

Gate City Charter School for the Arts
FINANCE COMMITTEE MEETING NOTES

January 11, 2018

Time: 9:00 a.m.

Location : 7 Henry Clay Drive, Merrimack, NH

Attendees:

Bill Spinelli – Finance Committee Chair

Mike Mulrennan – Finance Manager

Rich Boardman – School Director

Jack Balcom - BOT Chairman

- I. Opening Comments
 - i. Meeting Open to the Public
 - ii. No public in attendance

OLD BUSINESS

- II. Meeting Notes – December 14, 2017 Finance Committee Meeting Notes reviewed. No corrections, deletions or additions. Meeting Notes to be presented at January BOT Meeting for approval. (Note: December 2017 BOT Meeting was cancelled).
- III. FYE 2017 Audit Review – Status Update (Mike Mulrennan)
 - i. BOT Meeting Minutes from January 2017 through June 2017. Have been provided to the outside Auditor. This was the final Item requested.
 - ii. Now we are waiting for Auditors Final Report for Findings & Recommendations.

FINANCIAL & RELATED REPORTS – DECEMBER 2017

- IV. **Enrollment Status (Rich Boardman)**
 - i. Student Count at 151 . (K @ 18, 1 -8 @ 133).
 - ii. Parent "Information Nights" scheduled for January 11, 2018. Other Parent "Information Nights" scheduled during February and March 2018.
 - iii. Optimism based on Parent responses for stronger enrollment numbers for 2018 – 2019 school year
 - iv. School Director re-reviews current interview process. Emphasis on both parents and child understanding what the school does provide relative to arts integrated

education , community environment building and student services. . Discussion about possible (part-time) "Enrollment Focused" staffing being built into next years budget.

- V. **Bank Statement Reconciliation Report - December 31, 2017.** The Bank Register Balance as of December 29, 2017 was \$385,479. There was discussion on inscribing "stale dating" on future checks - six (6) month "stale date" was mentioned. Discussion on and agreement to write-off uncleared checks from 12/10/2015 (\$390.00), 06/16/2016 (\$142.50) and 07/15/2016 (\$60.00) and two other checks from June 2017 (#3951 and EFT pymt) that have been researched and proven to be legitimately voidable . Discussion on and agreement to write-off six (6) "bad debt" deposits totaling \$466.25.
- VI. **Balance Sheet as of December 31, 2017.** Reviewed details of Accounts Receivable Aging . School Districts mostly pay in the 60 to 90 day range – therefore minimal concern about "timeliness" or "willingness to pay" relative to these monies. . Reviewed details of Accounts Payable Aging and findings were satisfactory overall relative to "timeliness" of payment.
- VII. **Income Statement – December 31, 2017 – Budget vs Actual.** The income statement was analyzed for the month of December. There was questioning relative to #6102 – Teachers Aides / Tutors for this month. Actual expense was \$8,582.80 versus a budgeted monthly amount of \$4,000.00. Finance Manager to further research and comment on findings. . There were no other "Actual" expense line-items that were alarming variances versus "Budget" expenses.
- VIII. **Budgeted versus Actual – July 1, 2017 to December 31, 2017.** Extensive Committee discussion on continual and standardized monitoring of several line-items and possible impact upon the 2018-2019 Budget Process. #42005 SPED Case Manager needs to be renamed SPED Case Manager\$ to reflect "Direct Instruction" services now being provided to other school districts by two personnel. Simultaneously #6004 Special Ed Coordinator needs to be renamed Special Ed Coordinator\$ to accurately reflect related costs. Similar situation exists within #62060 Title I Personnel to include a second participant within that expense category. Finance Manager to work with Office Manager to cross-verify accurate breakdown reporting on time sheets. Billing correlations between #4210 SPED Paraeducator Revenue and #62100 SPED Paraeducator Expenses were discussed again this month. These accounts were designed to be "wash" accounts during the Budget process. The School Director continues to interface with the Finance Manager to assure reimbursement of SPED related roles are accurately accounted for and properly invoiced on a timely basis. Question on "Purchases" - \$3,658.87 to be researched and properly allocated by Finance Manager.

Overall - Budget versus Actual - at the six month stage - appears to be "on track". The collaborative efforts of the Finance Manager, School Administration Team, the PTAC and the Grants Committee have been instrumental in the success thus far in the efficient

financial operation of our school. The concern about Revenues running lower than anticipated due to student count running below the 164 students budget target will be more observable (and apparent) in the next six months. Fortunately the additional \$46,823 of (unanticipated & unbudgeted) Revenue from "Differentiated Aid" will prove valuable in narrowing most of the shortfall from not hitting our anticipated enrollment number for 2017-2018.

There have been - and will continue to be - ongoing discussions and planning for more adequately funding our school. Discussions and Planning relative to building reserve funds for Unanticipated Capital Expenses, a Building Capital Fund and an Endowment Fund are anticipated to be more extensive (and hopefully more heavily staffed) in the near future.

NEW BUSINESS / OTHER

The 2018-2019 BUDGET SCHEDULE is as follows :

- January BOT Meeting - Division Budgets put on Schedule : HR, Operations, Curriculum and PTAC
- February BOT Meeting - Division Budgets – Progress Updates reported to Finance Committee
- March BOT Meeting – Division Budgets – Final Budgets Due to Finance Committee
- April BOT Meeting - 2018-2019 - Budget Draft Presentation to BOT
- May BOT Meeting - BOT Final Vote on 2018-2019 Budget

- IX. Next scheduled Finance Committee Meeting – **February 8, 2018 - (Thursday) at 9:00 a.m** at 7 Henry Clay Drive – Merrimack, NH
- X. Meeting Adjourned - 10:30 a.m.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: January 23,, 2018

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

Meeting Date: January 23, 2018

Time: 6:55 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Peter Bonaccorsi

Jenny Hitzeman (Vice Chair)

Danielle Charest(secretary)

Bill Spinelli

Absent Board Members:

Eric Drouart

Adam Fredrickson

Bill Spinelli

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Attending Public:

Eric Charest

Public Comments/Public Matters

Approval of Minutes from November

6:57 MOTION (Bonacorsi/Hitzemani) Motion to accept the November meeting minutes unanimously accepted

Finance Committee Report

Jack Balcom presented financial statements: we are currently at 152 and Monday we will be at 154. Enrollment is trending up and the enrollment for next year is looking positive.

New Business

Gate City Charter School for the Arts

Board of Trustees Meeting

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

PTAC- Jenny Hitzeman

Working on holiday fair for next year already. This is a fundraiser to gift to the school. The members are busy collecting merchandise for the holiday kids shop. We have a volunteer Santa.

5K is already in the works. There is much discussion about how to make spirit wear an ongoing thing.

PTAC is becoming it's own 501C

Curriculum Committee- Sandra Smith

Midyear and we are doing the benchmark assessments. The data will be analyzed to identify students that are at risk or in need. New materials will be in at the end of the month. Cheri Gratton, 5th grade teacher, is piloting a math curriculum from Envision by Pearsons for 5-8.

H/R Policy Committee- Peter Bonaccorsi

Peter reviewed section B. He has gone through and tracked all the changes. He has reprinted it with a numbering system so it is easier to follow. Second reading of policy will occur in February's meeting and the policies will be voted on.

PR and Marketing committee- Jenny Hitzeman

We heard back from the casino, the 2018 calendar is full but they will put us on the waitlist and will allow us to attend the meeting in October to vote on the nonprofits that they will endorse. We are also working with Merrimack Parks and Rec and will be attending the winter fair and hosting a table. There is also a summer program that is more art based that is in the works from Jennifer Berube and Rebecca Fredrickson. The school has an ad in the Jr Actorsinger's Shrek performance in March and our students will be attending the school showing. Jack made a suggestion for an H & R block fundraiser.

Grants committee- Jack Balcom

Facilities committee: Adam Fredrickson

Adam was not present. Rich reported that some of the filters were replaced in the HVAC system. The playground yearly maintenance needs to be addressed, Eric Charest offered to begin working on this.

Old Business

There are a few people that Jack has in mind for new board members. He will be meeting with the Merrimack rotary and rich will be meeting with the Nashua rotary. Jenny has a prospective member she is working with also.

New Business

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: January 23,, 2018

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

Full day kindergarten- Rich spoke to the financial aspects of changing over to a full day program. Changing over would be a profitable financial situation due to grants that are available and the way that it could increase the enrollment. From a social/educational standpoint, there is a need for the full day

Motion to Move forward with full day kindergarten and accept the Kenogarden funding.
(Hitzeman/ Bonaccorsi) Unanimously accepted

Middle School Model- The new model would have the 5-8 grades rotating through the classrooms with each teacher having a subject that they specialize in. There will be a trial period where the students will follow the new schedule for a 2-week period. This would allow for a health curriculum to be added in. This would also prepare students for high school and the switching of classes.

Motion to have director bring back to us at March meeting, a formal recommendation to either stay in current model or move to a middle school model. If the recommendation is to move to middle school model it will come with a plan. (Bonaccorsi/Hitzeman) Unanimously accepted

2018-2019 Calendar was brought up for discussion but is not ready for a vote. The calendar is based on hours again and will be inclusive of early releases on Wednesdays. The calendar will be back in February for approval.

Directors Report

- End of Quarter 2
- Parent information night/enrollment
The first of 3 has happened and pulled in 4 new students. The 2nd is in 2/15 & the 3rd is 3/20
- Community Event
 - Talent show
 - Chorus Concert
 - Celebration of Learning II
 - Open Mic night at Big Kahunas 2/22 5-7pm
- After school theater club
 - Two groups one for younger students and one for older
- Prepping for New Hampshire State Assessment
 - The state has revised the assessment and it is now called the New Hampshire State Assessment instead of smarter balance

Motion to adjourn 8:33pm (hitzeman/Bonaccorsi)

Next public meeting February 20, 2018

Meeting adjourned 8:33pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 20, 2018

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

Meeting Date: February 20, 2018

Time: 6:548 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Peter Bonaccorsi

Jenny Hitzeman (Vice Chair)

Danielle Charest(secretary)

Adam Fredrickson

Bill Spinelli

Absent Board Members:

Eric Drouart

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Attending Public:

Eric Charest

Public Comments/Public Matters

None

Approval of Minutes from November

MOTION (Bonaccorsi/Spinelli) Motion to accept the meeting minutes as amended to add Bill Spinelli as a absent member was unanimously accepted

Finance Committee Report

Bill Spinelli gave the financial report.

Motion (Bonaccorsi/Hitzeman)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 20, 2018

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

New Business

PTAC- Jenny Hitzeman

Lots of exciting stuff coming up. The 8th grade is diligently planning their end of the year activities. The middle school dance is coming up and the students are working on the planning. The Book fair is coming up as well as a margaritas night. The year book club will be starting up soon to work on the year book. Popcorn days have returned allowing the 8th grade to earn some extra money toward their end of the year activities.

Curriculum Committee- Sandra Smith

The guided reading books have been delivered. We are working to build our literacy library through grants. The title one carry over money came in so a new title one specialist was hired.

H/R Policy Committee- Peter Bonaccorsi

Peter explained how the policies manual was developed and presented an amended version. Separating what should be a policy, a bylaw or a job description was where he began.

Motion to accept the section B of the policy manual with the addition of treasurer (Fredrickson/Hitzeman)

Motion to accept Eric Drouart's resignation with regrets. (Bonaccorsi/ Hitzeman)

PR and Community Relations committee- Jenny Hitzeman

Merrimack Parks and rec community winter carnival Saturday 2/24. We also have two ads in the Jr Actorsingers play bill. One is for a general school ad and the other is an ad for the summer program. The information night was well attended there have been tours booked all week. The kindergarten waitlist is up to 50 children. There is an open mic night on Thursday 2/22 from 5-7 at Big Kahuna's.

Grants committee- Jack Balcom

A grant was awarded to the 5/6 grade for Hess truck kits

Facilities committee: Adam Fredrickson

The town conducted a health/safety report. We only had a few minor notes.

Old Business

18/19 calendar is presented for approval By Rich Boardman

Motion to approve the 2018/2019 school calendar(Bonaccorsi/Hitzeman) Unanimously accepted

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: February 20, 2018

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

New Business

- Charter renewal process was presented by Rich Boardman.
- Strategic Plan Goals were presented to the board to be read through and discussed at a later date.
- Discussion of potential board members
- Best Practices Conferences on March 16th will be attended by all of the Gate City Staff. The board is invited to attend also.

Directors Report

- Merrimack Rotary Presentation was received in a positive way
- Middle school model is currently in place, the feedback has been positive, next month there will be a recommendation made based on feedback
- World Read Aloud Day February 1 The directors read throughout the school
- Nashua Chamber of Commerce Leadership Cohort
- Quarter 2 report cards went out
- New title I hire
- Aflac being considered as possibility for an insurance offering to the staff
- Parent Information Night
- Current Enrollment is at 155 which consists of 137 in 1-8 and 18 in K.

Important Dates

- 2/26- 3/2 Winter Vacation
- 3/15 Celebration of Learning 5:30-6:30
- 3/16 NO School-Teacher Workshop
- 3/20- Parent Information Night- 6:30-7:30
- 3/22- Whole School field trip Shrek Jr
- 3/29 Kindergarten Lottery

Motion to adjourn 8:320pm (Bonaccorsi/hitzeman)

Next public meeting March 27, 2018

Meeting adjourned 8:20pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 27, 2018

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

Meeting Date: March 27, 2018

Time: 6:48 PM

Location: GCCSA Great Hall

7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jenny Hitzeman (acting as Chair)

Peter Bonaccorsi

Danielle Charest (secretary)

Adam Fredrickson

Bill Spinelli

Absent Board Members:

Jack Balcom

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Attending Public:

Eric Charest

Rebecca Fredrickson

Public Comments/Public Matters

None

Approval of Minutes from February

6:49 MOTION (Bonaccorsi/Fredrickson) Motion to accept the meeting minutes as presented accepted unanimously

Finance Committee Report

Bill Spinelli gave the financial report.

6:50 MOTION (Fredrickson/Bonaccorsi) Motion to accept February financial report into February meeting minutes unanimously accepted

March finance meeting was to draft the budget for 2018/2019: the proposed budget is based on 170 students. Highlighted topics were based around additional personnel. The committee hasn't voted yet to present the budget to the board.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 27, 2018

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

6:58 MOTION (Bonaccorsi/Fredrickson) Motion to accept finance committee minutes

In regards to the balance sheet we are in ok shape on a broad overview basis. Rich Boardman commented about Mike the finance person commending for doing a great job of answering questions when asked and finding answers to the things he doesn't know. Bill agreed that he has been great at his job.

7:02 MOTION (Fredrickson/Bonaccorsi) Motion to accept financials as read accepted unanimously

New Business

PTAC- Jenny Hitzeman

April 18 is Margarita's night. The 7/8 graders will be helping with this to raise money for their end of year activities. May 11 is family game night. Middle school dance was fun and successful. May 24th is the talent show at the O'Keefe auditorium. End of the year BBQ is being planned for June 12.

Curriculum Committee- Sandra Smith

Elizabeth Pearson on the Seacoast is offering art integration workshops and we have secured her to do some onsite training. Some of the teachers attended her winter retreat and spoke very highly of her. Responsive classroom training is being planned. This is an over the summer program we are committed to help our teachers attend if they chose. We are going to submit a grant to support the summer training. Peter asked cost and location. Rich states it is 729 per person and the location is Northborough, Mass and Concord, NH. Peter questioned how this will make an impact if it is only a limited number of teachers. The response was that we will be sure that someone attends both the elementary and middle school training to bring the info back.

Lastly another grant, a title 2 reallocation grant, to strive toward our mission to support classroom teachers in art integration was discovered and will be pursued.

H/R Policy Committee- Peter Bonaccorsi

There was no meeting since the last board meeting due to Peter having a schedule conflict.

PR and Community Relations committee- Jenny Hitzeman

Open mic night on Thursday 2/22 at Big Kahuna's made the front page in the newspaper. Our ads ran in the jr actorsingers playbill. We also have an ad in Parenting NH. A few board members and staff attended

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 27, 2018

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

Grants committee- Rich Boardman

We are working with Marsha on a title 4 grant that was recently brought to our attention. This is a government grant that will bring in a social worker or guidance counselor. This grant requires a lot of wording on goals and statistics.

Resubmitted grant for PE or technology.

Facilities committee: Adam Fredrickson

Working on the issues reported in our safety inspection, water bubbler pressure and drug free zone signs. Also new wireless was installed by Eric Charest

Old Business

Strategic Plan Goals were shared with staff for feedback. Bill asked about effective differentiation. Rich responded that it means teachers ability to meet learning needs and abilities within the classroom. And then be able to present the information in a way that is meaningful to differing ability levels. Peter explained it as being able to meet the needs of the individual students rather than teaching to the middle of the class. Peter wondered what learning data meant and what data will be collected. Sandra Smith explained that there are a few benchmarks that can be used for this in grades 1-4 but we are working on ways with the older grades. Ames web is electronic for grades 2 and above but is not for k-1. We are exploring ones that are k-8.

Budget 2018-2019 update: Rich spoke to current enrollment being 155 with 18 in K and remaining 137 in 1-8. Our parent information session brought us a new 5th grader starting Monday. Transition is sometimes easier before the end of the school year so often we will see some movement in the enrollment numbers.

Enrollment for next year is looking good. Kindergarten lottery is coming up. Enrollment process has changed and parents must attend an information session then schedule a tour. 53 families have shown interest. 23 have followed the process and 5 slots are taken by siblings or staff's children. The likelihood is that we will begin the year with 20 students in Kindergarten. Intent to return letters went out and about 95% came back. Grades 1-7 all have a wait list for next year. The smallest grade we anticipate for next year is 8th with a likely number of 15.

New Business

Middle school proposal: Rich presented the new proposed middle school model based upon the feedback of the teachers and the trial that was run. Rich and Sandy propose middle school be grades 5-8 where each grade have a homeroom. 5-6 and 7-8 share a humanities and math/science teacher.

7:55 MOTION (Bonaccorsi/Fredrickson) Motion to authorize rich to move forward with finalizing plans to move 5-8 to middle school plan and come back to us with final plans. 7:55

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 27, 2018

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

New board member has been nominated. She was referred by Dr Kane

7:59 MOTION (Hitzeman/Charest) Motion to accept Anne Chessen to our board was unanimously accepted 7:59

Directors Report

- Enrollment update
- Projected enrollment update
- 2018/2019 kindergarten lottery
- Open mic night
- Celebration of learning
- Charter school conference
- Parent information night
- Merrimack police and fire

Upcoming Dates

- 4/2- 12- Nashua rotary presentation
- 4/3- quarter 3 grades close
- Week of 4/9- state assessment begins grades 5 & 6
- 4/17 BoT meeting
- 4/19 early release
- 4/20 no school- teacher conferences
- Week of 4/23 spring break

8:15 MOTION: (Bonaccorsi/Hitzeman) Motion to enter Non-Public session under RSA 91- A:3 II (c) Personnel. Motion passed unanimously

Adjourn non public 832

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: March 27, 2018

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

8:33pm MOTION (Bonaccorsi/Spinelli) Motion to adjourn accepted unanimously

Next public meeting April 17, 2018

Meeting adjourned 8:33pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Meeting Date: April 19, 2018

Time: 6:49 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Danielle Charest(secretary)

Adam Fredrickson

Bill Spinelli

Anne Chessen

Absent Board Members:

Peter Bonaccorsi

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Attending Public:

Eric Charest

Richard Ducharme(Score)

Astrid Alverado

Jennifer Berube

Kyle Finnell

Rebecca Fredrickson

Public Comments/Public Matters

Richard Ducharme commented about Score and their role within small organizations. Rebecca Fredrickson reached out to Score to try to assist Gate City in our quest for more board members.

Richard is a finance guy and spoke to his degrees and his previous experience on Boards such as chairing on the heart association and Mount Saint Mary high school to name a few. He has been with score for 5 years, prior to that as he was retired and lectured at business schools as a professor part time.

Astrid Alverado , our current special educator and a prior teacher, spoke about the need for benefits for teachers. Citing that some of the turnaround of the teachers is due to needing benefits. She would like the board to explore meeting the teachers needs by offering more in our package.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Approval of Minutes from March

7:00 MOTION (Hiteman/Spinelli) Motion to accept the meeting minutes as amended by Bill Spinelli's corrections to wording on the finance minute motion was unanimously accepted

Finance Committee Report

Bill Spinelli gave the financial report. The meeting on 4/4 used the total student number as 170. We reviewed some specific line items and direct instruction revenue. An annual letter of giving was discussed and Rich was asked to reach out the parent teacher committee about making a commitment for a donation to the school for the year. Teacher raises were discussed to access the amount for raises. Research for possible insurance options for the full time staff.

7:09 MOTION (/Hitzeman/fredrickson) motion to accept the minutes from the 4/4 budget meeting was unanimously accepted.

Bill Spinelli spoke about the meeting on 4/12 the minutes differentiated aid revenue. Figured out what worked in a charter school environment. Rich put in a number for differentiated aid. PTAC committed to \$5,000 for the year. The amount for teacher raises was decided. Rich reviewed 6 line items. Salary for the director was discussed and a figured was agreed upon. A contingency fund was decided upon.

Bill spoke about March financials differentiated aid was at 14k higher than what was received at the beginning of the year. PTAC raised roughly 4k this year, we are running 14k under budget on operating expenses this year. The 10k that was budgeted to make sure all the kids get lunch each day is under budget by 6k.

7:15 MOTION (Fredrickson/Hitzeman) Motion to accept the March financials was unanimously accepted

Bill spoke about the 18/19 budget based on 170 students. Rich spoke about the clarification for special Ed line items on the budget. Rich spoke about how the school districts revenue was estimated. It is estimated based on the 3 largest sending school districts. 5000 series is operating expenses for the building, i.e. rent, insurance. 10k was budgeted for grant writing which is to set up an endowment. This will be voted on at the May meeting.

New Business

PTAC- Jenny Hitzeman

Margarita's night was last night we sold about \$75 in raffles and will be getting 20% of the food total of our patrons. We have another restaurant date coming up at Mr Mac's in early May. The date TBD. We have some community events coming up for students. The planning for the end of the year BBQ on June 12 is under way. Yearbooks are getting ready to be sent out to the printer. Field day planning is being finalized.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Curriculum Committee- Sandra Smith

Sandy is absent

H/R Policy Committee- Peter Bonaccorsi

Peter is absent

PR and Community Relations committee- Jenny Hitzeman

We have branched into the Merrimack area and have formed a great relationship with the Merrimack Parks and Rec. Presentations were given to the Nashua Rotary and the Merrimack Rotary. There was an article in the Nashua Telegraph about the charter school being in need of board members. Rebecca Fredrickson spoke about how the summer program is being added to the Nashua and Merrimack parks and rec to get some more enrollment in the summer program. We now have an Instagram page that is liking and following local business and sharing some of our art and projects.

Grants and endowment committee- Jack Balcom

Jack mentioned exploring the Good Karma Family Trust through Bill Sheehen law firm. We have a grant submitted for a guidance counselor and some social/emotional curriculum. Also for some literature.

Facilities committee: Adam Fredrickson

Eric Charest upgraded the wireless in the building to make the internet more accessible for the teachers and staff. There is a small list of things that are also being working on. The most pressing need is working on the partitions to make the classrooms as effective as possible.

Old Business

Board nominees - There is a parent that has a finance background that is interested in the parent rep position Joe Capriotti. Jenny is working with this person to get him the information

Morgan Chase is another potential board member that Jenny is working with, she is currently an art student at NH Art institute.

Rich presented the Middle school model for approval.

8:12PM MOTION (Hitzeman/Fredrickson) motion to move forward with the middle school model was unanimously accepted.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

New Business

YMCA after school program is being discussed further. This is a follow up from prior discussions last fall to utilize our facility to help expand their after school program. In the last few weeks that conversation has been reignited at the YMCA's request. Some initial talks have led to a walk through with them and discussion about the logistics. Rebecca Fredrickson was given the lead on this project. She had a lengthy conversation about what they would be looking for. They are looking for a before school care program 6am to 8am and an afterschool program 3:15(would be only our students) then a little later more would arrive. They currently have 108 children in the program and would like to expand to 140. Some of the concerns from our end are the liability and logistics. Rebecca reached out to the insurance company to make sure we would have the coverage we needed. The lease has been looked at and there is a provision in our lease for subleasing. The next step would be reaching out to our legal reps to make sure the subleasing document is adequate. The YMCA would be providing the sublease. The financial piece and the logistics of the space have not been figured out yet.

There was conversation with the landlord lead to a discussion about renting the remaining space that we technically don't rent.

8:36 MOTION (Hitzeman/Fredrickson) Motion to continue discussions with the YMCA about the after school program

Directors Report

- Kindergarten lotter was held families are being contacted.
- Nashua Rotary Presentation
- State testing is mostly completed
- Drama club performance
- New copiers!!!!

Important Dates

- 4/21-4/29 - Spring Break
- 5/2- Talent Show Auditions
- 5/4- School Visit Burlington VT
- 5/7-5/11 Teacher Appreciation Week
- 5/11- Family Game Night - Around the world pot luck

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

8:40 MOTION (Fredrickson/Hitzeman) Motion to enter Non-Public session under RSA 91- A:3 II (c)

Personnel. Motion passed unanimously

9:20 MOTION (Fredrickson/Hitzeman) Motion to Adjourn non public

9:21 MOTION (Fredrickson/Spinelli) motion to seal the minutes unanimously accepted

9:22 MOTION (Fredrickson/Hitzeman) Motion to adjourn unanimously accepted

Next public meeting May 22, 2018

Meeting adjourned 9:22 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Meeting Date: May 22, 2018

Time: 6:49 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Danielle Charest (secretary)

Adam Fredrickson

Bill Spinelli

Peter Bonaccorsi

Absent Board Members:

Ann Chessen

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith

Attending Public:

Eric Charest

Kyle Finnell

Rebecca Fredrickson

Dev Merchant

MaryEllen Wessells

Cheri Gratton

Mark McHugh

Public Comments/Public Matters

Kyle Finnell requested to add a letter to the minutes.

Approval of Minutes from March

6:55 MOTION (Hiteman/Bonaccorsi) Motion to accept the meeting minutes as amended by Jack Balcom's amendment to remove numbering on the committees in the minutes

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Finance Committee Report

The bank statements and balance sheets were reviewed. The income statements are reviewed for any discrepancies and there were none. Rich noted that there are a number of other charter schools that need to take out loans to cover operating costs of the summer and we are in a healthy place and the summer is covered without that need. Bill requested the minutes from the finance be added to the minutes.

7:00 MOTION (Fredrickson/Hitzeman) motion to accept the minutes from the April finance meeting was unanimously accepted.

New Business

PTAC- Jenny Hitzeman

The year is wrapping up and the BBQ/talent show planning is underway. This is an event that is open to current students and incoming students. 7/8 grade has many activities coming up, 8th will have a day in Boston, 7/8 will have a semi-formal, and the graduation. PTAC is becoming its own entity, we are currently seeking information from PTO and PTA organizations to see what would be a better fit. Field day is June 7th and everyone is working hard to make that a success.

Curriculum Committee- Sandra Smith

No new updates

H/R Policy Committee- Peter Bonaccorsi

Peter has not had time to have a meeting but will continue to work on the policies.

PR and Community Relations committee- Jenny Hitzeman

There was no meeting this month but we have continued to build up our name in the local community. The BBQ/talent show is a great way to build some excitement in the community.

Grants and endowment committee- Jack Balcom

There has not been a meeting but there was a handful of Title II proposals that we had in and one was approved. This one covered a tuition for arts integration for the teacher that applied for it. Marsha put in for a Title IV grant which was approved for a part time counselor.

Facilities committee: Adam Fredrickson

There has not been a meeting this month.

Rich brought up that he would like to review the board committees in June in preparation for the board renewal. For instance the PTAC and curriculum. With taking into account meeting times to be inclusive of the staff member's schedules.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Old Business

-Charter Renewal update:

The timing that we thought we were working under was incorrect, the charter renewal should happen in the 5th year after approval not in the 5th operating year.

Jane Waterhouse will be visiting the school on Thursday she is the new liason on the DOE for charter schools.

The DOE is running behind on charter renewals and our charter is expired in July so we will need to apply for an extension. Rich and Sandy need to submit the most recent accountability report for the last 2 years. A board committee needs to be established to meet weekly to work on the charter renewal.

Jack has nominated Ann to be head of the committee. Bill has agreed to help with the finance piece of it.

-Update on PE:

Currently the kids go to the YMCA once a week and meet with Mr Phil for PE class. This is a challenge for some of the children with the transition, it is also a challenge to arrange staffing to make the transition work. There have been some conversations this school year about moving PE inhouse. Miss Merchant (who has been handing drama and EA in 3rd grade) spoke about drama integration. She has prepared a presentation to explain what her vision is. The position is currently funded at 40% of a teacher salary in the budget so we are looking at getting another 30% funding which would bring this to a 70% position which is in line with the music and art teachers.

-Update on YMCA after school program

YMCA after school program is still in lingo as the Y tries to coordinate on their end for transportation. The YMCA has found a connection to charters throughout the company. They are exploring what that could look like if we were to partner with them. They have asked that we form a task force to explore a partnership between the two organizations.

8:16 MOTION Motion to accept the budget based on 170 students.

New Business

-Hiring committee

Jenny spoke about the plan for the hiring committee to start the process with interviews in June, then narrowing down to three candidates. The candidates will be presented to the board at the June 19th meeting. Then the board will vote to hire one. There was some discussion about whether the interviews from the board will be public or non-public. The committee consists of board members, administration and teachers.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

-Ad hoc benefits committee has not met yet and will be setting up a meeting soon.

-Potential Board members Jack has 2 that he is working with and Jenny has 2 that she is working with. One of them works upstairs and has a theater and teacher background. The other is a student at the NH Institute of Art. The parent representation will need to be advertised to the community.

Directors Report

- World Language Meeting
This was a meeting with a company that we met with about hiring them to offer a language course.
- Integrated Arts Academy
They have been open for 9 years as a magnet school. Rich and Sandy visited them and were impressed. The take away was that it took 5-6 years for the arts integration to really take hold. They had arts integration rotated in their schedules.
- Title I summer program
There will be a program that runs t-w-th for 4 weeks in July- August for children in the title I program
- Statewide Assessment
This has finished up in grades 3-8 but we do not have the final results in yet
- Board Email Communication
A reminder to not reply all on board emails
- National Longitudinal Study
This was a 6th grade survey that the board of Education put on.
- Current enrollment is 155 and the projected enrollment is 175

Important Dates

-

8:56 MOTION (Bonaccorsi/Hitzeman) Motion to enter Non-Public session under RSA 91- A:3 II (c)

Personnel. Motion passed unanimously

9:17 MOTION (bonaccorsi/Hitzeman) Motion to Adjourn non public unanimously accepted

9:18 MOTION (Fredrickson/Spinelli) motion to seal the minutes unanimously accepted

9:18 MOTION (bonacorcci /fredrickson)) Motion to adjourn unanimously accepted

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: April 19, 2018

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

Next public meeting May 22, 2018

Meeting adjourned 9:22 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 19, 2018

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

Meeting Date: June 19, 2018

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Peter Bonaccorsi

Jenny Hitzeman (Vice Chair)

Danielle Charest(secretary)

Adam Fredrickson

Bill Spinelli

Absent Board Members:

Non-Voting Members in Attendance:

Rich Boardman (School Director)

Sandra Smith (Assistant Director)

Attending Public:

Eric Charest

Cheri Gratton

Astrid Alverado

Kyle Finnell

Mandy Darah

Fern McLeod

Thomas McLeod

Rebecca Fredrickson

Public Comments/Public Matters

None

6:45pm Motion to go into Non-public RSA 91-A:3, II(c) (Frederickson/Hitzeman) accepted unanimously

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 19, 2018

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

Role call was taken

8:13pm Motion to come out of non-public(Bonaccorsi/Fredrickson) unanimously accepted.

8:14 Motion to accept May Meeting Minutes as presented. (Bonaccorssi/Fredrickson) unanimously accepted.

Annual organizational election of new officers.

1st election is for chair.

Jenny asked for nominations for chair

Jack was nominated (Bonaccorsi/ Spinelli)

8:15 Motion for secretary to cast ballot for jack as chair(Spinelli/Fredrickson) accepted anonymously.

Jack addressed everyone saying that he was a rookie and now that he knows the staff he will be on top of things this year.

Jennifer declared herself as vice-chair

No other nominations for vice chair

8:18 Motion for secretary to cast ballot for jenny for vice chair. (Fredrickson/Spinelli) accepted anonymously.

Nomination of Danielle Charest for secretary.

8:19 Motion to Cast a ballot for Danielle for secretary(Hitzeman/Fredrickson) accepted anonymously.

Bill Spinelli agreed to stay on as acting treasurer until he leaves

8:20 Motion to Cast a ballot for bill Spinelli (Fredrickson/Hitzeman) accepted anonymously.

Lastly the position of parent representative Mandy Darah was nominated by (Hitzeman/Bonaccorsi) this vote is tabled pending a conversation with the current parent rep. and to allow other candidates to apply

We will vote on committees next meeting.

Regrettably this is peters last meeting and the board cannot thank him enough for his expertise and dedication.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 19, 2018

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

Jack has a perspective board member Betty Mulrey. She has a doctorate and a background in education.

Motion to nominate Betty Mulrey as a new board member(Balcom/Hitzeman) was unanimously accepted.

Adam has a nominee that he will be bringing in. She has a financial background and is interested in having some volunteer hours.

Jack has several other people that are interested and they will be sent applications. Jack's goal is to fill in the board with people that can help with our committees.

Rich suggested we cover finance then put off the other committees to cover the hiring committee which is why the audience is here.

Bill spoke to the finances.

8:30 Motion to accept the June 14th finance committee meeting (Fredrickson/Hitzeman) accepted unanimously

OLD BUSINESS

Hiring committee update- the committee consisted of 2 teachers, 2 board members and an administrator. We have come to the board with a recommendation for a 3 person administrative team. Research shows that this model can be successful. We propose a director of student services, director of operations and director of curriculum. The three roles were clearly laid out. This model is a team for co-leadership. We really think this team approach would best meet our needs. Sandy would fill the role of the director of curriculum and instruction. There is a candidate here ready to be interviewed for the director of operations and a rec would need to be opened for the student services piece.

Peter asked about the budgetary impact of this model. Rich spoke to the finance committee discussion of how the budget would be shifted to make this work.

Adam asked peter if the student services piece was more of a guidance counselor role. Peter clarified that it was a student support/ special Ed combination role.

Cheri Gratton spoke about how this model is currently being used at another local charter. She shared the concern that if we didn't split up the roles that it is too much on one person.

Jack voiced his concern about this approach because there is not one person in charge.

Bill is uncomfortable with the fact that there are not job descriptions for the board to review but is in favor of the 3 person arrangement. He also has concerns about how the budget is

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: June 19, 2018

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

being shifted. His concern is that this will impact the grant writing negatively. Also the PR/marketing piece concerns him. Jenny spoke to the need to have student services as a separate role because of parent and teacher concern. Without having to deal with the student piece, the director of operations would have more time to deal with grant writing. Rich clarified that he did indeed keep money in the grant writing fund. Kyle Finnell pointed out that the two person hierarchy has not worked thus far and the staff is very supportive of this three person model. Cheri spoke about the deliberation of the hiring committee to make a model that would help us keep our directors in their roles moving forward. Astrid gave food for thought that jacks comment that student services was too big a job doesn't take into account that all three of these roles were all one one or two people and she is very happy with the way these roles are defined. Peter would like there to be documentation and data collection on the effectiveness of this model.

9:13 Motion to accept the general organization model for the administrative team (Fredrickson/Hitzeman) unanimously accepted.

COMMITTEE REPORTS

PTAC

Last event was bbq/talent show. 5k committee is underway planning for this year's 5k.

Grants committee

We received a 3k grant from td bank for literacy.

Facilities

Small discussion about the cubical reconfiguration. The landlord has asked us to vacate the areas on the other side of the duct tape.

Charter renewal

Jack and Rich attended a B.O.E. meeting to present an extension request. The need for an extension was no fault of the school but rather because there was no person in the D.O.E. to handle charter school renewals. Rich and Jack presented a little bit about our school and the board unanimously approved our extension. We don't know what the process will be because the new person hasn't rolled out that yet.

9:25 motion to enter into Non-public RSA 91-A:3, II(b) (Hitzeman/ Bonaccorsi) unanimously accepted

9:45 Motion to exit non-public unanimously accepted

9:46 adjournment of meeting

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: July 24, 2018

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

Meeting Date: July 24, 2018

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman) via phone

Jenny Hitzeman (Vice Chair)

Adam Fredrickson

Bill Spinelli

Felicia Doucette

Betty Mulrey

Absent Board Members:

Danielle Charest(secretary)

Non-Voting Members in Attendance:

Rebecca Fredrickson (Director of Operations)

Sandra Smith (Director of Curriculum)

Attending Public:

Public Comments/Public Matters

Approval of Minutes from March

MOTION to accept minutes from June 2018 passed unanimously.

Finance Committee Report

MOTION to accept finance committee meeting from July 19, 2018 passed unanimously.

The following materials were distributed to the group:

- Comparative Balance Sheets - June 30, 2018 vs June 30, 2017
- Copy of Cash Flow projections - through August 31, 2018 - prepared by Mike Mulrennan
- June 2018 - Budget vs Actual Income Statement
- July 1, 2017 to June 30, 2018 - Budget vs Actual Income Statement
- Finance Committee Meeting Notes - July 19, 2018

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: July 24, 2018

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

Audit of the FYE June 2018 financials are underway.

Mr. Spinelli provided a review of the FY 2018-2019 Budget

- Meeting on August 9th to discuss matters brought up with the auditors
- The auditors will expect to see the minutes of the board meetings and committee meetings
- Rebecca Fredrickson and Bill Spinelli gave an update on the new 3-tier management system and walked the board through the upcoming 2018-2019 budget details below:
- Next year's budget is based on 170 students
- Projecting \$52K this year in Differentiated Aid which is made up of a combination of income from free and reduced lunch for 24 students, \$38.5K 22 IEP students used as an estimate, and 10 third grade title 1 students.
- Total Revenue for the year from the State is budgeted at \$1.2M
- Total Revenue from GCCSA Fundraising letter and PTAC is budgeted at \$14K
- Total Revenue from SPED billings is \$66.5K, after expenses paid for SPED salary net is projected to be income of \$13K
- All revenue sources totals approx. \$1.35M
- Major Operating Expenses include: Rent at \$235K, Utilities at \$32K, and Maintenance at \$30K
- Major Salary Expense include:
- Admin expenses (taxes and admin benefits, 3 ppl receiving \$2,500 stipend)
- 10 teacher benefits @ 2,500 = 25K
- Total wages for special personnel \$96K
- Board member suggested moving phys ed teacher into the specialty teachers
- Board member inquired on why there was sped pareducator in 2 places in the budget, moved this budgeted amount into another line that already existed above
- Operational Administrative costs are based on historical expenses
- NH Charter Alliance budget, hoping to get a lot out of that and take advantage of programs that they offer
- \$12.5K student lunch expense (11K was the actual last year from differentiated aid revenue from PY)
- \$10K put aside in a contingency account
- Grant Writing \$2K
- Budget shows a total loss of approx. (\$5K)
- Budget approved at the last meeting was a little bit higher than this, this needs to be in place to support the 3-tier management team
- Motion to approve the budget as presented – Adam made a motion to pass, all in favor

New Business

Committee reports

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: July 24, 2018

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

Committee reports/appointments are delayed until next month's BOT meeting when all new members are in attendance. Some points worth discussing in appointing committees:

- Former Committees
- Current Committees
- Are the Committees working for us?
- Ask a successful charter school what their committees are
- Should they be committees of the board or not connected to the board

Discussion about possible conflict of interest for Adam Fredrickson as a Board Member due to Rebecca Fredrickson being the Director

- Options: Adam can recuse his vote if anything involves Rebecca or Adam become a non-voting member of the board
- Adam expressed his interest in staying on the board
- Board members and public attendees discussed possible situations in which Adam would need to recuse himself from voting or from board meetings that may cause a conflict of interest, the following was discussed:
 - Operating budget, Director of Operations salary is included in the budget
 - Disciplinary action including Rebecca Fredrickson, Director of Ops
 - Director of Operations of salary increase or decrease
- BOT members agreed to have Adam Fredrickson keep his position on the board and the issue was closed.
- BOT members were encouraged to talk to Jack if they had thoughts they felt uncomfortable sharing with the group.

Director's Update

Rebecca Fredrickson gave an update on what she has been working on for the school, she has been creating a list of action steps to ramp up for the back to school season

- Staffing
- Accountability Report: required to be provided to the state every year, outlines school sustainability, culture of the school, curriculum, etc. in the last year
 - None submitted for 2016 and 2017, provided the monthly Director's reports in the past in order to stay in compliance
 - Due at the beginning of August 2018
- Annual Report for the Charitable Trust had to be submitted 2016 and 2017 – auditors had to submit, it was 43 pages Bill Spinelli signed it and notarized it
 - Rebecca followed up with the Dept of Justice today to make sure they received, etc.
- Today Cubicle Solutions came out to see how they could expand the cubicles to make an additional 4 ft of space in each classroom, they are writing up a proposal for costs. Need to determine if there is room in the budget for this.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

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- Enrollment: 171-173 students, Rebecca Fredrickson gave breakout of student by class
- Staffing: have been working hard to fill open positions, Art teacher has been filled, still searching for 2nd grade teacher and educational aids and a cafeteria server
- 2 New Summer Programs were successful
 - Key take-away: got a lot of marketing, Merrimack Parks and Rec
 - Will decrease enrollment costs next year and offer sibling discounts
- Title 1: 30 Students were invited and only 8 attended
- Early Release on Wednesday: Registration \$15/hour after school time
- All EA's will be here until 3pm and will be utilized in some way
- YMCA, approached Gate City Charter School, aftercare program with the school, researched with landlord and insurance company, they have transportation issues, still didn't have an answer as of late June, Rebecca Fredrickson discussed with them today – looking for a 5 year commitment. Does not look like this is feasible at the time but still looking for ways to foster the relationship and collaborate with the YMCA.
- Re-vamp of the schedule and build in distinct times to have art and music integrated into the curriculum
- 5/8 model – they will still have general art and music classed weekly, however they will approach integration through general music class (arts integrated methods)
- Skill based lesson: aspect of both music and visual arts (primary grades)
- These are different ways that they are trying to move closer to their mission
- Creative movement / PE onsite – make sure the cafeteria is available for lunch and for creative movement
- Continuing with a "what I need block" – teachers will not be providing direct instruction during this time K-4 and 5-8.
- iReady (Nashua uses, slightly cheaper per student) versus Ames Web (current system)
- State Assessment – math scores were low this year
- Teachers are participating in trainings and professional development over the summer

Moving meetings to Thursday's from now on for BOT? Agenda item for next meeting.

Motion to enter Non-Public session under RSA 91- A:3 II (c) Personnel. Motion passed unanimously

Motion to come out of non-public passed unanimously

Meeting Adjournment at 9:23pm – motion approved

Next meeting August 28, 2018 6:45pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 28, 2018

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

Meeting Date: August 28, 2018

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Adam Fredrickson

Bill Spinelli

Felicia Doucette(acting secretary)

Betty Mulrey

Absent Board Members:

Danielle Charest(secretary)

Non-Voting Members in Attendance:

Rebecca Fredrickson (School Director)

Attending Public:

Public Comments/Public Matters

none

Approval of Minutes

Finance Committee Report

Bill Spinelli gave the financial report. The meeting on 8/24 reviewed the revised budget. Final payments were made August 24th

Presentation of financial statements will be deferred.

New Business

PTAC- Jenny Hitzeman

-PTAC will become Friends of Gate City. Jenny believes setting up a 501c3 for Friends would detract from ability to support the school. Also developing a board would be a challenge.

-Back to school Breakfast Thursday morning at 8:20.

-Friends is requesting that families donate 10 hours, with a buyout option.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 28, 2018

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

- There is a volunteer handbook to be shared with community.
- Scholastic book fair at the end of the month.
- Review and update of calendar will happen next meeting.
- Plans to partner with Merrimack Parks and Recreation
- Thus far, involvement in Friends includes a core group of parents, there will be an additional evening meeting to gauge interest. Parent representative will continue to be involved .

Old Business

The 2018-2019 Budget (2nd revision) was presented.

Motion to accept was unanimously accepted

Update On Three tier Management system

Hiring is completed awaiting the Director of Student Supports to return from medical leave.

New Parent Rep was voted in. Sarah Thibeault daughter attends background in graphic design, photography, husband has a background in music. Looking for an environment that celebrates the arts. Has experience on Boards and served on the finance committee on her church, teaches Sunday school, and is involved in volunteering in the community.

Jenny mentioned how involved Sarah has been in the school committee.

Motion to nominate Sarah Thibeault for parent rep accepted unanimously. (Spinelli/Hitzeman)

New Business

Resume for a potential board member was passed out.

Committee assignments were made.

Motion to change BOT meetings to the Third Thursday of the month at 7pm unanimously accepted (Hitzeman/Thibeault)

Directors Report

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: August 28, 2018

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

Next public meeting August 20, 2018 at 7:30pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2018

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

Meeting Date: September 20, 2018

Time: 7:40 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman) via phone

Jenny Hitzeman (Vice Chair)

Danielle Charest (secretary)

Adam Fredrickson

Bill Spinelli

Sarah Thibeault

Felicia Doucette

Betty Mulrey

Absent Board Members:

Non-Voting Members in Attendance:

Rebecca Fredrickson (Director of Operations)

Attending Public:

Astrid Alverado

Eric Charest

Celeste Dunkin

September Frost

Jennifer Berube

Kyle Finnell

Public Comments/Public Matters

Astrid Alverado had some questions about benefits and where we are at in our charter renewal.

Approval of Minutes from March

7:45 MOTION (Fredrickson/Doucette) Motion to accept the meeting minutes from the August meeting passed unanimously.

The July meeting minutes need to be reviewed and accepted. The secretary was absent and needs to review and get them out for the next meeting.

Finance Committee Report

Bill spoke about the quarterly financial reports which will be presented soon.

7:46 MOTION (Fredrickson/Thibeault) Motion to re-open public comment for Kyle Finnell passed unanimously

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2018

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

Kyle would like to be considered as a non-voting board member and will be turning in his application this weekend.

New Business

Friends of Gate City- Jenny Hitzeman

- Book fair is well under way and has already earned around \$1600 this week. The teachers will be able to choose from the catalogue with our scholastic dollars to have stuff in time for next school year.
- Paint your way 5k planning is well under way. We are currently looking for sponsors, talent, and raffle prizes. This is a professionally timed event and is also a family fun day.
- Packets went home about all the upcoming Friends events.
- We will be working on the website page to get it updated.

PR and Community Relations committee- Jenny Hitzeman

- We are once again working on our scarecrow for the Nashua Downtown.
- We have connected with Merrimack Parks and Rec and are keeping current with their events.
- We are looking into a float for the Merrimack parade
- Jenny and Rebecca will be going to a meeting in October to be put on the calendar for the River.

Curriculum Committee-

Has not met yet, the meetings will be established by Betty Mulrey.

Grants and endowment committee- Jack Balcom

Jack thinks that we should approach our bank to see if they have any promotional funds they are looking to give away. We have applied for some grants for science and music.

Facilities committee: Adam Fredrickson

Cubicles are in and there has been a positive response to them.

8:11 MOTION (Fredrickson/Thibeault) Motion to accept the committee reports was accepted unanimously.

Old Business

-Board Nominees

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: September 20, 2018

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

In light of her appointment to director of student services we accept Betty Mulrey's resignation to the board.

8:14 MOTION (Spinelli/Fredrickson) Motion to accept Betty's resignation passed unanimously.

Nominee Jean will be at the next meeting to be considered as a possible board member.

-Charter Renewal

Rebecca spoke about the charter renewal. Jane Waterhouse, the DOE's person in charge of charter renewal process has only just released a draft of the procedure for charter renewal. This has not yet been finalized and there is some confusion as to the time frame in which this needs to be completed. This renewal process will include a visit to the school in which there will be board member, staff, student and parent interviews. A rubric will be used to score the school. Rebecca has requested the formation of a committee to handle the charter renewal process. This will allow it to be broken down into chunks.

-New Member Recruitment Policy and Procedure Review

Rebecca wanted to have a discussion to make sure that we are following the proper procedures when nominating and accepting new board members and making sure that we are doing the proper orientation and paperwork. Danielle Charest has offered to start a plan to make sure these are all being followed and the documentation is being kept securely

New Business

Jenny would like to have a conversation about Maternity/Paternity leave for our employees. Pending a fiscal analysis from Bill, we would like to further this discussion.

Directors Report

-Charter Alliance meeting lead to a discussion about Healthcare benefits. There is a wide array of options happening at Charter schools in NH, a few offer insurance, some offer stipends and some have no insurance. The conversation is that there would be a pool in which we could purchase insurance. - Federally policies have been implemented and are trickling down to the state level. The state of NH has until January to clarify how health insurance agencies can operate which is why we are held up. -Rebecca spoke about the improvements being made to all our documentation. She also spoke about how she has made an effort to get to know all the new students. -Rebecca spoke about the transition as Betty moves into the director of curriculum piece. Sandi and Betty are working together to make the transition as smooth as possible. There is much discussion about how to make the curriculum more arts infused. -There was a silent fire drill and there is one scheduled for next week with the fire department. There will be 2 more types of safety drills.

Gate City Charter School for the Arts

Board of Trustees Meeting

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-We are working on making the pick-up/drop-off procedures to have people following protocols to be as safe as possible.

-165 is our current enrollment. We are working on contacting people off of the waiting list to get up to 170

-Our first community meeting is on Monday. Astrid Alverado is taking the lead on this meeting.

-Our community building is going well, there are multiple parents that have been in the school and making their presence known. Astrid spoke about the bulletin board and the role of the community meeting.

9:03 MOTION (Fredrickson/Spinelli) Motion to enter Non-Public session under RSA 91- A:3 II (c)

Personnel. Motion passed unanimously

9:03 non-public was entered

9:34 MOTION (Fredrickson/Hitzeman) Motion to Adjourn non-public passed unanimously.

9:35 MOTION (Spinelli /Fredrickson) Motion to adjourn passed unanimously.

Next public meeting October 18, 2018 7pm

Meeting adjourned 9:35 pm

" THE MISSION OF THE GCCSA IS TO USE AN ARTS INTEGRATED CURRICULUM ... TO PRODUCE GRADUATES WHO EXCEL IN BOTH ACADEMICS AND THE ARTS AND HAVE THE KNOWLEDGE, CREATIVITY AND INQUISITIVE NATURE THAT FOSTER A LIFE-LONG LOVE OF LEARNING"

Board of Trustees – Monthly Meeting Agenda

GATE CITY CHARTER SCHOOL FOR THE ARTS

Date/Time: **Thursday, October 18, 2018, 7 PM**

Location: School Cafeteria - 7 Henry Clay Drive - Merrimack, NH 03054

- ❖ Public Meeting – Call to Order
- ❖ Public Comment / Public Matters
- ❖ Approval of Minutes from July and September 2018 Meeting
- ❖ Finance Committee Report
 1. Presentation of financial statements and Finance Committee Report – Bill Spinelli, Financial Committee Chair
- ❖ Committee Reports & Open Board Discussion
 1. Friends of Gate City – Jenny Hitzeman
 2. Curriculum Committee Report – Jack Balcom
 3. HR & Policy Committee –
 4. PR & Community Relations Committee – Jenny Hitzeman
 5. Grants Coordination Committee – Jack Balcom
 6. Facilities Committee – Adam Frederickson
- ❖ Old Business
 1. Board Nominees (if any)
 2. Maternal/Paternal leave discussion
 3. Firming up Board Committees and their meeting times
 4. Decision about parent teacher committee
 5. Potential Teacher on BOT as a non-voting member
- ❖ New Business
- ❖ Director's Report
- ❖ Non- Public Session under RSA 91-A:3
- ❖ Next scheduled Public Meeting : Tuesday, November 15, 2018
- ❖ Meeting Adjournment

Document Name: GCCSA-BoT-Agenda-2018-10-18

Document Version: 1 (October 2, 2018)

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Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 15, 2018

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

Meeting Date: November 15, 2018

Time: 7:04 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Danielle Charest (secretary)

Adam Fredrickson

Bill Spinelli

Sarah Thibeault

Bill Spinelli

Felicia Doucette(via phone)

Absent Board Members:

Non-Voting Members in Attendance:

Rebecca Fredrickson

Suzanne Wheeler

Betty Mulrey

Attending Public:

Eric Charest

Kyle Finnell

Dev Merchant

Cheri Gratton

Michealene Koskela

Astrid Alvarado

Jen Berube

Public Comments/Public Matters

Astrid Alvarado talked about the funds raised by the middle school. She would like them to be held in a middle school account so they can decide how to allot their funds. Jenny responded by clarifying that the money has previously been held in the friends account but perhaps there could be a line item for that.

There was some discussion about how the expenses and income would be accounted. Bill Spinelli chimed in about reaching out to Lu to get that set up.

Kyle spoke about the confusion with pay periods after the staff meeting. There was some concern that a decision was made in regards to changing the number of pay periods.

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Board of Trustees Meeting

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Kyle spoke about the pay periods and how they have been handled previously. An email between Cheri and Rich Boardman was shared. He has requested that there be a meeting between the board finance committee and the teachers.

Bill spoke about the process and clarified that there was a miscommunication. He apologized for the misunderstanding. Cheri Gratton clarified that the pay system will not be changed therefore no meeting is required.

Approval of Minutes from October

7:24 MOTION Motion to accept the meeting minutes is being postponed to the end of the meeting so they can be reprinted to fix an error in the financial report.

Finance Committee Report

Bill spoke about the finance committee meeting. Our goal is to have the July September October financials by the next meeting. Rebecca added that we received our second installment of student adequacy today. Rebecca clarified that this is our payment based upon enrollment.

7:30 MOTION (Fredrickson/Hitzeman) Motion to accept the minutes from the November finance meeting was unanimously accepted.

New Business

PTAC- Jenny Hitzeman

- We had a successful fall festival.
- We are in the process of finishing up the planning for our vendor fair, there are 15-20 tables rented. Santa will be visiting, there will be crafts and fun and a holiday shop. The holiday shop was purchased by the friends committee so we have some options that are better quality/value. There will be a raffle that and the proceeds will go to the music department for the middle school to attend the trills and thrills trip.
- The 5k took place on November 4th and was a fun and profitable event.

Curriculum Committee- Jack Balcom and Betty Mulrey

- Betty Mulrey discussed bully prevention program that the teachers took part in.
- Field trips are in progress, the third grade had one last week. 6th grade has been learning about opera and ballet so they are going to the nutcracker in a few weeks.

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H/R Policy Committee-

The info on policy amendment is under new business

Grants and endowment committee- Jack Balcom

- We recently received \$5,000 grant for science equipment. Rebecca is working with Kyle to order some new equipment.
- We received \$5,000 for Ella Anderson trust for Library shelves. New steel shelves have been ordered. --
- We are working on some funding for drama.
- We are also looking for a way to meet the needs for some new flooring.
- Marsha is researching the good Karma fund.
- The annual campaign was discussed further and the wording was amending

Facilities committee: Adam Fredrickson

There has not been a meeting this month. However, Eric Charest and Julian Thibeault worked on the printers to resolve this issue teachers were having connecting from their laptop to the printers.

PR and Community Relations committee- Jenny Hitzeman

- Sarah and Jenny met and talked about doing a contest with the kids to create a new school mascot. They are thinking this would get our name out there if the public got to vote on which one.
- Merrimack does a holiday Christmas parade, we were thinking about maybe having a float at it.
- Holiday stroll in Nashua is coming up we are hoping to be able to have Mrs. Mason get some students to perform at it.
- There are some pens that have been ordered and will be available at these events.
- Sarah spoke about the importance of having someone knowledgeable about the charter school at these events to educate people on charter schools and our school in particular.

8:04 Motion (Hitzeman/Fredrickson) Motion to accept the committee meeting reports was accepted unanimously.

Old Business

-Board Nominees

There are no new nominees. Jack mentioned putting an ad in the paper. Rebecca mentioned that it will be posted on a few sites.

Kyle's board application is still pending as the board needs to discuss it in non-public

-Renewal Questions

The renewal is broken up into many different categories. Different staff members are handling different aspects of this.

Some of the board piece of it is making sure the website is updated with the minutes and the financials. Rebecca shared the application for the charter renewal to explain the complexity of the process.

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Rebecca would like to have all the info in a binder for our site visit on December 19th. This site visit will include some other charter school leaders and some officials from the DOE. The visit will include interviews with staff, board members and parents. The process is still a draft so we aren't sure what the process will look like when it is finalized.

-Health Insurance

Rebecca has made progress with obtaining information from some other charters about how their insurance works. We are in the process of collecting some quotes for what the impact this would have on the school.

2019-2020 School calendar is being moved to December's meeting.

New Business

-Handbook Revisions

Rebecca spoke about the need for the handbook to be revised since some of the policies and procedures are outdated or not working.

Rebecca reviewed her proposed revisions.

8:50 MOTION (Fredrickson/Spinelli) Motion to accept the handbook policies with the exception of the last part "the following is being removed from the handbook completely" was accepted unanimously

Directors Report

There were many appeal letters from students using persuasive writing skills to have Rebecca consider the weather conditions and call off school. Kudos to Jenn Blanchette for getting the students so excited about writing with this assignment.

Rebecca asked Michealene Koskela to speak about some funding that is available to help cover free/reduced for low income classified families. This information is collected at the beginning of each school year and the payment will be sent out the following school year dependent on how many of those students are still enrolled.

9:10 MOTION (Fredrickson/Thibeault) Motion to enter Non-Public session under RSA 91- A:3 II (c) Personnel. Motion passed unanimously

9:52 MOTION (Fredrickson/Thibeault) Motion to Adjourn nonpublic unanimously accpeted

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9:52 MOTION (Fredrickson/Spinelli) Motion to accept minutes from October accepted unanimously.

9:53 MOTION (Fredrickson/Thibeault) Motion to adjourn unanimously accepted

Next public meeting December 20, 2018 at 7pm

Meeting adjourned 9:53 pm

DRAFT

