

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



Minutes

Date: January 20, 2015

Time: 6:45 pm

Location: 7 Henry Clay Drive Merrimack, NH 03054

Attendance:

Karin Cevalco

Bill Spinelli

Mark Walsh

Kurt Stuke

Deb Christianson

Lisa Klein

Bob Amrein

Rebecca Frederickson

Bill Anderson

Andrew Cherna

Absent:

Lisa Ura-Bollinger

Dan Sinnott

Quorum:

Eight of eleven members present (six required)

I. Public Meeting Call to Order – 6:45 PM

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

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

III. Public Comment – 6:50 PM

No public attendees present.

IV. Reports & Open Board Discussion

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

John and the Finance Council have established a detailed charter of accounts in anticipation of upcoming audit and reporting requirements. The Finance Council has also worked on creating the next FY's budget based on the

actuals from this current FY. A motion to accept the Treasurer's report was passed and filed.

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

1. Beth Oshkansky spoke about Image Literacy at the school; after the seminar, many of the faculty attended a local workshop hosted by Pr. Oshkansky
2. The second round of MAP testing will begin in early February
3. A part-time Wilson technique and para-support employee was hired
4. The first open-house was held and was very well-attended
5. A Lil'Caesar Fund-Raiser is ongoing
6. A Teacher Engagement Survey is underway
7. The Annual Report for DOE has been written and submitted
8. A Grant Writing Workshop is upcoming (at Plymouth State University); the workshop will be attended by several members of the staff.
9. Enrollment: 138
10. Attendance: 93%

C. 7:35 PM Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson and Debbie Christianson

1. Last meeting was held on January 8th
2. The Friends helped prepare the school for the open houses
3. iGive total: \$70
4. The Vista Volunteer Coordinator is working on establishing a method for tracking and coordinating volunteer hours
5. The Gala Committee needs a chair as soon as possible
6. Tile Paint Night is upcoming
7. February 11th – Family Dance Night is being planned by the Firends
8. Afterschool clubs (drama and ski clubs) are being facilitated by the Friends
9. Friends are running the school library
10. Friends and the Vista Coordinator are planning summer camps; details to follow

V. Old Business

A. 8:00 PM - Board Self-Evaluation — Mark Walsh

1. The point of the evaluation was to help gauge strengths, areas of improvement, and to determine ways to drive positive change
2. The top strength established was a sincere and unselfish interest in public education
3. The top opportunity for improvement listed was to take the initiative in maintaining a professional salary for the Director
4. **Initial Targets:**
 - a. "Make the staff aware of the esteem in which it is held"

VI. New Business

A. 8:35 PM — Board Organizational Meeting - Vote to elect Officers and Committee Assignments for 2015

BOARD PROPOSAL

Chair – Karin Cevalasco

Vice Chair – Rebecca Fredrickson

Treasurer – John Keicher

Secretary – Kurt Stuke

Performance Improvement Evaluator – TBD

A motion was made to accept the proposals as made. The motion had one opposed but was passed and filed.

A motion was made to table the committee assignment vote until the June BOT meeting (with the condition that the existing positions are in effect until September). The motion was passed and filed.

A motion was made to accept the 2015 BOT meeting calendar as proposed. The motion was passed and filed.

B. 8:55 PM — Policy - WAIT LIST PROCEDURE

A motion was made to accept the policy. It was asked that a timeframe for response be determined and that if an affirmative response was not received within the determined timeframe that the prospective student be removed from the waiting list. The same prospective student would then have to re-enter the waiting list. A motion was made to accept the amended policy. The motion was passed and filed.

C. 8:55 PM — Policy - Bullying Policy

A motion was made to table the review of this policy until the next BOT meeting. The motion was passed and filed.

D. 9:05 PM — Policy - Employee Leave Policy, including Maternity Leave

A motion was made to have retained counsel review the policy; once a redacted draft is available have the BOT review. The motion was passed and filed.

E. 9:10 PM — Policy - Field Trip Policy

A motion was made to table the review of this policy until the next BOT meeting. The motion was passed and filed.

F. 9:10 PM — Policy - Grievance Policy

A motion was made to table the review of this policy until the next BOT meeting. The motion was passed and filed.

VII. Suggestions for Next Meeting Agenda

- A. Building Committee Status Update
- B. Curriculum Committee Update
- C. Board Self Evaluation Follow Up
- D. Facilities Rental Discussion

VIII. Adjournment – 9:20 PM

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

Minutes



Date: February 17, 2015

Time: 6:45 pm

Location: 7 Henry Clay Drive Merrimack, NH 03054

Attendance:

Karin Cevasco

Dan Sinnott

Kurt Stuke

Deb Christianson

Lisa Klein

Bob Amrein

Lisa Ura-Bollinger

Rebecca Frederickson

Tammy Conroy

Absent:

Mark Walsh

Bill Spinelli

Quorum:

Eight of eleven members present (six required)

I. Public Meeting Call to Order – 6:50 PM

II. Reading and Approval of Minutes – 6:50 PM

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

III. Public Comment – 6:55 PM

Sarah Hall was present to discuss the McGonagle School of Irish Dance. The school petitioned to offer a class in Irish dance at Gate City Charter School for the Arts. The course would consist of eight sessions and be conducted on Tuesday afternoons (from 3:35 PM to 4:20 PM). The course would start on March 31 and end on May 26th. Classes would be open to students in kindergarten to sixth grade, with priority given to students at the charter school. Cost to the students would be \$100. Several questions were raised, e.g. would staff have to be present while the class was meeting, should the class be vetted through the Friends' process, would the McGonagle staff be re-

quired to complete a background check, etc. The answers will be researched and the McGonagle School will be contacted once the Director is involved and the answers are known and a process is determined. A motion to forward to the Director was passed and filed.

IV. Reports & Open Board Discussion

A. 7:05 PM Treasurer's Report –John Keicher

John reviewed the recently generated independent audit report from the firm of Melanson-Heath. The audit was not required but was conducted to evaluate the current-state of the financials and processes. Overall, our financials are compliant with generally accepted accounting principles.

John asked for assistance in projecting financial needs over 5 years per committee needs. Inputs are needed by the next months BOT meeting.

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

B. 7:35 PM Director's Report - Bill Anderson

1. Continued work with Wheatley (now Great Minds)
2. Working with an existing school to review teacher observations approaches
3. February MAP ending
4. Ms. Conroy will be arranging an upcoming Smarter Balance assessment webinar
5. Enrollment: 138
6. Attendance: 90%

V. 7:45 PM Update from Curriculum Committee Report — Lisa Klein

1. A group of teachers will be visiting a school in Barrington to observe various approaches in math & sciences
2. Professional Development is on-going and will be a future-state investment need

VI. 7:55 PM Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson and Debbie Christianson

1. The most recent Friends' meeting was cancelled due to weather; updates will be released when available
2. A strong volunteer base persists
3. Recent successful Friend's events include: the Lil'Caesar Pizza that raised \$315; a Tile event that raised approximately \$400; and the Snow Ball Dance. The Ball raised approximately \$1200 for the school.
4. As of yet, no volunteers have come forward to lead the Gala; interested parties should contact Rebecca Frederickson ASAP.

5. A Barnes & Noble event, the Poetry Pajama-jam, will be held next month in which students will read and perform poetry. A food bar and texts will be available.

VII. Old Business

A. 8:30 PM - Building Committee — Bill Spinelli

Bill was absent due to a scheduling conflict but hopes to begin activities related to the building committee activities shortly

VIII. New Business

A. 8:30 PM — Policy - Bullying Policy (Vote)

A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

B. 8:40 PM — Policy - Employee Leave Policy (Vote)

A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

C. 8:45 PM — Policy - Maternity Leave Policy (Vote)

After slight redaction, a motion to accept the policy as modified was passed and filed.

D. 9:00 PM — Policy - Field Trip Policy (Vote)

The difference between excursion and field trip needs additional definition and a dedicated policy needs to be developed for both. A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

E. 9:30 PM — Policy - Grievance Policy (Vote)

A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

F. 9:45 PM — School Calendar - Vote to accept the proposed 2015-16 school calendar. A motion to accept the calendar was passed and filed.

IX. Suggestions for Next Meeting Agenda

1. Building Committee update
2. Policy Review & Vote
3. Individual Committee Review of Long Term Financial Needs

X. Adjournment – 10:00 PM

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

Minutes



Date: March 17, 2015

Time: 6:45 pm

Location: 7 Henry Clay Drive Merrimack, NH 03054

Attendance:

Karin Cevalasco

Kurt Stuke

John Keicher

Rebecca Frederickson

Bill Spinelli

Lisa Klein

Debbie Christianson

Bob Amrein

Tammy Conroy

Bill Anderson

Jill Caine

Absent:

Mark Walsh

Lisa Ura Bollinger

Dan Sinnott

Quorum:

Eight of eleven members present (six required)

I. Public Meeting Call to Order – 6:45 PM

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

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

III. Public Comment – 6:50 PM

No public attendees and therefore no public comment was entered.

IV. Old Business

A. 6:53 PM - Policy - Bullying Policy (Vote)

A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

B. 6:55 PM - Policy - Employee Leave Policy (Vote)

A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

C. 7:05 PM - Policy - Employee Grievance Policy (Vote)

A motion to "table" the policy for the purpose of revision was passed and filed. The policy, in its revised form, will be reviewed at the next BOT meeting.

D. 7:07 PM - Policy - Field Trip Procedure

After discussion, it was verified that this was a procedure and that the existing policy was not in need of change. The school administration will develop the procedure.

V. Reports and Open Board Discussion

A. 7:10 PM Treasurer's Report —John Keicher

John continued to ask for assistance in forecasting needs over the next 5 years.

In the current NH legislative session, 10 bills related to charter schools were under consideration. A group of parents and students attended a session in which HB563 was passed; to a large extent, public visible support assisted in passing. If passed by senate, additional funds would be allotted.

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

B. 7:34 PM Update from the Building Committee - Bill Spinelli

The committee is currently formulating a 7 year plan with the goal of owning a permanent facility. The most pressing need is fundraising and to engage the local community.

C. 7:40 PM Director's Report - Bill Anderson

1. Curriculum:

- i. Teachers attended the Charter School Association Conference this month

- ii. Teachers have visited a school implementing the Eureka Math
- iii. Teachers who attended the conference will be providing PD for staff @ Weds meeting
- iv. Mr. Anderson will attend Smarter Balance Assessment workshop in Concord March 17th with DOE
- v. Curriculum committee will meet Weds Mar 18
- vi. The school will be working to prepare for SMARTER BALANCE

2. School Business:

- i. Spirit week was a success.
- ii. Teachers will be provided with a letter of intent to return this Wednesday

3. Enrollment:

- i. 139

4. Monthly Attendance:

- i. 95%

D. 8:00 PM Update from Curriculum Committee Report — Lisa Klein
The committee is meeting on Wednesday, 18March2015. A proposed 2015-2016 budget has been developed and has been forwarded to the Finance Committee.

E. 8:15 PM Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson
Friends met on Tuesday 10March 2015. The meeting was well attended. Upcoming events include a T-Shirt campaign facilitated by Sarah Hall. The proposed golf tournament and the 2nd Annual 5K have been moved to the Fall of 2015. The golf tournament committee has 5 volunteers; the tournament will most likely be held in October. The Gala has been pushed to the Spring of 2016.

A Friends' member has come forward to create a Google App that will assist in coordinating volunteer efforts.

The Summer Camp program has been organized and, enrollment permitting, will offer multiple programs throughout the summer.

F. 8:40 PM Update from the Parent Representative — Debbie Christianson
A new portion of the BOT meeting was introduced. Debbie reviewed, on a high level, several activities as perceived by the parents. Future instruments for exploring and interacting with the parental perspective were advanced.

VI. New Business

- A. 8:45 Parent Survey - Update on status of survey development and distribution — Lisa Bollinger, Mark Walsh, Kurt Stuke, Dan Sinnott, Bill Anderson
Kurt, Bill and Debbie will meet on Friday the 20th in order to refine the survey and to distribute the survey.

VII. Suggestions for Next Meeting Agenda

- A. Policy Review

VIII. Brief Recess

IX. 9:00 - Non-Public Meeting - Parent Grievance

A motion was made to enter a non-public executive session. The motion was accepted and filed.

VIII. Adjournment – 10:00 PM

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

Minutes



Date: April 21, 2015

Time: 6:45 pm

Location: 7 Henry Clay Drive Merrimack, NH 03054

Attendance:

Kurt Stuke

John Keicher

Rebecca Frederickson

Bill Spinelli

Lisa Klein

Debbie Christianson

Bob Amrein

Dan Sinnott

Mark Walsh

Jill Caine

Andrew Cherna

Quorum:

Nine of eleven members present (six required)

Quorum:

I. Public Meeting Call to Order – 6:45 PM

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

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

III. Public Comment – 6:50 PM

No public attendees and therefore no public comment was entered.

IV. Special Presentation - 7:00 PM - Anne Warner from Granite State Quality Council

Anne is the executive director of the not-for-profit GSQC. The GSQC, like a health coach, assists organization in achieving wellness. The GSQC is a Baldrige organization, i.e. they use the Baldrige criteria to measure and improve organizational excellence. The criteria offer a non-prescriptive management system.

The organizational profile is the starting point within the Baldrige process. It forces the organization to assess strengths, weaknesses, and opportunities

for improvement. If we interested, we can contact Anne for additional information.

V. Reports and Open Board Discussion

1) 7:40 PM Treasurer's Report –John Keicher

The budget has been created but not finalized for FY 2016.

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

2) 8:00 PM Update from the *Friends of Gate City Charter School for the Arts* - Rebecca Fredrickson and Debbie Christianson

Friends met on Tuesday 9April 2015. Highlights included:

1. Summer Camp enrollment – 11 G.C.C.S.F.A students have registered so far
2. Scholastic Book Fair – currently underway and successful
3. Square 1 Art – personalized catalogs will be sent out shortly
4. Golf Tournament – will be on September 28th at the Amherst Golf Club
5. After-School Club Formation – possibilities include a drama club, an Irish Step dancing club, and a karate class
6. Variety Show – this will occur on June 5th at 7 PM at Nashua South High School

VI. Brief Recess – 8:15 PM

VII. Non Public Session - 8:20 PM

VIII. Suggestions for Next Meeting Agenda

1. Review of FY 2016 Budget, by committee, using actuals from FY2015
2. Review of outstanding policies

IX. Meeting Adjournment - 9:00 PM

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

Minutes



Date: May 19, 2015

Time: 6:53 pm

Location: 7 Henry Clay Drive Merrimack, NH 03054

Attendance:

Bill Spinelli
Kurt Stuke
Deb Christianson
Bob Amrein
Lisa Klein
John Keicher
Rebecca Frederickson
Dan Sinnott

Karin Cevasco
Tammy Conroy
Andrew Cherna
Jill Caine

Absent:

Mark Walsh
Lisa Ura-Bollinger

Quorum:

Eight of ten members present (six required)

I. Public Meeting Call to Order – 6:53 PM

II. Reading and Approval of Minutes – 6:53 PM

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

III. Public Comment – 6:55 PM

Heather Tyler was in attendance but offered no comment.

IV. Old Business- 6:55 PM

A. Bullying Policy - Vote to accept policy

The most current draft was discussed; the policy had been discussed in previous BOT meetings. The virtual bullying section had been revised

and the language had been revised. A motion to accept the policy as written was passed and filed.

B. Employee Grievance - Vote to accept policy

A motion was made to table review and voting on the policy until the next BOT meeting was passed and filed.

V. Reports and Open Board Discussion

7:05 PM - Director's Report - Karin Cevalco

1. The State DOE has issued a new requirement requiring formal Teacher Evaluations annually; the Director and Curriculum Director have designed a program and are driving implementation currently
2. Professional Development for the staff is ongoing. Differentiation will be a central topic in the upcoming year.
3. Smarter Balance testing concluded in April. The results are computerized and immediately accessible. Karin will be working on accessing and delivering the results.
4. The volunteer-based lunch monitoring model has been supported through the hiring of a school employee with a stated responsibility to monitor students during lunch. In addition, teachers have been asked to spend 10 minutes monitoring lunch.
5. Friday May 29th will be a volunteer appreciation day.
6. Obtaining an affordable lunch school program remains a priority; requests for assistance will be made to both the Nashua and Merrimack districts.
7. Andrew Cherna discussed the viability of the proposed Summer Camp. Enrollment remains low at 11. If the camps were to run, the operational costs would outweigh the projected enrollment amounts. A motion to cancel the summer camps in 2015 with a return in the summer of 2016 was passed and filed.

7:35 PM Update from the *Friends of Gate City Charter School for the Arts* - Rebecca Fredrickson and Debbie Christianson

1. The last Friends Meeting was held on Thursday, May 14th.
2. A "bench" grant was received to make a bench in downtown Nashua
3. The Scholastic Book Fair was successful. A cash payout will be received as a result of the Fair.
4. Square 1, an arts-based fundraiser, is ongoing
5. Field Day will occur next month
6. The Variety Show (41 acts) will occur on Friday June 5th at Nashua South High School. The price is \$25 per family. Volunteers are needed!

7:50 PM Treasurer's Report - John Keicher - Vote to accept 2015-16 school budget

The financials for the month of April were reviewed. A motion to accept the financials was passed and filed.

The budget for FY 2016 was reviewed. Bob made a motion that the 6000 series with the exception of line items 6105 and 6210 (for FY 2016 only) and the compensation schedule be approved, and, that the director is authorized to proceed with job offerings for next year until the budget is finalized. The motion was passed and filed.

9:15 PM - Discussion about Strategic Planning - Bill Spinelli

1. New Board Member Recruitment

Many leadership roles are vacant, i.e. vice-chair, secretary, leader of the Friends. Bob made a motion to move Debbie from the parent representative role into a non-parental representative BOT role. Debbie agreed to tender her resignation as a parent representative. The BOT made a motion to accept her as a BOT member. The motion was passed and filed.

2. Baldrige & the articulation of the plan

The issue was tabled until board recruitment can be actualized.

3. Fundraising Program and committees to be re-designed going forward
Friends Committee to be involved in focusing on friends activities, volunteer recruitment and school culture enhancement. Grant Fundraising Committee to focus on grant writing. Workforce Development and Endowment Fund Committee to focus on longer-term business community relations & growth, annual major fundraising events and philanthropic goals.

VI. Non Public Session - 8:55 – 9:08 PM

Jill and Karin were invited to the non-public meeting.

Non Public Session – 9:32 – 9:45 PM

VII. Meeting Adjournment - 9:45 PM

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

Date: 6/16/15

Time: 6:45 PM

Location: 7 Henry Clay Dr. Merrimack, NH

Attendance:

Mark Walsh

Bob Amrein

John Keicher

Bill Spinelli

Debbie Christianson

Lisa Klein

Dan Sinnott (via phone)

Absent:

Lisa Ura-Bollinger

Rebecca Frederickson

Public Attendance:

Tammy Conroy

Jill Cane

Jim Fothergill

Quorum: 7 of 11 members present (6 required)

I. **Public Meeting Call to Order:** 6:51 PM

II. **Reading and Approval of Minutes:** 6:51 PM

Minutes from the previous meeting were read. A motion to approve the minutes was passed and filed.

III. **Public Comment:** 6:55

Jim Fothergill, music teacher, reported only 20 minute practice time once a week for band student's instrument classes. Drums before school is working for the current group, but he has some concern that there may be problems with other groups whose parents may not be able to get them on time in the future. He would like to have 30 minute sessions in the future. Dan Sinnott mentioned a concern about more thoughtful arts integration across the school. We discussed whether the school will be a performing arts or an integration of the arts in the classroom. Admin will talk with Jim and bring recommendations to the Board.

IV. **Reports and Open Board Discussion**

A. **Treasurer's Report:** 7:05PM

A motion was made to accept and file the Treasurer's Report.

B. **Employee Grievance Policy**

There was some concern regarding the suggested 30 calendar day recommendation to bring the issue forward. Legal laws take precedent over our policies. A motion was made and approved to change to 90 calendar days.

A motion was passed unanimously and filed to accept the policy with the 90 day change.

C. **2015-16 School Budget**

The budget was discussed and a motion was made and approved unanimously.

D. Friends of GCCSA

- a. Field Day was a success
- b. Talent Show was a success, raised \$2000 which is being put towards a playground.
- c. Friends are working to put together a presentation for new parents about important Gate City Charter School for the Arts information
- d. Golf Tournament is tabled

E. Director's Report

- a. Establishing a hiring procedure: for internal candidates and outside candidates; Karin has established a committee to complete hiring
- b. Staffing Update: Special education liaison will leave her position as classroom teacher, her position has been filled by an internal candidates, open kindergarten position, we have now an open kindergarten position with 3 highly qualified internal candidates.
- c. Based on teacher feedback and in line with the mission of the school, the term "Assistant teacher" will be used
- d. Professional Development: July 20th our teachers will be hosting a professional development training for Great Minds; one teacher is taking responsive classroom training; professional learning community training at the school will be held in August; Karin will be attending the leadership training compliments of the PD provider
- e. Summary of teachers responses to what went well and what areas we need to work on:
 - 1. Communication – teachers blogs: grades 3 and up loved blogs, K-2 teachers are interested in other methods (like newsletters); the school may need to differentiate; Class room teachers would like the option of being able to text parents – as a means of getting information home quickly and efficiently, the staff will develop a plan by the fall on how to best communicate with parents
 - 2. Time – The staff feels that they are lacking the time to fully develop plans, but appreciate the Wednesday PD time
 - 3. Professional Development: teachers loved the trip to Barrington, RI to see the Eureka math; teachers are pleased with how Wednesdays are being used since Jill has been facilitated; they appreciated the opportunity to go to
 - 4. Safety – is our number one priority; teachers raise the value of the new guidelines that have been put into place (e.g. clipboards, dismissal procedures)
 - 5. Teachers would like to use PA system to have student led announcements to make it engaging for all
 - 6. Karin would like to lead a volunteer monthly training to help parent volunteers better understand GCCS procedures, protocol, questions, etc.
 - 7. Teachers would like time to work with teacher assistants; curriculum coordinator would like more time to observe and debrief with classroom teachers

8. Teachers love the FOSS science for the hands-on aspect
9. Eureka math has been a challenge, they would like more PD around it
10. Student leadership group: differentiate so that students have more opportunity to try other things
11. SBAC – Smarter Balanced Testing available in July for school and in September for parents to access. NECAP – science results will be available in the fall. NEWA/MAP – based on our experience this year, we are looking for a more formative approach this year.

The administrative staff was thanked for their dedication and commitment to the school. They were commended for their hard work and efforts in support of the students.

- F. Procedure clarification: change the 30 days to 90 calendar days motion was made and passed to change the date to 90 days and accepted 7-0.
- G. Email update: Parents not getting emails, IT specialist is working out very well and helping with these issues. We have him for 10 hours a week. He has resolved the issues that were showing the mail as spam. He networked all of the computers, set up testing with MAP and SBSC, teaching teachers how to use their laptops, working with ipads, etc.
- H. By-laws: Proposed changes
A motion was made and passed to accept the changes and present to the state. There were several changes proposed, some around fundraising events. Friends will be responsible for internal fund raising where the community relation and endowments will look to the outside community for fundraising. The grant proposal will look to build funds through various grant opportunities. Vice chair will monitor all three of the fundraising arms.
- I. Roles and Committee assignments: A motion was made to accept the nominations and committee assignments as follows:
 - a) Vice Chair position was nominated and accepted by Bob Amrein
 - b) Debbie Christianson was nominated and accepted to be the chairperson of the Friends
 - c) Secretary position is open; Debbie will be the interim secretary
 - d) Finance committee, John Keicher was nominated and accepted
 - e) Curriculum committee, Lisa Klein was nominated and accepted
 - f) HR Compliance and Performance committee, open, Bob will be interim
 - g) Grant coordination committee, Bob Amrein was nominated and accepted
 - h) Endowment committee and Community Relations, Dan Sinnott nominated and accepted the position. A top priority will be in communication, to build an opportunity to meet with several people in the larger community.

V. Next agenda items:

Election of new members, re-election of existing, approval of handbook

VI. Non-Public Session

VII. Meeting adjourned: 9:38PM

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

Date: 8/18/15

Time: 6:45 PM

Location: 7 Henry Clay Dr. Merrimack, NH

Attendance:

Bill Spinelli

Bob Amrein

John Keicher

Debbie Christianson

Lisa Klein

Karin Cevalco

Public Attendance:

Kim Rivers

Manny Ramirez

Jill Cane

Charissa Martin

Peter Bonaccorsi

Quorum: 5 of 5 members present

- I. **Public Meeting Call to Order and Agenda presented: 6:45 PM**
- II. **Public Comment: 6:50**
 - A. Manny Ramirez wants to register his business as Gate City Arts and Graphics (graphic design, painting on canvas, etc. . .). He needs permission from the board of our school because his business name is very similar to the schools name. It was suggested that he change his business name to Gate City Graphics & Arts. Manny agreed. Bob Amrein suggested we send the information to the attorney and make sure there are no other issues. A motion was made to send the information to the attorney and it was seconded.
 - B. Three possible candidates are present and introduced themselves to the board: Kim Rivers, Charissa Martin, and Peter Bonaccorsi
- III. Executive Session called at 7:06 to approve new board members
- IV. The Board welcomed Charissa Martin as the new Parent Rep Trustee for a one year position and Kim Rivers and Peter Bonaccorsi joined the board in two-year positions. The board introduced themselves to the new members. A short discussion ensued regarding protocol for

trustee meetings and a review of the “chain of command” when parents have issues.

V. Reading and Approval of Minutes: 7:20 PM

Minutes from the previous meeting were read. A motion to approve the minutes was passed and filed.

VI. Reports and Open Board Discussion

A. Treasurer’s Report: 7:25PM

A motion was made to accept and file the Treasurer’s Report.

B. Employee Handbook and School Handbook

The board agreed to table the approval of the updated handbooks until Peter has a chance to review them.

C. Friends of GCCSFA

a. The meetings will be the second Thursday of each month, the first one September 10, 2015.

b. Debbie is working on creating a VolunteerSpot.com page that will be where all GCCSFA families can find volunteering opportunities. The page will be up and running for the ice cream social where advertising for the Friend’s committee will be apparent.

D. Director’s Report

a. Many teachers have been attending summer professional development workshops.

b. Teachers are required to return to work on August 24th. Some of the PD they can expect is from Eureka Math, Daily Five, arts integration, procedures, etc . . . Gene Thompson Grove from the School Reform Initiative will put on a workshop on Professional Learning Communities.

c. A new 5/6 teacher has been hired as well as SPED paras. The school is fully staffed for the 2015/2016 year.

d. New FOSS science materials and some new Wheatley materials have been shipped to the school.

e. North Main Music School has been contracted to provide integrated music lessons, as well as band. All students will receive two music classes each week, as well as chorus. Keyboards have arrived and being unpacked by volunteers.

f. Our vista volunteer, Andrew Cherna’s term ends in November. Americorps will not renew our application for another vista as our population is not “disadvantaged” enough.

g. As for enrollment, 154 of 160 spots have been taken with more interested students.

h. Karin has created an Emergency Response Plan. This will be shared with fire and police personnel. It was brought to Karin’s

attention by a police captain that a marijuana dispensary was trying to get a permit to go into a building on Daniel Webster Highway. The police will be in touch with the Depart of Education to ensure that our school stays in a Drug Free Zone.

E. The Arts Enrichment Hour Proposal by Bob Amrein

Bob wants the board to consider this proposal that would give students a chance to further explore the arts. "Arts simply for the sake of arts." An extra hour would be added on to Mon, Tues., Thurs., and Friday where the student would choose a comprehensive elective in music arts, performing arts or visual arts. It would be an hour long course that would run throughout the year. Current instructional staff would not be required to teach any classes, but would be offered the chance. Bob believes this can be funded through a rebate from the real estate tax if it is approved by the town of Merrimack. Peter recommended that each individual board member come up with questions, lists of pros and cons to discuss at next month's meeting.

F. Strategic Plan

Bill wants the board to further consider a comprehensive strategic plan. There will be further discussion at the next board meeting.

VII. Next meeting: September 15, 2015

VIII. Meeting adjourned at 9:15pm

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

Date: 9/15/15

Time: 6:45pm

Location: 7 Henry Clay Dr. Merrimack, NH

Attendance:

Bill Spinelli
Bob Amrein
John Keicher
Kim Rivers
Charisa Martin
Peter Bonaccorsi
Debbie Christianson
Lisa Klein
Karin Cevasco

Public Attendance:

Sarah Hall
Tom Tyler
Tammy Conroy

Quorum: 8 of 8 members present

I. **Public Meeting Called to Order and Agenda presented: 6:45pm**

II. **Public Comment: 6:50pm**

Tom Tyler is present and showed interest in being a board member. He will contact the chair and set up a time for an interview.

III. **Reading and Approval of Minutes: 6:55pm**

Minutes from the previous meeting were read. A correction was made and a motion to approve the edited minutes was passed and filed.

IV. **Treasurer's Report: 7:00pm**

A motion was made to accept and file the Treasurer's report.

V. **Old Business: 7:15pm**

A. Employee Handbook and School Handbook

1. The board does not have to approve either the Employee or School Handbook according to the by-laws. The director's responsibility is to update the board on any changes. Any change in policy needs to be approved by the board. School Handbook has been updated with no changes to Employee Handbook.

B. Art Enrichment Hour Questions and Future Direction

1. There was a concern about the noise level for our neighbors upstairs.

2. Was this program going to be co-curricular vs. curricular. What part of the day should this take place, during or after?
3. There was a question about disrupting the flow of our very new school. He thinks we need to continue to study the options.
4. A public comment was made that we need to look back at the charter. She said she has a child who benefits from the project-based learning, but doesn't necessarily want more arts.
5. Another wondered about teacher's interest in such a program. The Board was also reminded that it will take quite a bit more time for teacher's to really integrate art into the every day curriculum.
6. The parent/student interest factor must be considered. If there was an after-school activity, we will be competing with sports, other lessons, etc. . .
7. Curriculum committee will take the questions and talk more about it.

C. Strategic Plan - Future Direction

1. Any member was invited to join the Strategic Plan ad-hoc committee. Committee members are Bill, Karin, and Bob. It is believed we have to get going with in this in the near future.
2. It was suggested that we make some outside connections to help give some guidance. Lisa has some schools that we could contact.
3. It was suggested that John join the committee.
4. Any questions are to be forwarded to Bill.

D. Open Board Seats - Secretary and Endowment & Community Relations Chair

1. It was suggested that we need to do more marketing because not a lot of people know about the trustees.
2. It was suggested we think about making this a 13 person board due to the number of committees and the depth we need.
3. There was a discussion about the public being on committees. They are welcome to join with no voting rights at the board level. Committees should have a written charge from which to work from.

VI. **Reports and Open Board Discussion: 8:40pm**

A. Update from Friends of GCCSFA

1. It was decided to try a day time meeting to see if we could encourage more attendance. Next meeting is October 15th at 1:30pm in the kindergarten room
2. Mrs. Amy Savoie has volunteered to be our teacher rep for the year.
3. Volunteers were instructed to fill out Volunteer Assurance forms and to log their hours.
4. Marketing has continued to have people join the FB Community Page and the VolunteerSpot page for opportunities to help our school.
5. The 5K marketing and registration is in full swing.
6. Help has been asked for people to find restaurants to sponsor our school for Dine Out nights.
7. Scholastic Book Fair will happen in March.
8. A Fall contest for the BoxTops will be forthcoming.

9. Looking for a bit more manpower to install the last two fence panels on the playground.

10. 2016-2017 BoxTops funds will be used to pay for Pickup Patrol

11. Debbie & Sarah will be working on a budget for the Friend's group

B. Director's Report

1. The Director suggested we read the mission statement at the beginning of every meeting. She reminded us that arts integration is why we are here.

2. Teachers has been exploring their own teaching practices in the first PD sessions of the year, incorporating what they have learned in Gene Thompson Grove workshops over the summer. The focus is also on small group, differentiated instruction. Four PD sessions are scheduled with Lisa Klein from Keys to Literacy where the focus will be reading comprehension.

3. The board was updated on the success of the new music program and the trouble with ordering out of stock books for the Wheatley English program.

4. Curriculum Night is scheduled for Thursday, September 17th for parents

5. Decision has been made to separate the Band/Chorus concert from the Art Show. Auditorium space will be rented for the concert.

6. Peter will look into Out-of-State Field Trip policies as well as Overnight Field Trips.

C. ARTY award 2015 and Future Direction

1. Given to someone outside of the school (in the community) that goes above and beyond for our school. Award was given to the landlords in the Fall of 2014

2. It was agreed that we should continue with the award. Members are to generate a list of who should get it for next meeting.

D. Tammy's Birthday

1. All present struck up a beautiful rendition of "Happy Birthday" to honor Tammy.

VII. Next meeting at 6:45 on October 20, 2015

VIII. Meeting adjourned at 9:10

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 20, 2015

Meeting Date: October 20, 2015

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

6:45 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bob Amerin, Vice Chairman

Bill Spinelli, Chairman

Charisa Martin, Parent Representative

Debbie Christianson, Director

Kim Rivers, Director

John Keicher, Treasurer

Tom Tyler, Secretary

Absent:

Lisa Klein, Director

Peter Bonaccorsi, Director

Attending Gate City Staff:

Karin Cevasco (School Director)

Tammy Conroy (Business Manager)

Attending Public:

Sarah Hall

Daniele Preston

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

The meeting started with a reading of the Mission Statement.

Executive Session

The Board went into Executive Session for about 5 minutes to vote acceptance of Tom Tyler as secretary. Motion passed.

Public Comments

Public members indicated they had no comments, and were attending for observation.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 20, 2015

The board entered Executive Session to vote on acceptance of Tom Tyler to the position of Secretary. The board accepted.

7:12 PM

MOTION (John/Bill): We approve the minutes from the September 15, 2015 meeting. Motion passed without objection.

Treasurer's Report

Treasurer John Keicher delivered the Treasures Report, summarizing the current budget situation as being on a "shoestring budget," but above water.

It was noted that a more detailed budget review is done on a quarterly basis.

Old Business

It was stressed that we need everyone on the board to recruit to fill open board positions.

Karin Cevasco nominated Kathy Hersh for the Arty Award.

MOTION (Bob/Debbie): The board designates Kathy Hersh to receive the Arty Award. Motion passed without objection.

City Arts Nashua indicated to Karin Cevasco that they want to plan an ice cream social event with the school. It was discussed that the Arty Award could be presented at that event. The Winter Concert was suggested as another venue for presenting the award.

MOTION (John/Kim): We shall acquire an Arty Award Plaque. Motion passed without objection.

Strategic Plan

The Strategic Plan Committee had their first meeting last Friday, October 16. Bob, Bill, and John were able to attend. There was a "forest level" review of 1, 3, and 5 year plans. This should be available to presented by the November or December Board of Trustees meeting.

Update from Friends of GCCSA

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 20, 2015

The formal Minutes of the Friends of GCCSA meeting were provided, and Charisa provided a verbal overview.

Sarah Hall noted that \$2,870 has been raised so far for Paint Your Way 5K. The number of companies willing to sponsor has doubled since last year, and some returning sponsors have doubled or more than doubled their contributions this year.

Debbie suggested the possibility of Parents Night Out event. The idea was shelved until logistics (such as liability) could be looked at.

The full minutes of the meeting are available.

Update from the Curriculum Committee

Kim Rivers provided a verbal overview of the Curriculum Committee.

Regarding Math, Teachers are doing well with the Eureka Math program, but could use some additional professional support. There are a variety of resources including free webinars. Time needs to be allocated for teachers to review resources.

iPad usage is up, and the technology is being used and integrated more into the classroom.

Treasurer John noted that the preliminary budget for Curriculum Committee could benefit from clarity in terms of when expenses would be incurred, and stressed the need to align the Curriculum Committee's budget with the main budget.

Director's Report

Karin presented a draft **Fund Raising Activities Policy** to be discussed at the next Board of Trustees meeting:

All fund raising activities involving the student body and/or teaching staff must be approved by the Director.

Contributions shall be on a voluntary basis.

This is intended to include activities in which the students and/or staff are involved in fund raising directly.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 20, 2015

Karin presented a written draft **Field Trip Policy** to be discussed at the next Board of Trustees meeting.

Karin presented a draft **Waiting List Policy** (DRAFT 151019) to be discussed at the next Board of Trustees meeting.

Karin presented a draft **Open Enrollment Policy** (DRAFT 151020) to be discussed at the next Board of Trustees meeting.

Karin presented the SBAC Preliminary Results using visual presentation aids.

The **SBAC** (Smarter Balanced Assessment Consortium) is the new mandatory standardized test given in the state of NH, a part of Common Core. As a school that receives public funding, the school is required to administer the test. Parents are not allowed to opt out of the test (though if a student is absent during testing, the test does not need to be rescheduled).

Karin noted that errors were made in administering the SBAC for Grade 4 and Grade 6; so results were not available for those grade levels. Multiple schools had made the same technical error, and so the state, having received similar feedback for multiple SBAC program, has indicated it will enhance the program to eliminate that opportunity for user error next year.

The results were characterized overall as expected and in line with state results.

The written Top Six Key Messages of SBAC were presented.

NECAP will continue to be used for Science until an SBAC program is available for Science.

Daniele Preston questioned whether our mix of grade levels (e.g. 3-4 grades mixed) might have an impact on test results. Karin indicated she did not expect there to be any correlation.

Open Board Discussion

Debbie asked for our direction relative to Campaign for Parental Donations. Discussion ensued, including the option of donating money vs. volunteer hours. It was referred to a future meeting for more discussion and research into what other schools do.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: October 20, 2015

Bob discussed the opiate crisis and Narcan treatment packets (to treat opiate overdose). There was a notion that each school should have a treatment kit available. Bob posed the question of whether we might be remiss (or even liable) for not having such measures in place. Karin added that we might also contemplate such things as having a defibrillator.

Karin noted that it would be great to have a school nurse.

Daniele Preston mentioned that her husband would be willing to present information about Narcan, overdose rates, CPR training, etc. Karin noted that staff presently have CPR training.

Karin discussed a free and reduced lunch assistance program. We are awaiting confirmation from a CPA as to whether funds can be used.

Sarah Hall discussed the upcoming Paint Your Way to 5K.

Next Meeting: **November 17, 2015.**

9:12 PM

MOTION (John/Tom): Motion to adjourn.

Motion passed without objection.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 5, 2015

Meeting Date: November 5, 2015

Time: 7:00 PM

Location: 7 Henry Clay Drive, Merrimack, NH

7:01 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli, Chairman

Debbie Christianson, Director

Kim Rivers, Director

Lisa Klein, Director

Peter Bonaccorsi, Director

Tom Tyler, Secretary

Absent:

Bob Amerin, Vice Chairman

Charisa Martin, Director, Parent Representative

John Keicher, Treasurer

Attending Gate City Staff:

Karin Cevalco (School Director)

Attending Public:

No members of the general public were in attendance.

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

Public Comments

There were no members of the general public were in attendance.

Discussion on Recordings in School

Karin presented a draft communication to parents, and also the Recording Permission Form. The board reviewed the communication to members, and provided feedback to Karin, which was incorporated into the communication.

The board discussed whether a policy is required or warranted governing the use of recordings in the school. Peter indicated he will look into that.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 5, 2015

MOTION (Peter/Kim): We approve the Recording Permission Form as required by RSA 189:68 as modified in discussion.

Motion passed without objection.

MOTION (Debbie/Tom): Motion to adjourn.

Motion passed without objection.

Meeting adjourned at 7:54 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting
DRAFT Meeting Minutes
Meeting Date: November 17, 2015

Meeting Date: November 17, 2015
Time: 6:45 PM
Location: 7 Henry Clay Drive, Merrimack, NH

6:49 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli, Chairman
Bob Amrein, Vice Chairman
Charisa Martin, Director, Parent Representative
Debbie Christianson, Director, Friends Committee Chair
John Keicher, Treasurer
Kim Rivers, Director
Lisa Klein, Director, Curriculum Committee Chair (attending via phone)
Peter Bonaccorsi, Human Resources Committee Chair
Tom Tyler, Secretary

Absent:

Attending Gate City Staff:

Karin Cevasco, School Director

Attending Public:

Sarah Hall
Stephen Martin
Dani Preston
Betsy Moore
Ashley Sullivan
Liz Kolb
Lisa Duffy (Teacher)
Amy Savoie (Teacher)
Approximately 5 others

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

Public Comments

Betsy Moore made the following points:

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

- The school should have a math teacher. Even having someone part-time would be beneficial to push kids who are ahead a little more. She spoke with Bill Spinelli (Chairman) at the 5K on Sunday further about this.
- The Homework Policy should be revisited, especially for higher grade levels, to help with challenges such as time management (among other things).
- Would like to see student energy harnessed in student government, a civics club, or similar forums.

Bill Spinelli (Chairman) indicated that the Curriculum Committee would be the ideal forum for these concerns. Lisa Klein (Curriculum Committee Chair), added topics to the agenda for the next Curriculum meeting. It was clarified that the public is invited to the Curriculum Committee meeting.

Liz Kolb made the following points:

- It is difficult to find job descriptions for staff. It was unclear what the role of Special Education Coordinator at Gate City is.
- There have been 4 or 5 para education professionals for her child in the past year. This was mostly due to staff changing roles within the school, but also due to staff changes. This creates transitional challenges for her child requiring services.

Bill Spinelli (Chairman) noted that the sending school is responsible for providing all special education services, even those that occur at our charter school, even when services are provided by Gate City staff.

Karin Cevasco (School Director) noted that the Special Education position was hired at 20 hours per week based on last year's case load, but this year the case load is double that of last year.

Liz Kolb noted that there was no proactive communication from the Special Education Coordinator about things cancelling services. She further stated that communications and service coordination were handled poorly.

Bill Spinelli (Chairman) indicated he disagreed with Liz Kolb's assessment of the Special Education Coordinator's performance. He also emphasized the objectives of maintaining a "positive mental attitude" approach to problems and developing a "continuous improvement" mindset throughout the school.

Liz Kolb noted that she feels she has communicated matters through the proper channels, including the School Director and the Board, but felt her concerns were being dismissed rather than addressed. She indicated this could be a great school,

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

but she was pulling her children from the school. Liz Kolb then departed the meeting.

Dani Preston asked when report cards would be made available for cases when a conference could not be attended.

Karin Cevasco (School Director) answered indicating report cards will be mailed on November 20 (at the end of the week of conferences). Dani Preston indicated that report cards being delivered during the short 15-minute conferences was not working, and requested that they be made available before the start of conferences.

There seemed to be general consensus from the board that making report cards available before conferences was a good idea. Peter Bonaccorsi (HR Committee Chair) noted this could be changed at the procedural level. Lisa Klein (Curriculum Committee Chair) noted that it probably would not happen this quarter, but could happen after.

Sarah Hall noted that individual parents should be able to request a report card as needed, and expect that it be made available upon completion.

Ashley Sullivan made the following points:

- The Lice Policy stirred up a lot of things. She understands, but was very concerned about communications related to the spread of head lice. She disagrees with timeframes noted in prior communications regarding when the school was notified. She indicated that notification occurred on October 22.
- It was noted that the current procedure is to start notifications to parents upon 4 reported cases. It was noted that in a population of only about 160, that 2 cases would be more appropriate trigger for notification.
- She also noted that actions were not taken that possibly should have been. For example, should "Hat Day" have been cancelled when it was known that there were reported cases of head lice?
- It was also noted that a school nurse would be helpful.

It was discussed that some lessons learned from this experience were a change in communication procedures to notify all parents (not just individual classrooms) after 2 (rather than 4) reported cases. Notification to all parents would also help protect privacy in a small school population.

Peter Bonaccorsi discussed the difference between policy vs. procedure regarding head lice. He noted that Exclusion (whether and when to exclude students with head lice from participation in school activities) and Notification are points of

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

contention in general. Typically, both exclusion and notification are in the realm of procedure, and exclusion is at the discretion of the school director/principal.

Sara Hall raised a question about why draft copies of things like draft policies weren't available until board meetings. Tom Tyler (Secretary) indicated this was an area where we are working to improve them. We plan to have a board packet made publicly available prior to board meeting.

8:01 PM

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

The Financial Report was discussed. It was noted that the board packets can include draft financials. Bob Amrein (Vice Chairman) discussed complexities of interpreting draft financials.

John Keicher (Treasurer) stated that overall, financially, the school is sound. He discussed that we look at income sources and requirements, and needed input from different committees on factors that would impact the budget, and mentioned hiring a nurse as an example. He noted he is pleased the Curriculum Committee has been providing their input.

Betsy Moore asked whether the federal funding was exhausted. It was clarified that those start-up funds are expended. She indicated that we need to ramp up our fundraising. There was general consensus on that point. Bob Amrein (Vice Chairman) noted that "start up mode" ended this year, and we are going into operational mode.

Betsy Moore asked about how other charter schools operated in terms of how their financial plans worked. Kim Rivers (Director) discussed how the Academy for Science & Design (ASD) operated, with a recommended but optional per-student suggested fee of \$450/student.

Bob Amrein (Vice Chairman) noted that increasing enrollment was key. Karin Cevasco (School Director) noted that donations from parents are key for some other NH starter schools.

8:21 PM

MOTION (Kim Rivers/Debbie Christianson): Motion to approve the financial report as written. Motion passed without objection.

Old Business

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

1. Campaign for Parental Donations

Debbie Christianson will be doing further research on this. Tabled.

2. Open Board Seat Update

Two committees remain unstaffed:

- Community Relations and Endowment Chair position is opened.
- Grant Coordination Committee is chaired by Bob Amrein (Vice Chairman).

Bill Spinelli (Chairman) and Bob Amrein (Vice Chairman) discussed efforts to fill these positions are occurring via networking contacts made, and interviewing of possible candidates. All board members and school community are encouraged to generate possible candidates.

3-6. Policies for Waiting List, Fund Raising Activities, Open Enrollment, and Field Trip

Draft policies will be included in the board packet for the next meeting.

Peter Bonaccorsi (HR Committee Chair) noted a policy on changing policies is needed.

7. Free Lunch Assistance Program

Karin Gevasco (School Director) reached out to an attorney and accountant, who indicated that continuing with an informal program is the most appropriate way to provide lunch assistance.

Dani Preston asked if we are confident that we are identifying students who need lunches. Karin Gevasco (School Director) indicated that having a lunch monitor had made that possible.

Reports and Open Board Discussion

1. Update from Friends of GCCSA

The Friends Committee meeting was rescheduled due to Veteran's days, and will occur on November 19th at 1:15 PM in the Kindergarten room. Debbie Christianson provided a review of various things the committee is working on.

Betsy Moore asked if how money could be donated for a specific purpose, and Debbie Christianson indicated that request could be heard at the Friends Committee.

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

Sarah Hall provided an overview of the successful Paint Your Way to 5K event. Turnout was great, with great weather and a fantastic article in The Telegraph. The 5K was operated by about 15 volunteers, and some 7th graders. There were more sponsors this year, and returning sponsors donated in larger amounts than last year.

2. Curriculum Committee Report

Kim Rivers (Director) delivered a verbal report. Some highlights:

- 2 teachers joined the committee, Amy Savoie and Amanda Tanguay.
- A representative from Wheatley English Language Arts curriculum came to talk to the teachers.
- Teachers are now contributing to the news blast that is posted on the Facebook page.
- Multi-age classrooms were discussed. There seems to be a wider age range this year.
- The next meeting for the Curriculum Committee set for December 14 at 4:00 PM at the school.

Debbie Christianson asked whether compensation was typically available for teachers who participate in running clubs.

Priscilla Cormier mentioned that her nephew in Germany wants to come to the States to do an internship of some kind, and asked whether Gate City would be open to that. Karin Cevasco (School Director) noted that the school would be happy to pursue that.

3. Director's Report

Karin Cevasco (School Director) was contacted by Americans for the Arts, and we were a top participant. We can expect to receive \$1,000 toward our arts program in the school. That was announced publicly on Monday, and they asked us to market that through the school.

Facilities update: Windows will be added to some solid windowless doors for safety and other reasons. Bob Amrein (Vice Chairman) noted that Karin Cevasco (School Director) needs to contact the building owner prior to doing the work. She noted she would.

The Smarter Balanced test results have been made available, but copies are not available due to technical difficulties. They will be printed and delivered to parents when the technical difficulties (accessing the content from the secured web site) are addressed. They will not be available for conferences but will be afterward.

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

Enrollment: Our numbers have gone down. We are at 147, and expect to be at 146¹. Karin Cevasco (School Director) noted she continued going through the wait list. The biggest challenge is that the Wait List for kindergarten is missing and cannot be located. She asked for help from the board on where to go next. There are 3 kindergarten seats available.

Sarah Hall stated that a board policy or procedure needs to be put in place to make phone calls on the wait list, since Karin is overwhelmed. Peter raised a general concern about confidentiality with a non-employee in roles that could involve sensitive information. It was discussed that a volunteer could be involved in setting up appointments. Tom Tyler (Secretary) mentioned that pursuing the waiting list should be treated as a high priority, as enrollment is the lifeblood of the organization.

4. Strategic Planning Committee Report (added to Agenda)

Bob Amrein (Vice Chairman) distributed the strategic planning committee document, *Preliminary Strategic Goals for the Gate City Charter School for the Arts*, as we are evolving from start-up to operational mode. It lists 1, 3, and 5 year goals. Among other things, he emphasized the need for planning for large capital reinvestment expenses that will not occur next year, but will in the 5 year span.

EDITME - INSERT REFERENCE TO BOB'S PRELIMINARY PLAN DOC.

It was noted that the web site is missing key content, has some usability issues (partly not being updated, partly some functionality with lunch pages), and has embarrassing gaps (missing descriptions). We discussed getting to a basic "minimum bar" (completing obvious gaps) in short order, and a strategic objective to improve the web site, our "window to the world."

Sarah Hall will put forth a suggestion for the form of the Arty Award. Karin Cevasco (School Director) will acquire the award, to be awarded in December.

Next Meeting: December 15, 2015 (3rd Tuesday in December).

9:46 PM

¹ The numbers mentioned in the meeting were 153 and 151; actual numbers 147 and 146 were confirmed the next business day.

Gate City Charter School for the Arts

Board of Trustees Meeting

DRAFT Meeting Minutes

Meeting Date: November 17, 2015

MOTION (Peter Bonaccorsi/Kim Rivers): Move go into non-public session under Chapter 91-A Paragraph 2 Subsection (a) (personnel discussions). Motion passed by unanimous roll call vote.

10:19 PM

MOTION (Peter Bonaccorsi/Charisa Martin) Exited from public session. Motion passed without objection.

Bob Amrein (Vice Chairman) asked when we start re-evaluating budgeting if enrollment goes down. John Keicher (Treasurer) responded that we do so immediately.

10:24 PM

MOTION (Peter Bonaccorsi/Tom Tyler) Motion to adjourn. Motion passed without objection.

Meeting adjourned at 10:24 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 5, 2015

Meeting Date: November 5, 2015

Time: 7:00 PM

Location: 7 Henry Clay Drive, Merrimack, NH

7:01 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli, Chairman

Debbie Christianson, Director

Kim Rivers, Director

Lisa Klein, Director

Peter Bonaccorsi, Director

Tom Tyler, Secretary

Absent:

Bob Amerin, Vice Chairman

Charisa Martin, Director, Parent Representative

John Keicher, Treasurer

Attending Gate City Staff:

Karin Cevasco (School Director)

Attending Public:

No members of the general public were in attendance.

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

Public Comments

There were no members of the general public were in attendance.

Discussion on Recordings in School

Karin presented a draft communication to parents, and also the Recording Permission Form. The board reviewed the communication to members, and provided feedback to Karin, which was incorporated into the communication.

The board discussed whether a policy is required or warranted governing the use of recordings in the school. Peter indicated he will look into that.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 5, 2015

MOTION (Peter/Kim): We approve the Recording Permission Form as required by RSA 189:68 as modified in discussion.

Motion passed without objection.

MOTION (Debbie/Tom): Motion to adjourn.

Motion passed without objection.

Meeting adjourned at 7:54 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 5, 2015

Meeting Date: November 5, 2015

Time: 7:00 PM

Location: 7 Henry Clay Drive, Merrimack, NH

7:01 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli, Chairman

Debbie Christianson, Director

Kim Rivers, Director

Lisa Klein, Director

Peter Bonaccorsi, Director

Tom Tyler, Secretary

Absent:

Bob Amerin, Vice Chairman

Charisa Martin, Director, Parent Representative

John Keicher, Treasurer

Attending Gate City Staff:

Karin Cevasco (School Director)

Attending Public:

No members of the general public were in attendance.

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

Public Comments

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Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: November 5, 2015

MOTION (Peter/Kim): We approve the Recording Permission Form as required by RSA 189:68 as modified in discussion.

Motion passed without objection.

MOTION (Debbie/Tom): Motion to adjourn.

Motion passed without objection.

Meeting adjourned at 7:54 PM.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date: December 15, 2015

Meeting Date: December 15, 2015

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Bob Amrein, Vice Chairman

Charisa Martin, Parent Representative

John Keicher, Treasurer

Kim Rivers, Director

Lisa Klein, Director

Peter Bonaccorsi, Director

Tom Tyler, Secretary

Absent:

Bill Spinelli, Chairman

Debbie Christianson, Director

Attending Gate City Staff:

Karin Cevasco (School Director)

Lisa Duffy (1st Grade Teacher)

Amy Savoie (Kindergarten Teacher)

Dr. Jill Kane (Curriculum Coordinator)

Attending Public:

Sarah Hall

Daniele Preston

Janelle Balestri

6:53 PM: Meeting Called to Order by Bob Amrein.

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

Public Comments

Janelle Balestri (Attending Public) voiced the following opinions:

- Lyrics to the songs at the Winter Concert were inappropriate to have kids learn the words to and be exposed to repeatedly in a public school setting, notably *We Will Rock You* and more concerning, *Stitches*.

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Sarah Hall (Attending Public) voiced the following opinions:

- The Winter Concert resulted in positive improvement in her child, and that music program was run better in some ways.

7:08 PM

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

7:09 PM

Treasurers Report

John Keicher (Treasurer) discussed the report, noting that actual expenses are tracking well to the budget thus far.

7:15 PM

MOTION (Tyler/Martin): Motion to approve the financial report as written. Motion passed without objection.

Old Business

1. Update School Web Site and Calendar

Task completed. The calendar is live.

2. Campaign for Parental Donations

Tabled until next meeting.

3. Strategic Planning Committee

The board discussed the draft of the strategic plan.

Lisa Klein (Curriculum Chair) suggested that:

Item 3 (study of Arts Enrichment) should be deferred from 1 to 3 year goals, due to priorities, resource constraints, budget dependencies, etc.

7:41 PM

MOTION (Bonaccorsi /Tyler): Motion to schedule a special meeting to discuss the sole topic of the strategic plan. Motion passed without objection.

Further discussion on the strategic plan was tabled.

5. Fund Raising Activities Policy

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MOTION (Tyler/ Bonaccorsi): Motion to approve the draft Fund Raising Activities Policy as written. Motion passed without objection after discussion.

7. Field Trip Policy

MOTION (Klein/Rivers): Motion to approve the draft Field Trip Policy as amended in the meeting. Motion passed without objection after discussion.

Agenda items 4 (Waiting List Policy) and 6 (Open Enrollment Policy) were tabled until the next meeting.

8. Policy Making Policy

MOTION (Rivers/Martin): Motion to approve the draft Policy Making Policy as amended in the meeting. Motion passed without objection after discussion.

Update from Friends of GCCSA

Charisa Martin (Director) gave a brief overview of the activities of the Friends committee. [Inc: EDITME-GetMinutesFromCharisa]

8:51 PM

Curriculum Committee Report

Lisa Klein (Director) gave a brief overview of the activities of the Curriculum Committee. [Inc: EDITME-GetMinutesFromLisa]

8:58 PM

Director's Report

Karin Cevasco (School Director) provide the Director's report. A few highlights:

- The Bullying Policy needs work. Karin required the board consider updating the policy, especially in the area of specifying discipline.
- Enrollment efforts have been effective, thanks in large part to Sarah Hall's work processing the enrollment waiting list. Karin and several members of the board thanked Sarah for her efforts.

9:16 PM

New Business

Property Tax Abatement (added to agenda)

Bob Amerin (Vice President) discussed the property tax abasement. The school has an opportunity to reduce the property tax due in June 2016 by approximately 90%. The deadline is April 15.

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Secretary Operations

This topic was tabled until the next meeting.

9:23 PM

MOTION (Bonaccorsi/Rivers): Motion to enter non-public session under RSA 91-A:3 ii (a) personnel. Motion passed by a roll call vote.

MOTION (Bonaccorsi/Martin): Motion to accept the resignation of Tammy Conroy, with regrets. Motion passed without objections.

9:38 PM

MOTION (Bonaccorsi/Martin): Motion to exit non-public session.

9:38 PM

MOTION (Bonaccorsi /Klein): Motion to adjourn.

Meeting adjourned at 9:39 PM.

DRAFT