Rivers presented the Curriculum Committee updates. Highlights:

- Next meeting of the Curriculum Committee is November 29 at 4:15 PM at the school.
- 3 and 5 years goals to be discussed.
- Curriculum Survey to be discussed.

HR, Performance and Compliance Committee (HRPCC)

Peter Bonaccorsi presented the update from the HRPCC:

- Work continues on exit interview survey.
- Work is moving forward on:
 - Need to update policy manual to include policies approved along the way in one policy document.
 - Need to revise bylaws section to describe each committee, per update from Bill.
- Next meeting is to be scheduled.

PR and Community Relations Committee

Rebecca Fredrickson presented a report of the PR and Marketing Committee.

Highlights:

- Flyer going out.
- Looking for feedback
- Discussed press releases, with a goal to have 1 or 2 press releases monthly.
- Working to improve public perception of charter schools, to counter negative campaigning related to MA ballot question on charter schools.
- Discussed holiday concert and how to promote it.
- Next meeting is December 6th at 10:30 AM at the school.

Grant Writing and Endowment Committee

Bill Spinelli presented an update. Highlights:

- Bill Spinelli, Karin Cevasco, Megan King met with Marcia Bottino, a professional grant writer.
- We will be meeting with her on November 21 to discuss the first phase of the grant writing committee progression.

9:23 PM

Director's Report

Document Name: GCCSA-BoT-Minutes-2016-11-15

Document Version: 2 (20 December, 2016)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 15, 2016

Karin Cevasco delivered the written Director's Report in advance of the meeting, included here:

Director's Report November 15, 2016

Personnel

Esther Kosofsky started work on October 24 in her role as Deputy Director. She brings enthusiasm and passion for the arts integrated mission of our school. She is nicely getting acquainted with the faculty and staff, the students and parents, and with the responsibilities of the job.

All positions are currently filled.

Enrollment

Enrollment is currently 173.
(Distribute table)

Policy Needs

I am currently drafting a key holder policy to present to the Policy Committee for review. This policy will mitigate risk related to building access and protection of property, while ensuring our employees have building access at needed times.

Additionally, in recent conversations, our insurance provider, Primex, has identified several policies related to employment for which our organization has a need. Primex would like our school to consult with our local council to guide the writing of the policy to ensure it aligns with employment law. It is important in practices of employment that our policy be reviewed by local council before going to the Board of Trustees for approval.

School Events

Food Drive - 7th grade students are coordinating a food drive to benefit the Nashua Soup Kitchen and Shelter (NSKS). After researching community need, the students have decided to focus their collections on the NSKS's greatest needs: boxed Mac & Cheese, cereal, beans and toiletries (toothpaste, toothpaste, and bars of soap). Additionally, the 7th grade students are integrating the arts integrated mission of our school as they create marbled placemats to decorate the tables at the NSKS during their Thanksgiving meal service.

Showcase Tour - The Marketing and PR Committee has invited local business leaders, local municipal leaders, education leaders, and state government leaders to visit our school on Thursday, November 17, 2016 at 9:30 AM. Kindergarten will sing for our guests and 8th grade will teach our guests some bucket drumming rhythms. We will conduct a tour of the school and invite our guests to further engage by attending our concert in December and to consider membership on our Board of Trustees.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 15, 2016

The Winter Concert is scheduled for Tuesday, December 13, 2016. We will be renting the Keefe Auditorium at Elm Street Middle School in Nashua. Our Music Teacher, Mrs. Jessica Mason, has organized with the students a festive winter show. All students will participate with singing, a bucket drum ensemble, and concert band. The auditorium has plenty of seating; we hope to see many families, friends, guests, and Board Members in the audience.

Other Needs

(none at this time)

New Business

Board of Trustees Recruitment

Rebecca Fredrickson discussed ongoing efforts to reach out to the community to increase our Board of Trustees membership.

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

Meeting adjourned at 9:37 PM.

Next Meeting: December 20, 2016.

Gate City Charter School for the Arts

Board of Trustees Meeting
Meeting Minutes
Meeting Date: December 20, 2016

Meeting Date: December 20, 2016

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Peter Bonaccorsi (Acting Vice Chairman)

John Keicher (Treasurer)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Karin Cevasco (School Director)

Absent Board Members:

Jenny Hitzeman (Parent Representative)

Attending Gate City Staff:

Amy Savoie (Teacher)

Lisa Duffy (Teacher)

Christina Whitaker (Finance Manager)

Attending Public:

Eric Drouart

Quorum: 6 of 7 voting members were in attendance at the start of the meeting.

Meeting called to order at 6:49 PM.

Public Comments

No public comments were made.

Approval of Minutes

MOTION (Bonaccorsi/Rivers): Motion to approve minutes of the Nov 15, 2016 meeting with corrections noted during the meeting. Motion passed unanimously.

6:53 PM

Financial Committee Report

Document Name: GCCSA-BoT-Minutes-2016-12-20

Document Version: 2 (17 January, 2017)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: December 20, 2016

Christina Whitaker presented a detailed overview of the independent annual audit.

The recommendation related to the Friends of GCCSA potentially being made a separate 501(c) organization was discussed at length, with no definitive conclusion. It was discussed that we would change the name of the committee.

7:21 PM

MOTION (Bonaccorsi/Fredrickson): Motion to approve the audit report as presented with commendation for outstanding financial management. Motion passed unanimously.

7:22 PM

John Keicher presented a verbal overview of the financials.

7:25 PM

MOTION (Bonaccorsi/Fredrickson): Motion to approve the financials as of November 30, 2016 as presented by John Keicher. Motion passed unanimously.

Old Business

7:28 PM

Update on request for adoption of RSA 79-H with the Merrimack Town Council

Karin Cevasco (School Director) provided an update of the discussion with the Merrimack Town Council.

Update on Parent Surveys

Tom Tyler noted progress on parent surveys was deferred due to other priorities, and action will resume. Focus will in this updated order of priority: Curriculum, Communications, and then Marketing.

7:43 PM

MOTION (Bonaccorsi/Tyler) Motion to approve the \$300 expense to purchase an annual subscription for Survey Monkey for the HR, Policy and Compliance Committee.

Committee Reports and Open Board Discussion

Document Name: GCCSA-BoT-Minutes-2016-12-20

Document Version: 2 (17 January, 2017)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: December 20, 2016

The Friends of GCCSA

No report.

Curriculum Committee

Kim Rivers presented the Curriculum Committee updates. Highlights:

- A draft Curriculum Survey Questions was presented for review and discussion.
- The Full Day kindergarten proposal was discussed at length. It was discussed that analysis efforts for the proposal will continue. A survey will be produced for parents to gauge interest, anticipated participation levels, etc.

The written minutes of the Curriculum Committee were provided, and are included here:

Curriculum Committee Notes

12/15/2016

4:15-5:03

Esther
Kim
Karin

1. Introductions
2. Three and Five year goals for Boards Strategic Plan
 - a. Put on hold for a future meeting
3. Review Full Day Kindergarten Proposal
 - a. Updated numbers—Kim will present to the board
4. Review survey for Board
 - a. Will add a comment box at the bottom
5. Other
 - a. Teachers have begun working on peer-to-peer mentoring. This is one of the strategic goals.
 - a. Kim will send out an email to the teachers inviting all to the curriculum committee

8:19 PM

Human Resources and Policy Committee

Peter Bonaccorsi presented the update from the Human Resources and Policy Committee:

Document Name: GCCSA-BoT-Minutes-2016-12-20

Document Version: 2 (17 January, 2017)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: December 20, 2016

- The term staggering for the Board of Trustees terms was discussed, and proposed bylaws changes presented for review. This will be presented for a second reading at the next meeting.
- Tom mention plans to introduce a hiring practices policy early next year.

8:35 PM

PR and Community Relations Committee

Rebecca Fredrickson presented a report of the PR and Marketing Committee.

Highlights:

- The PR committee has been very active.
- Working on titles such as: "Believe it or not, my kid is excited?" "Why is Gate City worth the drive?"
- Discussed other community engagement opportunities.
- Discussed plans to improve our social media presence beyond just Facebook, on to Twitter, LinkedIn, Instagram, etc.

Grant Writing and Endowment Committee

Bill Spinelli presented an update. Highlights:

- The committee has had ongoing meetings Marcia Bottino, a professional grant writer we have engaged.
- Our next step is the ongoing of the initial analysis, and beyond that for the committee to recommend more specific things.
- We hope to grow the committee.

9:05 PM

Director's Report

Karin Cevasco delivered the written Director's Report in advance of the meeting, included here:

Director's Report December 20, 2016

Personell

We anticipate the need to hire an additional paraeducator starting in January 2017. The job has been posted.

Policy

To fulfill the policy needs related to employment that were identified last month, I have been working with our Finance Manager to identify options for utilizing an employee handbook template that conforms with all NH employment laws.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

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We will begin the installation of a card swipe entry system in January. The installation will use hardware that already existed in the facility, reactivating the hardware and integrating the system with new software. This new system will allow keyless door access for all employees during scheduled hours. Training on the system use will inform the new building access policy.

Enrollment

As of December 20, 2016

Grade	Number of Students Enrolled	January 3, 2017	Number of Students on Wait list
K	20	20	56
1	19	18	8
2	19	18	24
3	20	20	21
4	20	19	20
5	17	17	1
6	20	20	25
7	20	20	4
8	20	20	10
TOTAL	175	172	169

School Events

The winter concert that was held on December 13, 2016 was a success. The Keefe Auditorium is a nice venue for the event. We are fortunate to have parent volunteer, George Barnett, along with community volunteer John Francini, who facilitated lighting and sound for the event. Volunteer Mary Ann McHugh accompanied the choruses on piano.

The 2017-18 kindergarten enrollment opens in January. We have begun to advertise this upcoming opportunity. Pre-registration for siblings of current students will open on January 9, 2017. Open registration begins on January 23, 2017. The Enrollment Lottery is scheduled for March 14, 2017.

We have researched opportunities for the Debate Club to debate and visit other middle school groups of students. We were successful in introducing Steph Fritz and Astrid Alvarado, Debate Club advisors, to two teachers who run debate clubs or social studies classes at other NH charter schools and are interested in debate. They hope to debate later this school year.

There are a group of students who have asked to form a school newspaper. Esther Kosofsky and Karin Cevasco will facilitate the newspaper club after school on Mondays beginning in the new year.

There are a group of students wanting to form an a cappella group. Esther Kosofsky is working with those students to facilitate that extracurricular singing opportunity.

Document Name: GCCSA-BoT-Minutes-2016-12-20

Document Version: 2 (17 January, 2017)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: December 20, 2016

We continue to have parent volunteers Mary Grace Markham and Daniel Barlusckhe run the French Club after school on Wednesdays. Charles Savoie has also been volunteering in the French conversation group.

After school enrichment opportunities with outside vendors will resume in January. Play Well Lego engineering classes will be offered on Mondays and Wednesdays. We are also looking into a vendor who offers after school computer coding classes for grades 3-8.

We have the opportunity to participate in *ARTventures* and the "Comeback Kitchen Table" project in 2017. This artist in residency project will allow our students to work with Jerry Beck of *The Revolving Museum* to create a sculpture piece as an interactive kitchen table that will be on display in Downtown Nashua, installed during the Downtown Arts Festival on May 4, 2017. We will kickoff a fundraising effort in January 2017 with a goal of raising \$3000 to participate in this community art opportunity.

New Business

9:19 PM

By-Laws Update

Bill Spinelli presented proposed updates to bylaws, provided in advance of the meeting. Proposed bylaws were discussed at some length.

9:44 PM

New Board Member

Bill Spinelli presented Eric Drouart as a nominee for the Board of Trustees.

9:52 PM

MOTION (Bonaccorsi/Tyler): Motion to approve Eric Drouart to the Board of Trustees as a Member at Large. Motion passed unanimously.

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

Meeting adjourned at 9:53 PM.

Next Meeting: January 17, 2017.