



Minutes

Board of Trustees Meeting
Gate City Charter School
for the Arts

Organizational Meeting

Date: Monday, September 30th, 2013

Time: 6:45 PM

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

Present: Karin Cevasco, Chairperson
Rebecca Fredrickson, Vice Chairperson
Kurt Stuke, Secretary
Mark Walsh, Performance Improvement Evaluator
Robert Amrein
Lisa Ura Bollinger
Lisa Klein
Dan Sinnott (virtual participant)

Absent: John Keicher, Treasurer

I Call to order: at 6:45 PM by Karin Cevasco.

II Quorum: eight of nine members present (five required.)

III Reading and Approval of Minutes: no prior minutes as this was the first meeting

IV Treasurer's Report

A. No report as the treasurer was absent

V Orientation

- A. The Board Member Expectation Document and Board Member Contracts were distributed to all present. Lisa Ura Bollinger, Lisa Klein, and Kurt Stuke signed and returned the contracts. The remaining members will sign and return the contracts at the next board meeting. John Keicher returned contract prior to his vacation.
- B. All attendees (with the exception of the virtual participant) received Board Information Packets. The concept of what constitutes a "conflict of interest" was discussed and none of the attendees perceived a conflict of interest preventing them from joining the board.

VI Review and Discussion of By-Laws

- A. A motion for a conditional acceptance of the by-laws was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
 - (1) The revised by-laws will be forwarded to the board members ten (10) days prior to the next meeting.
 - (2) Upon receipt, each board member will cast a vote of acceptance or rejection of the revised by-laws via email to the chairperson.

VII Review of Board Member Roles

A. Election of Officers

- (1) Nominations were forwarded as follows:
 - (a) Chairperson: Karin Cevalasco
 - (b) Vice Chairperson: Rebecca Fredrickson
 - (c) Treasurer: John Keicher
 - (d) Secretary: Kurt Stuke
 - (e) Program Improvement Evaluator: Martin Walsh
- (i) A motion to accept these appointments was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
- (ii) A motion to appoint Rebecca Frederickson as the liaison to the Friend Committee was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.

B. Committee Appointments

- (1) Committee appointments were as follows:
 - (a) Finance: John Keicher, (vacant)
 - (b) Human Resources: Robert Amrein, Kurt Stuke
 - (c) Curriculum: Rebecca Frederickson, Karin Cevalasco, Lisa Klein
 - (d) Evaluation: Mark Walsh, Lisa Ura Bollinger
 - (e) Market Development: Karin Cevalasco, Rebecca Frederickson, Dan Sinnott
- (i) A motion to accept these appointments was forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.

VIII Meeting Schedule

- A. A motion to accept the third Tuesday of each month as the regular meeting date forwarded by Robert Amrein and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
- B. Next meeting set for October 15, 2013

IX Review of "Directors & Officers" Insurance Policy

- A. The Board has one quote currently. The quote has an option for a combined limit or a separate limit of 1 million total coverage. It was decided to seek additional quotes at expanded coverage levels and to revisit this issue upon the next board meeting.

X Assignment of Action Items & Open Items

- A. The Property Committee will be touring potential properties on October 10th at 9 A.M. If interested in joining the Property Committee, please contact Karin Cevalasco.
- B. Treasurer: please sign and file our application with the NH Charitable Trust and complete the 501c3 paperwork as soon as possible
- C. HR committee: please complete the job description for the business manager and be ready to present that description to the board at the next meeting
- D. Program Improvement Evaluator: please forward to each member the directions for using Google+ as a repository for documents.

XI. Adjournment

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 9:35 PM

Respectfully submitted by,

Kurt Stuke

Kurt Stuke, Secretary

Adopted by the Board in the meeting

of _____,
(Date of Meeting)

(Signature of Chairperson)



Minutes

Board of Trustees Meeting
Gate City Charter School
for the Arts

Date: Tuesday, November 19, 2013

Time: 6:45 pm

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

Present:

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

Absent:

I. Call to Order: at 6:48 PM by Karin Cevalasco

II. Quorum: nine of nine members present (five required)

III. Reading and Approval of Minutes: 6:50 PM

- A. Kurt Stuke read the minutes from the previous minutes. A motion to accept the minutes was forwarded by Bob Amrein and seconded by John Keicher. The motion was accepted by unanimous consent and filed.
- B. Public Comment – no public attendees and therefore no public comments were entered.

IV. Treasurer's Report & Open Board Discussion

A. Treasurer's Report

- (1) The treasurer asked if he should post the Treasurer's Monthly Report to our Website. Bob Amrein observed that the posting should not post until discussed, reviewed, and approved within the following BOT meeting
- (2) Expenditures totaled \$9683 leaving \$50 within the checking account. The chairperson noted that although some of these expenditures were earmarked for spending, not all of the requested funds were actually spent, e.g. \$1000 was requested for High Bar BOT Governance training but will not be spent and therefore will be returned to the account.
- (3) The treasurer noted that there are many grant opportunities but without the 501c3 status we are precluded from applying.

B. Regulatory Tasks

- (1) We have received our certificate number as a charitable trust as recognized by the state of New Hampshire (certificate #12805)
- (2) The chairperson confirmed submission of the 501c3 petition and expects confirmation within six weeks.
- (3) We have submitted the request for a bi-weekly payroll to the state's Department of Labor and should hear back shortly
- (4) We have entered into an official contract with Flegal Law Services; we have a subscription service and have paid for six months of service "up-front." Our contract is for unlimited emails and phone calls with Attorney Flegal for the purposes of advice related to our start-up concerns (i.e employment, real estate, etc) .

V. Old Business

A. Liability Insurance

- (1) The chairperson has asked Darlene Simmons and Health Trust to initiate the Educator's Agreement and the entity will be "bound."

B. Update on Business Manager

- (1) We interviewed three candidates, offered the role to the third candidate, but the candidate rejected the offer.
- (2) A discussion of the most efficient way to address this role and its responsibility ensued; could the payroll and tax-related filings and tasks be assigned to a service? NCC Business Solutions was forwarded as a potential service provider.
 - a. Karin Cevalasco will contact NCC Business Solutions

C. Update on Director Job Description

- (1) Kurt Stuke distributed a draft of the job description. The following observations were offered:
 - a. the job description refers to an assistant director but should refer to a curriculum developer
 - b. the Master's Degree is better expressed as a preferred skill
 - c. if necessary the salary could be increased by allocating funds from different budgets to accommodate a higher salary
 - d. under required skills, the senior leadership role should stipulate an educational leadership role and not just a senior leadership role
 - e. responsibilities should include experience with Response To Interventions (RTI) and Common Core standards
 - f. responsibilities should include fostering professional development
- (2) A motion was made by Bob Amrein to approve the job description as amended with additional revisions to be revised by Lisa Klein within one week. The motion was seconded by Rebecca Frederickson and accepted.
- (3) Kurt Stuke advanced the notion of using EdjobsNH.com to advertise the director position was finalized. A motion to post the director position to Edjobsnh.com once revised was forwarded by Rebecca Frederickson and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
 - a. Additional advertising sources discussed were Career Centers at Local Colleges/Universities, Craig's List and the Nashua Telegraph; any free sources were deemed as acceptable advertising sources

VI. Presentations

A. Updates on Policies and Procedures

- (1) Mark Walsh found two sources for existing policies: Great Bay and ASD Charter Schools. He found approximately 70 policies that will need to be ported over. Meeting a December deadline (as stated in the previous minutes) will be challenging but is a task that can be accomplished.
- (2) Mark asked for assistance in creating a review process for the set of policies.

B. Annual Report

- (1) Karin Cevalasco discussed NHDOE accountability and compliance requirements. We are not obliged to start filing until August 2014.

C. Update from Marketing Committee

- (1) Dan Sinnott & Rebecca Frederickson offered "Exceptional education through art integration" as a new tagline.
- (2) Dan & Rebecca discussed the "elevator speech" as forwarded on the document under separate cover and the benefits of using that article as a rear facing document.
- (3) Business cards are waiting for the new logo; the new logo should be available shortly
- (4) Website design services and improvement is needed. Rebecca mentioned a donations page, parent portals, newsletters, and social media as desired elements.
- (5) The committee created a list of local patrons and artists and will approach to initiate a capital campaign and school awareness

VII. New Business

A. Finance Committee

- (1) The fundraising goal is \$20,000 by next September. In order to reach that goal we need an established timeline with milestones. The marketing committee will put together a preliminary marketing plan for approval by the finance committee and have it ready for review by the Board and the finance committee by the next meeting.

VIII. Non-Public Business

A. Update from Property Committee

- (1) The committee has been working with Cushman Wakefield in evaluating locations. There is one location with 18,000 square feet in Nashua that is within budget. The committee has asked for costs of renovations, sketches of renovations, for the costs as expressed in a lease that would incorporate renovations, and for utility costs.

IX. Suggestions for Next Meeting Agenda

- A. Job Description Completed, Posted, and Recruitment results
- B. Policy Evaluation Standards
- C. Marketing Timeline
- D. Final drawing & Costs from Property

X. Adjournment

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 10:06

Respectfully submitted by,

Kurt Stuke

Kurt Stuke, Secretary



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

Absent:

I. **Call to Order:** at 6:48 PM by Karin Cevasco

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

III. **Reading and Approval of Minutes:** 6:50 PM

- A. Kurt Stuke read the minutes from the previous minutes. A motion to accept the minutes was forwarded by Bob Amrein and seconded by John Keicher. The motion was accepted by unanimous consent and filed.
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X. Adjournment

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 10:06

Respectfully submitted by,

Kurt Stuke

Kurt Stuke, Secretary



Minutes

Board of Trustees Meeting
Gate City Charter School
for the Arts

Date: Wednesday, December 18, 2013

Time: 6:53pm

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

Present:

Karin Cevalasco, 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 6:45 PM by Karin Cevalasco

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

III. Reading and Approval of Minutes: 6:50 PM

- A. Kurt Stuke read the minutes from the previous minutes. A motion to accept the minutes was made and accepted.
- B. Public Comment – no public attendees and therefore no public comments were entered.

IV. Treasurer's Report & Open Board Discussion

A. Treasurer's Report

- (1) Bill Spinelli has successfully set up QuickBooks and has established the chart of accounts for the school
- (2) A motion was made to accept the Treasurer's report and accepted.

V. Old Business

A. Update on Business Manager

- (1) Karin Cevalasco reviewed the three bookkeeping agencies we had approached as potential bookkeepers: NCC; Accurately Accounted For; Amherst Bookkeeping Company (a Certified QuickBooksPro Advisor).
- (2) Given the minimal need until June 1 2014, Bob Amrein suggested placing one of the companies on retainer.
- (3) A motion to place Accurately Accounted For on retainer was made and accepted.

B. Update on Director Recruitment

- (1) We have received 10 candidates using our posting sources.
- (2) Craigslist has returned 90% of the responses.

C. Interview Committee Proposal

- (1) We will continue to collect resumes until approximately January 15, 2014. At that time the interview process will begin.
- (2) Lisa Klein will create an interview checklist that will be used throughout the interviews; must be completed by Jan 7th.
- (3) Karin Cevalasco, Lisa Klein, & Kurt Stuke will constitute the first interview team, i.e. the

- team that will conduct the first interviews.
- (4) The second interview team will include Rebecca Frederickson and Lisa Ura Bollinger
 - (5) The final candidates will be interviewed by the entire BOT.
 - (6) A motion to accept the interview plan was made and accepted.

D. Update on Policies

- (1) Mark Walsh introduced the set of policies that he adopted for the school. Mark noted that the set of policies contained both required policies and optional policies.
- (2) Mark asked that the BOT members review the entire set of policies by January 10th and make suggestions and corrections.

VI. Presentations

A. Marketing Committee Update

- (1) Rebecca Frederickson has set up five Information Nights in January and will send out the dates by email.
- (2) Enrollment forms have been created and will be distributed at the Information Nights
- (3) A PowerPoint has been created.
- (4) An information sheet about how the arts relate to the common core standards sheet has been created.
- (5) A visual piece on arts integration has been created.
- (6) A new logo has been created
- (7) A motion to accept the marketing materials and plan as presented was made and accepted.

VII. New Business

A. School Year Calendar

- (1) Karin forwarded a proposed calendar 180 days minimum of instructional time, incorporating other necessary inclusions; we will wait until the Nashua School District has published their schedule to finalize the schedule.

VIII. Non-Public Business

A. Update from Property Committee

- (1) The renovation requirements and costs were discussed, as well as lease details. Representatives from the City of Nashua have been consulted to help define the code requirements. Comparing the "Plan A" property to our "Plan B" property, it was noted that the Nashua Fire Marshal prefers "Plan A" property and expressed concerns about co-tenancy from a fire safety standpoint with the "Plan B" location.
- (2) Lisa Ura Bollinger requested that the Board be sent the Letter of Intent via email for review in advance of signing.
- (3) A motion was made to give the Property Committee (Bob Amrein, Karin Cevalasco, and Bill Spinelli) permission to enter into a Letter of Intent to Lease the "Plan A" property provided that the costs were brought down to a price that is within our budget. The motion was accepted.

IX. Suggestions for Next Meeting Agenda

- A. Hiring of Director & Interview Status
- B. Discussion of Policies
- C. Information Night Logistics
- D. Enrollment Logistics
- E. Property Committee Update

X. Adjournment

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.

B. Meeting adjourned at 10:12

Respectfully submitted by,

Kurt Stuke

Kurt Stuke, Secretary