

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 21, 2021

Time: 7:05 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

Absent Board Members:

Felicia Doucette (Treasurer)

Jenny Hitzeman

Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Public Comments/Public Matters

Approval of Minutes from December 2020

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the December minutes was accepted unanimously.

Committee Reports

PTO- Neil Mahoney-PTO has an online Pampered Chef Fundraiser that will be held the week of January 25. The first phase of the Mascot contest will include a google form to be sent out to all students to get an idea of what the students would be interested in as far as a mascot. The PTO is trying to figure out a way to still have yearbooks for just the 8th graders.

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee-Jenny Hitzeman-Maternity/paternity policy is still awaiting info from finance committee

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PR and Community Relations committee- Sarah Thibeault- The committee has started a social media campaign-Charter School Myth Busters. Raise Craze will take place in the Spring as well as an outside GCCSA Art Show and looking into a GCCSA Fair and Q&A. The committee is looking to get new parent testimonials for the website, marketing, and ads.

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- The health inspector will be coming Friday January 22.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

Astrid gave a review of the finance committee meeting minutes. The budget has been updated; enrollment is down which lowers our revenue. Our fundraising needs to be stronger to make up for loss of revenue. We will be looking into rent assistance and COVID-19 related PPP loans. Next meeting TBA

MOTION (Sarah/Neil) Motion to accept minutes of the Finance Committee dated January 15, 2021 Unanimously accepted.

Old Business

Returning to school 2020/2021- On January 4, the task force voted to not return to school January 21 because the COVID numbers were too high. Task Force will reassess the numbers in two weeks.

Budget Approval for 2020/2021- **MOTION** (Sarah/Neil) Motion to accept 2020/2021 budget reports was accepted unanimously.

Maternity/Paternity policy- no new update

New Business

Charter Renewal-A strategic planning meeting is scheduled with the directors Friday January 22 at 11 am.

Directors Report

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Suzanne Wheeler-

The focus this month has been on preparing for our Charter Renewal. This has been a very time-consuming task I would like to sincerely thank my administrative sisters for all their help and support with these reports. In addition to this I have had nine IEP meetings and one triennial meeting, with a second meeting later this month to review the IEP. Discussions with Nashua Mental Health concerning a student and then scheduling a meeting (scheduled for January 27th) took much manipulating since there are so many people involved. Meetings with the DOE, Nurses meetings, charter meeting, and SPED DOE meetings continue monthly. We have also having question and answer calls with Jane Waterhouse helping us to prepare for the re-charter. Parent phone calls have been received leading to discussions and research with other districts.

Jennifer Blanchette-

Curriculum Acquired:

WeVideo

i-Ready 6-8 Instructional and Assessment

Artist-of-the-Month

1. Successful 4th community meeting was held.

Wellness:

1. Off to a highly positive start in all grades (teacher, parent, student, instructor)

Electives:

1. Successfully began session two virtually.
2. Outside invitation promoted. 5 enrolled.
3. 11 students in music (piano, voice, guitar)
4. 144 spots filled in term 1. 153 in term 2.

Title I

1. Audit documents submitted to the state for review.
2. Title I Math began in January for grades K-5
3. Newly designed progress reports in Title I for reading students reviewed and sent to families.
4. Title I Newsletter, data catch, updated website
5. Title I Math teacher 6-8 needed.

i-Ready

1. Letter sent home to families.

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2. Teachers conducting pre-testing with students.
3. 6-8 begin Jan 25th, K-5 begin Feb 1st.

State Testing:

1. Will be held March-June.
2. Fall SAS Testing scores: no comparative data, no formal release to parents.

Re-Chartering

1. Data Analysis and Goal Creation:
 - a. Teacher analysis for areas of weakness using i-Ready and SAS.
 - b. Creation of grade-level goal and objectives in writing and math
2. Working with staff and administration to organize data, find evidence, and write narratives.

Astrid Alvarado

Current Enrollment

TOTAL: 142

Grade	Number of Students
K	11
1	19
2	19
3	13
4	19
5	15
6	16
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Information Sessions are scheduled for January 26th, February 16th, and March 23rd at 5:30 pm & 7 pm

Currently advertised in Merrimack Patch and surrounding towns/cities.

Paid for Facebook advertising to increase how many people view our post.

We will be evaluating various marketing techniques for us to prioritize where we spend our funds.

There are currently 7 families who have already expressed interest in attending this information session.

Paige will be reaching out to all families who chose to leave GCCS for the 2020-2021 school year but express interest in staying on the waitlist for 2021-2022 to determine how many returning families we will have in the Fall.

DOE Reporting

The DOE-25 financial packet was completed and was sent to the DOE on 12/23. It has returned with some anomalies that I will work on correcting once Recharter information is submitted to Jane Waterhouse on 1/28.

Finance

- Met with Felicia on 1/15 to discuss the 5-year budget and update it given where we currently stand in our finances.
- 5-year budget and current budget was sent to the Board on 1/20
- Current budget was revised to take into consideration the significantly a smaller number of students we have enrolled at GCCS for this school year.
- Lynn is actively seeking a new auditor for GCCS to utilize since Melanson decided they no longer wanted to work with us.

Summer Camps

The summer camp coordinator for Nashua Parks & Rec reached out asking if we were running any camps this summer. I mentioned the idea to staff regarding running any summer camps and there was clear interest that many of them would like to do so. This may be a great way to increase exposure of our community to the greater public. We will already be purchasing 2 large event tents for Spring outdoor activities and classes utilizing CARES funds, so we can further the use of the tents for summer use. One teacher expressed interest in running a remote club for students who would not be able to make it in person. We could further utilize current staff by offering an afterhours camp to make them full day.

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MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn was accepted unanimously.

Next public meeting Thursday February 18, 2021, 7pm

Meeting adjourned 8:40 pm

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Meeting Date: February 18, 2021

Time: 7:02 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

Absent Board Members:

Felicia Doucette (Treasurer)

Jenny Hitzeman

Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Kristen Capirotti

Public Comments/Public Matters

Approval of Minutes from December 2020

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the December minutes was accepted unanimously.

Committee Reports

PTO- Neil Mahoney-The bookfair will be online for the spring fair 3/22-4/4. The PTO's finances are in great shape and we are trying to figure out other ways to spend money. Discussion on Field Day 1 class at a time or new playground equipment for each classroom. We will be holding a savers fundrive in May. Looking into virtual events for the SEE Science Center. Virtual Talent Show is being moved to 4/17 it will be videos submitted by the student body with a premiere and watch party. The PTO is hoping to get the teachers involved to create hype. Phase 1 of the Mascot contest is underway. The PTO has a Take the Cake challenge to

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start in March as well as a trivia night. Discussion of ceiling tiles as a fundraiser and way to bring color and more art to the building.

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee-Jenny Hitzeman-Maternity/paternity policy is still awaiting info from finance committee.

PR and Community Relations committee- Sarah Thibeault- Mandy and Paige have been working on the charter school MythBusters campaign. Paige is working on the slides that will be used for what they have named "MythBusters Monday" to start in March.

Paige has been reaching out to some local businesses for donations for Raize Craze which will be held in late April early May.

Suggestions for businesses Altitude Merrimack

Haywards

Chunky's

A&E Coffee

Big Kahuna

Paige will also reach out to Krystal Cameron to find out some other local businesses to reach out to. There have been 9 new parent testimonials received that will be added to our Facebook ads and website. Greely Park Art show-Beth Ashton will ask students to be involved and send in their work for the student art show. Info sessions are being advertised through Facebook ads and the patch. We discussed possibly making postcard advertisements to have at the YMCA, Boys and Girls Club and both Nashua and Merrimack Library. Our Facebook site views has increased 40% in the last month. Our website views have increased 47% with 58 site clicks in the last month. We are planning an art show with an online art auction for May. The show will be an outside event. The auction will be online.

-Food trucks for event

-Beth will offer to students 16x20 11x14

-website for auction

-

-donations for raffle baskets for artists that submit work

-hoping for 40-50 pieces of art

-community paint event

-reach out to art studios for donations of art

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- See Directors report

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MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

Astrid gave a review of the finance committee meeting minutes. We need a new committee chair. New auditors were hired they work with 8-10 other charter schools in the state, so we are hopefully to get the 2019 audits done by the March 11 DOE renewal meeting. Finance committee is hoping to have a budget for 2021/2022 in April.

MOTION (Sarah/Neil) Motion to accept minutes of the Finance Committee Unanimously accepted.

Old Business

Returning to school 2020/2021- Governor Sununu signed an executive order stating all public schools must offer hybrid learning/ 2 days a week of in school learning by 3/8/2021. The admin has asked to come up with an outline for hybrid learning and present to the board 2/25 at 11 am in a public meeting. A survey will be sent out to parents and care givers to evaluate how many students will consider hybrid learning.

Maternity/Paternity policy- no new update

New Business

PPP loan-Astrid reached out to our bookkeepers to get information about PPP loan to help with our current deficit. The bookkeepers said it was likely we could receive a PPP loan however there is a fee of 2% or \$600 for the application process. Neil will talk to his accountant about the fees.

2021/2022 school calendar-moved to March meeting

Directors Report

Suzanne Wheeler-

Although February has been a short month, it has been a challenging one. I will share a couple of examples using no names to protect their anonymity.

A parent requested adding additional direct special education services to her student's I.E.P. Both the home district team and I felt that was not indicated looking at test scores, teacher input, and an exceptional number of daily absences. As I explained the process to the parent and the

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case manager of the district was in total agreement with me, the mother threatened to report the district (not Gate City) to the DOE. She stated that she did not think this was legal.

A second example was from a mom who felt that I should write an IEP for her student. The child is achieving at grade level when she chooses to do her work. Her mother was very angry stating that she could not force her to join her class. She wanted one on one services to solve her problem. When I explained that the district team and myself felt that an IEP was not indicated she became extremely upset.

The last example I will share concerns a student that we have been worried about for some time. I have spoken to mom a large amount of time weekly to talk about strategies and her child's mental health. Mom has expressed her appreciation to Gate City teachers and me for the empathy we have shown and the accommodations we have made for her child.

There are more stories like this one, but I just wanted to make you aware that student services are about every student and that in addition to meetings very story is important and needs immediate attention.

This month I have had referral meetings, IEP update meetings, amended IEP meetings, meetings to access testing, and meeting with Brianna, and two information sessions. The information sessions went over well, and many attendees wanted their children's name on our enrollment list for next year. Astrid did a wonderful job presenting and Jenn and I were there and available for the Q and A that followed.

The three-member administrative team meets weekly and speaks to each other daily to catch up and remain a cohesive team.

Jennifer Blanchette-

Artist-of-the-Month /Writer-of-the-Month

1. Successful 5th community meeting was held.
2. Recognized Writer-of-the-Month

Title I

1. Audit complete. 1 finding regarding annual report links. Corrective plan accepted. Corrective action complete. Website recommendations carried out.
2. Title I Math new hire.
3. Title I Math for 5-8 begins March 1st.
4. Parent Night held February 17th.
5. Coordinated with special education to create Title I Math schedule

i-Ready

1. Mid-year complete.
2. Report shows:
Math: At Risk for Tier 3 17% Tier 2 45% Tier 1 38%

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Reading: At Risk for Tier 3 9% Tier 2 31% Tier 1 60%

Re-Chartering:

1. Aided in the creation/completion of re-chartering documentation.
2. Analyzed testing data to generate schoolwide goals.

Recertification PLC:

1. Two groups to meet weekly: Alternative Certification and Traditional Certifications

8th Grade Preparation:

1. Wednesday planning/fundraising committee
2. Parent classroom Google

Professional Development:

1. Suicide Prevention staff development planned for March 19.
2. Touch Math/Spire Math staff Development
3. CATCH training for wellness

Astrid Alvarado

Current Enrollment

TOTAL: 142

Grade	Number of Students
K	11
1	17
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8	15
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Information Sessions are scheduled for February 16th and March 23rd at 5:30 pm & 7 pm

*We have had one family decide to return immediately that attended January's information session.

At the PR committee, we discussed sending a flyer out to YMCA to help gain more attention and participation in the information session in March.

DOE Reporting

The DOE-25 financial packet is still in progress as there were some anomalies that need to be addressed after revision.

Finance

We have established a relationship with new Auditors for the FY2019 Audit. The Audit will cost an additional \$500 from the \$6,000 that was budgeted for the 2020-2021 School year, for a total of \$6,500. However, the audit company, Vachon Clukay & Company PC located in Manchester, already work with many other charter schools in New Hampshire. This will hopefully become an easier transition and quicker turnaround rate of completion. I have requested to complete the audit by the March 11th (DOE date), they stated they will investigate getting this done as quickly as possible.

Reopening Purchase Items

Items	Price (COST OF #)	Reasons
20 x 40 Fire Retardant Tent	\$4,983 (2)	Outdoor classrooms
Sanitizing Wipes	\$288 (12 per case X 5)	
Disposable Gloves (Non-latex)	\$36.78 (200)	
KN95 Masks	\$207 (60 per package x 3)	
Thermometers	\$135.28 (4)	
Disposable face masks	\$59.96 (4)	
Face Shields	\$41.88 (30 shields)	
HEPA filtration system	\$1,179.96 (8 systems)	Offices

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HEPA Large Filtration system	\$499	Cafeteria (up to 840 sq. ft)
Replacement Filters	\$48.99 (pack of 2)	
Large Replacement Filters	\$139 (1)	

***Reopening Questions**

- What will the Board policy be regarding staff to be back in the building? What will the HR policy be regarding this matter? Will staff be required to file for FMLA or FFCRA (Families First Coronavirus Response Act) if they refuse to come in? Will teachers have the option to work remotely if they request? What is the legal responsibility as a school? Families First Coronavirus Response Act: Employee Paid Leave Rights

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** for Non-Public RSA 91-A:3, II(d) Unanimously accepted.

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday March 18, 2021, 7pm

Meeting adjourned 9:16 pm

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Meeting Date: March 18, 2021

Time: 7:06 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

Absent Board Members:

Felicia Doucette (Treasurer)

Jenny Hitzeman

Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Public Comments/Public Matters

Approval of Minutes from February 2021

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the February minutes was accepted unanimously.

Committee Reports

PTO- Neil Mahoney- The PTO will be purchasing yearbooks for all 8th graders. Take the Cake contest had a good turnout for the unicorn cake with hopes that the next one will do well too. Our mascot contest is in phase 2, a survey will go out for students and staff to pick what our mascot will be. Teacher Appreciation is being planned as well as the end of school BBQ.

Curriculum Committee- Jennifer Blanchette-See Directors Report

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H/R Policy Committee-Jenny Hitzeman-Maternity/paternity policy is still awaiting info from finance committee.

PR and Community Relations committee- Sarah Thibeault- No meeting yet

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- Internet problems are being resolved.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

Astrid gave a review of the finance committee meeting minutes. We are applying for the max amount for the PPP loan submission dur 3/17. \$160,000 was received from ESSER2. Finance committee is hoping to have a budget for 2021/2022 in April.

MOTION (Sarah/Neil) Motion to accept minutes of the Finance Committee Unanimously accepted.

Old Business

Returning to school 2020/2021- The school is now offering hybrid schedule of two days of in building instruction. The Task Force will meet in April to start discussing the 2021/2022 school year.

Maternity/Paternity policy- no new update

PPP- **MOTION** (Neil Mahoney/Sarah Thibeault) Motion to move forward with applying for the maximum amount for the PPP loan was accepted unanimously.

2021/2022 School Calendar was presented for review and will be voted on at the April BOT Meeting

New Business

Charter Renewal- Congratulations we have received our 5-year renewal. Thank you to our amazing directors and staff for working so hard, a very special congratulations to Astrid for presenting to the Board of Education.

Role of Board Members- We are considering an amendment to the bylaws to allow BOT members to attend remotely and change term limits.

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MOTION (Neil Mahoney/Sarah Thibeault) Motion to move the last day of school to June 11, 2021, using unused snow day hours was accepted unanimously.

Directors Report

Suzanne Wheeler-

March has been a fabulous month for Gate City Charter School for the Arts. Great news receiving our 5-year charter. I need to commend my two co-directors for everyone working as a team. Astrid did a phenomenal job presenting to the DOE.

Hybrid instruction began on March 8th and it was a joy to watch the students arrive. They were so excited to be back in the building. As of this week I have not heard one complaint about wearing masks. The students have honored our 6-foot distancing policy and I want to give a huge shout out to our staff (all our staff, not only the teachers) for listening carefully to their walkie talkies and assisting in classrooms and bathrooms when needed.

More great news: starting this week Mr. Ryan Keller will be delivering direct services to Nashua students attending Gate City in our building. He will be here on Thursdays and Fridays from 8:00 A.M. to 12:30 P.M. As he services more than one charter school, the delivery of remaining hours will continue to be remote.

The Boys and Girls Club van began from the get-go and the Merrimack Bus started on the 15th of March. We are still waiting for the YMCA bus to begin.

Adjustments are made daily as needed. For example, we have one teacher who has been exposed to Covid. She taught remotely from home and her educational assistant was called to come in and cover the classroom.

All our staff have been flexible and understanding when any changes have been needed. Drop off and pick up has been improving daily with placards on each car's dashboard. The only minor challenge we have had is to remind/teach parents to complete the health survey form before 8:10. I have completed 15 meetings this month (IEP, Deliberative sessions, Referral meetings, 504 meetings, as well as review meetings). There have been some changes from 504's to IEPs and a discharge and additional IEPs. All have gone well.

Looking forward to continued Successes next month for GCCS.

Jennifer Blanchette-

Teacher/Staffing Plan

1. K-3 plan
2. Letters of intent/working with Astrid.
3. Evaluations

Educational Format Plan 2021-2022

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1. Remote option potential
2. Project-Based Implementation
3. Arts Integration Implementation in every subject area

Math Re-Chartering Response Plan:

1. Math school groups based on skill gaps.
2. Whole school math time with all staff

Hybrid Planning and Implementation:

1. Worked with administration on hybrid policy and procedure creation.
2. Worked with administration on hybrid staff training and scheduling.

Field Trips:

1. All teachers designing a remote field trip.
2. 6-8 going to Nashua Community Gardens on the first three Wednesdays of April

Artist-of-the-Month /Writer-of-the-Month

1. Successful 6th community meeting was held.

Title I

1. Title I Math for 5-8 began.
2. Designed progress report for math.
3. Planning for math/reading activity nights for Spring.
4. Completed final evidence submission for the state.

State Testing:

1. Required this year. No exemptions for states.
2. Opt-out/exemption letter to be sent out next week.
3. No remote testing available
4. Regular length and grade level
5. Teachers all need administrator certification.

Recertification PLC:

1. Two groups to meet weekly: Alternative Certification and Traditional Certifications
 - a. One teacher submitted for original certification.
 - b. One teacher recertified.

8th Grade Preparation:

1. Meeting with 8th grade reps to update administration.

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2. Potential Activities: Mel's, Remote movie night
3. Graduation Date: 9th, Rain Date: 10th

Professional Development:

1. March 19 PD
 - i. Suicide Prevention
 - ii. CATCH Multicultural Dance
 - iii. Art used for SEL/Staff Art Project
 - iv. WEVideo
 - v. EDPuzzle

Staff Days Following School End

1. Goal Reflection/Evaluation

Report Cards

1. Available April 2nd

Celebration of Learning

1. Outside/combined option

Astrid Alvarado

Current Enrollment

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8	15

March 23rd will be our last information sessions to be held this year.

April 1st will be our Kindergarten Lottery for this school year. We currently have 34 students on our Kindergarten waitlist.

DOE Re-Charter

Happy to inform the public that we were approved for our 5-year recharter. The DOE has requested the school come back in a year to check-in on some of our outstanding items. Revision/ further research into specific line items within the school's budget. Some of these items are to include but not limited to, lease agreement, cleaning services, and office supplies.

5-year Budget

Worked jointly with Felicia to update our previous 5-year budget. This budget was updated to include the loss of students and therefore revenue that we are currently experiencing. Task for April will be to provide a more detailed budget for the following Fiscal year to include any increase in wages and more accurately updated line items with some further investigation based on the DOE recommendations that were provided to us on 3/11.

Audit

Lynn & I have been working diligently to complete the 2018-2019 Audit that is overdue. There have been several hang-ups with this audit due to some inconsistencies that have been recorded within our QuickBooks account. Due to the initial findings from our new Auditing firm, we have had them complete a cash reconciliation report for us (approved this after speaking with Felicia). They have tasked us with following up with several of our invoice recipients to see if or when checks made out to GCCS cleared their account. As there were several payments that looked to be documented as a source of revenue for months into QuickBooks but were not able to be found when going back to complete the cash reconciliation. We hope to have this completed by mid-next week depending on how quickly we receive feedback. Our Auditors have written GCCS a letter that states they expect to complete the audit by mid-April. I am confident that the following reporting

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year should be completed by beginning to middle of June as there were several processes, we put into place for tracking our finances.

Policy & Procedure Manual for Hybrid Students

A manual was created for students to ease our transition into hybrid learning. This serves as the school's central source of information for all policies and procedures related to Hybrid. This continues to be an ongoing document in which we can expect to update as additional information becomes available or guidance is updated in any way.

Acquiring PPE/Facilities

We have acquired enough PPE for all staff and faculty to have KN95 masks, goggles, or shields who would like them. Staff came in on Thursday & Friday in March to update and make our facility student ready. This was an amazing feat for our staff and was an excellent staff building experience as well. Desks are placed 6ft apart with students having individual learning spaces. All classrooms and offices that are being utilized have air purification systems that can clean the air in the facility constantly. We have also utilized our space, and entrances within our building to space out our students to enter and exit the building safely, efficiently and with minimal disruption as possible.

School Calendar Updates

Prior to the start of school, we altered the calendar to accommodate additional time that would be needed to provide our teachers with professional development to deliver a rigorous remote curriculum. As we typically factor into our calendar, we allotted 7 snow days for staff and students within that calendar. As we currently have only utilized 2 of those days, I am proposing that the last day of school for our students move to June 11th. I also propose that we include 2 additional teacher and faculty days on June 14th & 15th to include, but not limited to, clean-up, professional development, and analyzing math/writing goals.

Attached I have also included the proposed 21-22 School Calendar.

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** for Non-Public RSA 91-A:3, II(d) Unanimously accepted.

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to seal the non-public minutes Unanimously accepted.

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday April 15, 2021, 7pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 adjourned 9:48 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 15, 2021

Time: 7:06 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

Jenny Hitzeman

Absent Board Members:

Felicia Doucette (Treasurer)

Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Rebecca Boutin

Public Comments/Public Matters

Approval of Minutes from March 2021

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the March 2021 minutes was accepted unanimously.

Committee Reports

PTO- Neil Mahoney- Yearbooks are being ordered and gifted to the 8th graders from the PTO. Planning for Teacher Appreciation is underway. It was decided the PTO will get white shirts made for all GCCSA students and each class will have a chance to tie-dye in their class color. The PTO is still thinking of a way to celebrate the end of the school year. We will be doing a big membership drive to hopefully get some renewed energy into the PTO.

Curriculum Committee- Jennifer Blanchette-See Directors Report

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

H/R Policy Committee-Jenny Hitzeman-Maternity/paternity policy is still awaiting info from finance committee.

PR and Community Relations committee- Sarah Thibeault- Mandy is working on calendar sample pages with student Artist of the Month artwork as well as advertisements. On May 21, 6-7:30pm GCCSA will be holding the First Annual Art show and auction. We are currently accepting artwork from teachers, students, and family of GCCSA. The event will be held outdoors and we are hoping to have Kona Ice attend the event.

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- See Director of Operations report

MOTION (Sarah Thibeault/Jenny Hitzeman) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

No meeting this month please see Director of Operations report

Old Business

PPP Loan-awaiting a signature to finish application.

2021/2022 School calendar- **MOTION** (Sarah Thibeault/Jenny Hitzeman) Motion to accept the 2021/2022 School calendar was accepted unanimously.

Role of Board members- Sarah will send out an email to schedule a time for a special meeting to look over the amendments to bylaws.

New Business

New building committee- Astrid will reach out to the teachers to see if there is any interest in being part of this committee. Astrid spoke to Brady Sullivan about a building housed another school that was no longer operating, at 410 Amherst St., Nashua, NH.

MOTION (Sarah Thibeault/Jenny Hitzeman) Motion to accept the 5 day in school instruction schedule was accepted unanimously.

New BOT member- Rebecca Boutin was accepted unanimously as a new member of the Board of Trustees.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

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MOTION (Sarah Thibeault/Jenny Hitzeman) Motion to accept Rebecca Boutin as a new Board of Trustee member was accepted unanimously.

Directors Report

Suzanne Wheeler-

Word of the month ADAPT.

This month has used all the creativity and energy of all staff. When the governor mandated a 100% return to school starting on April 19th the spin began. One issue led to another issue and so on. Our staff has been working very hard to get GCCS ready for our grand reopening. Classrooms had to be changed due to number of students and size of room. Jenn and Astrid worked tirelessly on scheduling and Lynn had many supplies that had to be ordered. Parents have different opinions on openings, and I feel that what we have offered is the best of all worlds.

In addition to the regular I.E.P. meetings, amendment meetings, and updated meetings we have also had additional BOD meetings and many administrative discussions. Also, I had to meet with each district to determine if Extended Summer School was warranted for every student with an IEP. The definition is that if a child would regress so that placement would need to be changed then Extended Year program would be advised. As GCCS does not have a summer program, this would fall back to the home district.

Administrators, teachers, and some EA's have put in many extra hours planning, moving furniture, taping off areas, and setting up a tent and we all appreciate the hard work and hours they have voluntarily offered.

One of our biggest challenges right now is finding several proctors to join our staff in the afternoon to monitor students. I have contacted department of education at local colleges, but these students are entering final exam time. We are advertising on our school's sites and word of mouth but are having a challenge to achieve our goal. The hours are 12:00-3:00. Put the word out if you know of any capable people who love children and have time to give.

We will get through these times I am exemplary manner as we do all things associated with GCCS.

Jennifer Blanchette-

Field Trips:

1. 6-8 went to Nashua Community Gardens on the first three Wednesdays of April
2. Established new community partnership with Nashua Grows.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

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Mentorship Program:

1. Began pilot of mentorship program.
2. Created calendar, record forms, guidelines.

Educational Format Plan 2021-2022

1. Remote option mandated for next year for medically fragile.
2. Survey revealed significant interest.
3. Limited plan option vs full enrollment

Full-Return Planning and Implementation:

1. Worked with administration on:
staffing, planning, policies, responding to staff and parent communications/concerns/questions.
2. Worked to assist to ready facilities and order needed supplies.
3. Worked collaboratively to rework the entire instructional schedule.

Electives:

1. Expanded elective offerings to daily for in-person.
2. Still include remote students
3. Each elective will be 2X weekly last hour of instruction.

Artist-of-the-Month /Writer-of-the-Month

1. Successful 7th community meeting was held.
2. This month's all-school arts integrated book based on Eric Carle and Poetry Month

Title I

1. Progress reports delivered for each grade level math/ELA.
2. Planning for math/reading activity nights for Spring.

State Testing:

1. Tracked staff TA training.
2. Opt-out/exemption letter collection.
3. Readied/edited rosters
4. Prepped tech and assisted teachers with administration

8th Grade Preparation:

1. Met with 8th grade parents to discuss opportunities to get involved.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

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Professional Development:

1. March 19 held.

i. Suicide Prevention requirement met.

ii. Art used for SEL/Staff Art Project to be displayed at the school and/or art auction.

Report Cards

1. Reviewed and made available April 2nd.

Astrid Alvarado

Current Enrollment

TOTAL: 141

Grade	Number of Students
K	11
1	16
2	18
3	14
4	20
5	16
6	16
7	16
8	14

Proposed temporary change to admissions process: we typically have a rolling admission process throughout the end of the school year. Given the level of need that is involved in setting up spaces for in-person learning to accommodate mitigation strategies within the building, I would like to propose that we do not receive any additional in-person admissions from 4/19 to the remainder of the school year.

Intent to Return.

- We have received 109 responses in our Intent to Return. All but 2 families have stated that they would like to return for the 21-22 school year.

Gate City Charter School for the Arts

Board of Trustees Meeting

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- One of which is looking for a traditional Middle School experience, the other family has moved to a different home school district in which they prefer to move their students to.

Facility Updates

- Purchased additional air purifiers for all classrooms and main space areas.
- Created individual learning areas marked at least 3ft apart and up to 6ft apart. Some classrooms have a larger space in between students than others. Based on space that was available.
- Segmented outdoor areas for use of mask breaks, recess, and any additional outdoor activities
- Outdoor classroom tent was built on 4/14
 - Still looking to set-up, a permanent classroom space to utilize it on a consistent basis.
 - I will be reaching out to Eric to install the Wi-Fi extender hopefully once he gets a spare moment.

Action items completed for in-person.

- Purchased Google Education for Chrome. This enables better surveillance of our chrome books, more safety and security within the filters for the internet and a necessary to have State Testing allowed on those computers.
- Created FAQ document for families that had questions about full in-person learning.
- Set-up appointment calendar for signing up volunteers.
 - Item to complete ask PTO to create a raffle basket for volunteers that donate their time to help with in-person learning.

Summer Camps

- We have gauged interest for summer camps and created descriptions for camps. Gemma Bates has worked diligently to create a brochure for our camps, and we will be discussing more options moving forward.

Audit

- Currently working on completing the cash reconciliation process that Vachon & Clukay have requested.
 - This process involves reaching out to other districts to ensure that some of the revenue that was documented in our QuickBooks account but did not seem to be found in the bank account.

Finances

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

- This month we received our financial packet for the ESSR II Grants which allocated money to Gate City to be reimbursed for up to \$159, 878. These funds will be made available to recipients until September 23, 2023.
- From this grant, we will be able to pay for the additional staff that will be required to adequately staff the building for full in-person learning. We have also purchased many additional PPE for staff, air purification systems, general school supplies for students, etc.

April Newsletter

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday May 20, 2021, 7pm

Meeting adjourned 8:30 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 20, 2021

Time: 7:10 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

Rebecca Boutin

Absent Board Members:

Felicia Doucette (Treasurer)

Jenny Hitzeman

Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Grace Cavallo

Eric Charest

Public Comments/Public Matters

Grace introduced herself and explained why she was interested in joining the BOT.

Approval of Minutes from April 2021

MOTION (Sarah Thibeault/Neil Mahoney) Motion to approve the April 2021 Minutes to the June meeting was accepted unanimously.

Committee Reports

PTO- Neil Mahoney-The PTO purchased shirts for all the students and staff and are hoping to tie dye them as part of Adventure Day. The PTO is hoping to give out ice cream or popsicles to celebrate the end of the school year.

Curriculum Committee- Jennifer Blanchette-See Directors Report

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

H/R Policy Committee-Jenny Hitzeman-Maternity/paternity policy is still awaiting info from finance committee.

PR and Community Relations committee- Sarah Thibeault- Mandy is continuing to work on the calendar, we will be sending out letters to local businesses to buy ad space. Raise Craze will be moved to March 2021. MythBusters campaign to be started May 23. Next meeting will be June 16.

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- Eric installed a Wi-Fi extender and now the internet works outside.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

Astrid gave an update on how the Esser II funds will be allocated. Astrid gave an update on the proposed 2021/2022 budget with the edits the board asked for including 145 students instead of 165 students, a 3% raise for staff instead of cost of living raise and the addition of a part-time finance person. The budget is set to be approved for the July BOT meeting.

Old Business

PPP Loan-Fits all criteria to be forgiven.

Approval of budget 2021/2022-will be ready for our July BOT meeting

New Business

Title Assurances-meet all criteria for using title grants and adhering to regulations. They will be signed for compliance.

410 Amherst St- We looked over a second draft of the test fit, there is an outside area that we will be able to use. We discussed if we want another office space for our next building.

Bedford, NH Space- This building is near The Copper door Restaurant. 20,000 square feet turnkey test fit. We will be forming a committee for a new building. Sarah will email teachers to see if any have an interest in joining this committee.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

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Mask Policy- We will be keeping and adhering to our current mask policy. A new taskforce will be formed for the fall school year.

Revised 2021/2022 calendar- Astrid would like to keep the current pick-up and drop-off, the hours will still meet the compliance of hours.

Information Nights- Parents are being informed of what arts integration is and how the curriculum is woven with the arts.

Directors Report

Suzanne Wheeler-

It is hard to believe that year end activities are being planned when we just returned to school. You can feel the excitement in the building.

When the students returned to school from remote, some were timid, and the building was quiet. Now I hear the voices and they are happy and excited voices. What a difference a few weeks can make!

May has been a month of meetings. The teachers have been flexible and have been wonderful about being expected at their students' meetings. Jenn has been a tremendous help in finding coverage for these teachers.

We completed 12 meetings this month including evaluations, parent meetings, eligibility meetings, speech/language meetings, and transition meetings.

Phone communication with parent concerns were an important element this month.

All educational assistant evaluations have been completed and will be distributed next week. I will then meet with each assistant individually.

End of the year activities are coming up fast and furious. I think the students will enjoy the cocis-19 safe adventures.

Jennifer Blanchette-

Staffing:

1. Evaluations created and underway: truncated form with a numeric rating, narrative, and self-reflection component.
2. Individual meeting with teachers to begin upon completion of evaluations.
3. Intent letters completed.

Remote Proposed Plan 2021-2022

1. Remote option still mandated for next year for medically fragile.
2. Budget permitting, plan to proceed with 20 student programs.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

3. Trial of new remote tech to begin.
4. Proposed focus grades of 4-8
5. Planned interest survey.

Artist-of-the-Month /Writer-of-the-Month

1. 8th Community Meeting
2. Eric Carle Project

Title I

1. Parent engagement activity June 2nd 6-7
2. End of year student progress evaluations underway
3. Annual Program Evaluation students/guardians/instructors
4. Allocation for next year

Celebration of Learning:

1. Remote grade-level presentations 2x
2. June 3rd 6 and 6:30PM

State Testing:

1. ELA and Math completed grades 3-8
2. Science grades 5 and 8 scheduled for May.

iReady:

1. Testing window open.
2. End-of-year testing underway grades k-8.

Professional Days:

1. June 14th and 15th
 - a. Topics: Staff Culture, Data Review, School-wide Goal Check in
- ### 8th Grade

1. Graduation the 9th, BOT invited 7pm, RSVP please.
2. Events: movie night/game night, Mel's, Semi-formal

Title II and IV

1. Current in reporting

Curriculum Renewal/Acquisition:

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

1. Mystery Science Renewal Grades 4-8
2. Curriculum planning: grade level meetings to bridge curriculum effectively grade-to-grade.
3. Curriculum renewal planned: Savaas, I-Ready, Kessler,
4. Curriculum acquisition proposed: Writer's Workshop.

Astrid Alvarado

Current Enrollment

TOTAL: 142

Grade	Current Number of Students	Enrolled for Next Year
K	12	19
1	16	14
2	18	18
3	14	20
4	20	14
5	16	19
6	16	16
7	16	15
8	14	16
TOTAL		151

Facility Updates

- The outdoor classroom tent that was built on 4/14 was damaged by the April snow we had last month.
- We were able to receive a full refund for the tent built on 4/4 and were able to purchase 2 other tents for the price of one which worked to our benefit.
- As a spin-off to Field Day, Mr. G is putting together what we are calling "Adventure Day" to be held on Monday June 7th with a rain date of June 8th this event will include some activities that teachers are able to run on their own. We

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

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will have a staggered start time and every class will begin at the same station and rotate through the activities. Some of these will include freeze dance, painting station, a few recess games that Mr. G has been teaching students, etc. We are also hoping to partner with the PTO to complete Tie-Dye shirts and have ice cream for kids at the end of their rotation.

Summer Camps

- We have finalized these activities and are working on promoting them out to our public. They are attached to our newsletter, and we will be purchasing ads to help promote them along our social media accounts. In addition, we were able to place them with Merrimack Parks and Rec to increase visibility. We have asked all staff to share these on any all-visible locations that they may visit.

Audit

- After meeting with Matthew Muray from Vachon & Clukay, it seems as though the entries that were placed into QuickBooks were placed there by error and referred to other invoices that we had previously billed for.
- We were able to complete the 990 Tax document with Vachon & Clukay, while we will be submitting this document later than we had planned, Vachon & Clukay have stated they will cover any costs as it was presented to us with little flexibility to submit to the State.

Finances

- Worked on the budget this month and sent it to the Board for approval. The budget proposed is based on 165 students. I have included an additional budget that encompasses 145 students along with a finance position per the Board's request.
- The only request I was unable to fulfill is the Budget vs. Actuals, due to the bookkeeper from Acuity is currently on vacation this week and I have not been able to meet with them to ensure all entries are categorized to the proper ledger number.

Title Assurance

- Each year the Department of Education asks us to present to the Board of Trustees the general assurances for the Federal grants that we receive which are Title I, Title II, and Title IV. These assurances are necessary to receiving the grants. The document details that we, as Gate City Charter School for the Arts, will comply with all federal regulations that are aligned with this grant funding.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

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MOTION (Sarah Thibeault/Neil Mahoney) to enter Non-Public Session under RSA 91 A:3 accepted unanimously.

MOTION (Sarah Thibeault/Neil Mahoney) to seal the minutes accepted unanimously.

MOTION (Sarah Thibeault/Neil Mahoney) to exit Non-Public Session RSA 91 A:3 accepted unanimously.

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday June 17, 2021, 7pm

Meeting adjourned 8:30 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 17, 2021

Time: 7:04 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Rebecca Boutin

Neil Mahoney (Parent Rep)

Absent Board Members:

Felicia Doucette (Treasurer)

Non-Voting Members in Attendance:

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Grace Cavallo

Eric Charest

Public Comments/Public Matters

Approval of Minutes from April 2021

MOTION (Sarah Thibeault/Rebecca Boutin) Motion to approve the April 2021 Minutes was accepted unanimously.

Approval of Minutes from May 2021

MOTION (Sarah Thibeault/Rebecca Boutin) Motion to approve the May 2021 Minutes was accepted unanimously.

Committee Reports

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

PTO- Neil Mahoney- No Meeting

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee-Jenny Hitzeman-No Meeting

PR and Community Relations committee- Sarah Thibeault- The Art show will become an annual event and planning will start early 1/22. The event brought in \$533. The calendar is almost finished, and information will start being shared about purchasing add space. Website is being updated and simplified. Social media myth busters' campaign is ready to go.

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- Eric

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

No meeting

Old Business

Approval of 2021/2022 school calendar-The only change was a staggered drop off, with pick-up remaining the same.

MOTION (Sarah Thibeault/Rebecca Boutin) Motion to accept the 2021/2022 school calendar was accepted unanimously.

New Business

In-person BOT meetings- Sarah Thibeault will reach out to Jane Waterhouse to inquire if BOT meetings needed to be offered in person.

Board Nominees-

MOTION (Sarah Thibeault/Rebecca Boutin) Motion to welcome Grace Cavallo to the BOT was accepted unanimously.

Danielle Charest nominated Rebecca Boutin as BOT Parent Rep; Rebecca accepted

Neil Mahoney nominated Sarah Thibeault as BOT Secretary; Sarah accepted

Neil Mahoney nominated Danielle Charest as BOT Chair; Danielle accepted

Sarah Thibeault nominated Neil Mahoney as BOT Vice Chair, Neil was undecided

The vote will be held at the July 2021 BOT meeting.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

Inactive BOT board members-Jenny Heinzman

MOTION (Sarah Thibeault/Neil Mahoney) Motion to remove an inactive member Jenny Heinzman from the board accepted unanimously.

Directors Report

Directors of Curriculum and Instruction and Operations

June 2021

Directors' Note: Due to the highly collaborative nature of activities during June, the directors elected to issue a joint report.

PD PLANNING

1. Teachers were given the opportunity to identify area of interest for professional development
2. Teachers have expressed interest in attending Responsive Classroom training, Writer's Workshop training, etc.
3. Staff will have access to an organized menu of professional development areas that are free to be completed at their leisure during the summer. (Not mandatory for support staff)
4. Made overall school goals for Arts Integration and Project Based Learning

CERTIFICATION

1. We continue to work collaboratively with the Department of Education to finalize teacher certifications. This has posed a challenge with the current system made available to us.

Staffing:

1. Contracts were given out to teachers and returned by all teaching staff
2. Individual teacher meetings were held to discuss professional development goals, areas of strength and weakness, and any additional concerns
3. EA's were notified that they will be receiving offer letters/contracts in the coming weeks.
4. EA's were given the opportunity to meet with administration regarding their reviews and some took advantage of the opportunity.
5. Goal for the end of this month to complete EA assignments and hire any additional staff to help set next year up for maximum success.

Title I

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

1. Have been allocated \$46,000 for the upcoming school year with potential of rollover from this current school year
2. Hosted Family Engagement Night in the month of June
3. Sent out parent program evaluation survey
4. Ms. Fleury is helping to transition Susan McDonald into her new role

iReady:

1. Last round of Diagnostic testing was completed K-8
2. Most considerable growth was in ELA, will be continuing to work next year to strengthen Math growth

Title II and IV

1. Current in reporting

Curriculum Renewal/Acquisition:

1. Curriculum planning: grade level meetings to bridge curriculum effectively grade-to-grade
2. Curriculum renewal planned: Savaas, I-Ready, Kessler,
3. Curriculum acquisition proposed: Writer's Workshop

End of Year Activities

1. Administration worked collaboratively to support 8th grade advisors and volunteers with end of year activities including graduation. Many thanks to Rodger Ward and Susan McDonald, for organizing these traditional activities given the challenges of this year.
2. Adventure Day was a huge success for teachers and students.
 - a. 1 more station was recommended for next year
 - b. Had significantly less behaviors from students with this format
 - c. Students and staff enjoyed the low-key atmosphere and staggered start times
 - d. We look forward to working collaboratively with the PTO to meld Field Day and Adventure Day for the upcoming school year

Projected Enrollment for 21-22

TOTAL: 157

Grade	Enrolled for Next Year
K	20
1	16

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

2	17
3	20
4	16
5	21
6	18
7	14
8	16
TOTAL	157

Facility Updates

- We will be moving 1sts grade into what used to be our cafeteria. Lunches will be served in classrooms next year to allow more teacher flexibility.
- Will be utilizing one of the larger closets as a teacher lounge area, to help maintain the collaborative, positive colleague environment that we have laid the groundwork for this year.
- We will be contacting Cubicle solutions to address restructuring of classrooms with partitions and electrical issues that are occurring in all the middle school classrooms.

Switching from Sycamore to Alma

- We were able to meet with a representative from Alma where they were able to show Jenn and I a demonstration of their software. While it is more expensive, it does seem to be more user friendly and is integrated with google classroom which will ultimately increase the usage of the program overall.
- Its program is highly intuitive, and hosts features for new enrollment, payment through credit card, and ease of access to student and family information. Will allow us to better manage attendance tracking.

Summer Camps

- Last we checked; summer camp enrollment did not support going forward with the program. We have asked both staff and parents to promote summer camps; we will make the decision on June 21st related to its viability.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

- We have set in place a strong infrastructure to help this process move quicker and earlier in the school year next year.

Audit

- Matthew Murray from Vachon & Clukay, came into the building on Tuesday to complete his on-site for the 18-19 audit. There were many questions that arose during his time in the building. Many of which, I was unable to clarify for him. He did notify me, on more than one occasion, that there are many discrepancies within what is in QuickBooks and the supporting documentation that was available.
- Lynn and I did utilize some of his time to verify that the current protocols/ procedures that are in place are sufficient to support entries into QuickBooks.

Budget

- ESSER funds- staff utilized June professional development days to brainstorm many ways in which these funds would be best utilized within our school for long-term benefit.
 - Categories discussed were curriculum, technology, student social-emotional learning, teacher/ staff professional development, and teacher/staff mental health
 - Jenn and I will need to sit down over the summer to prioritize, evaluate, and best allocate these resources.
- This coming month, priority will be working on a narrative to start advertising for a part-time finance manager position.

MOTION (Sarah Thibeault/Grace Cavallo) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday July 22, 2021, 7pm

Meeting adjourned 8:38 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 22, 2021

Time: 7:04 PM

Location: Gate City Charter School for the Arts, 7 Henry Clay Rd, Merrimack, NH

Voting Board Members in Attendance:

Danielle Charest (Chair) -In person

Sarah Thibeault (Secretary)-In person

Rebecca Boutin-Remote

Neil Mahoney (Parent Rep)-In person

Grace Cavallo-Remote

Absent Board Members:

Felicia Doucette (Treasurer)

Non-Voting Members in Attendance:

Astrid Alvarado-remote

Attending Public:

Amanda Mckinna-In person

Jennifer Clemanis-In Person

Catherine Ellison-Remote

Michael Clemons-Remote

Public Comments/Public Matters

Public comment will be allowed during mask policy discussions

Approval of Minutes from June 2021

MOTION (Sarah Thibeault/Rebecca Boutin) Motion to approve the June 2021 Minutes at the August 2021 Meeting was accepted unanimously.

Committee Reports

PTO- Neil Mahoney- No Meeting

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee- -No Meeting

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

PR and Community Relations committee- Sarah Thibeault- No Meeting

Grants Committee- No Meeting

Facilities Committee- Eric Charest- See Directors report

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

The PPP loan will be submitted next week. Covid relief bonus for staff was in this last payroll.
Thank you everyone

Old Business

Vote for board nominees- **MOTION** (Sarah Thibeault/Neil Mahoney) Motion to delay the vote till the September meeting was accepted unanimously.

New Business

Approval of 2021/2022 School Budget-Discussion of board review of budget by trimester and understanding that adhering to the budget is crucial.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept 2021/2022 school budget with amendment of tuition reimbursement added was accepted unanimously.

Mask Policy-

Updated COVID-19 Policy & Procedures for 21-22 School Year

Basic Overview

With newly updated CDC guidance for COVID-19 prevention in K-12 schools along with the guidance of the NH Department of Public Health and Human Services, NH DPHHS, Gate City expects to begin school this Fall in a full, in-person return for the 2021-2022 school year. We are hopeful that our return will be closer to a pre-pandemic return with minimal mitigation measures in place. However, as we are so acutely aware of, there are many factors subject to change that could impact this proposed plan and the procedures put in place to mitigate COVID-19 transmission. Gate City will continue to closely monitor COVID-19 transmission rates and will implement changes as directed by the guidance and conditions around us. **Gate City reserves the right to update these policies as needed and assures prompt communication with families regarding any changes.**

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

Remote Instruction

In accordance with NH Executive Order, Gate City will continue to offer a remote program for students and families with medical conditions that impact access to in-person learning. Please contact the administration if you require access to our remote program.

Gate City will maintain the ability to shift to remote instruction for any period necessary. For example, every teacher will have an active Google Classroom. Students and guardians will be asked to familiarize themselves with the online learning tools.

Cleaning Procedures

Staff will maintain cleaning procedures in accordance with CDC and NH DPHHS guidance. Gate City will continue to utilize air purification systems in each classroom and office and maintain these systems in good working order. Filters will be replaced regularly.

Hand Hygiene

Gate City will continue to promote and educate our students on the importance of hand hygiene. Sanitization stations will continue to be made available for students and staff, with regularly scheduled hand washing times for grades K-3.

Masks

During times when transmission rates are low, masks will be **primarily** optional for students and staff. However, there may be times when other mitigation measures, such as maintaining a social distance of 3 feet, are not feasible. In this case, students may be required to wear masks for periods of time during their school day (i.e., group work that requires proximity, lab activities, utilizing shared manipulatives, etc.).

Masks will be optional for students while participating in outdoor activities.

Gate City reserves the right to update these policies as needed and assures prompt communication with families regarding any changes.

Social Distancing

Gate City will maintain 3 ft of social distancing when feasible, per CDC guidelines. When social distancing is not feasible, staff may implement other mitigation strategies to ensure the safety of students and staff. Some of these strategies include utilizing outdoor space and/or mask usage.

Illness & Absences

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

Development of any of the symptoms/criteria identified in our screening process will result in the student or faculty being dismissed for the day and the individual will be required to follow quarantine guidelines (see below). Even if development of symptoms presents as mild, GCCS will require the dismissal of the student/faculty member. Exceptions to this requirement may be made given provision of a doctor's note that documents a previously reported history of condition(s).

Quarantine Guidelines

Students and faculty will be required to quarantine for 10 consecutive days if they answer **YES** to the symptom/criteria outlined in our screening procedure. Students and faculty may bypass the 10 consecutive day quarantine with a 5-day quarantine and a negative COVID-19 test result. Bypass of the 10-day quarantine is dependent on the student or faculty continuing to be free of symptoms. Proper documentation of a negative test must be provided to Gate City Charter School prior to admittance back to school. If a family opts to remain remote for the 10-day quarantine, student(s) must remain free of symptoms for a minimum of 24 hours prior to returning to school. If a student requires dismissal from school, GCCS may require their sibling(s) to also be dismissed and quarantined while pending COVID-19 test result(s).

As always, Gate City is eager to answer any questions and address your concerns. Please do not hesitate to contact us as we continue to navigate this situation together.

Survey results-58 families responded

26 strongly agree with mask policy

21 agree

7 neutral

3 disagree- 2 families would like more restrictions while 1 family wanted less

restrictions.

Art and Music specials will be held in the classroom while Wellness will be held outside as long as weather permits. If transmission spikes in the community or at the school masks will be required at moderate and substantial transmission. The administration will keep caregivers up to date on recommendations as well as transmission.

A Safety committee will be formed consisting of a variety of members, teachers, parents, community, and board members.

Public Comment-

In which communities will the data for transmission come from? Merrimack and Nashua and the surrounding communities.

Will teachers wear masks? Teachers will wear masks if they cannot socially distance of 6 ft.

Is remote schooling an option for the whole school? This will depend on transmission rates.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

Will confirmed cases in classrooms be notified? Yes, all families will be notified if a confirmed case is found within the classroom, so that families can watch for symptoms.

Teachers will oversee implementation of masking when students cannot maintain 3 feet social distance.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept 2021/2022 Updated Mask Policy as is was accepted unanimously.

Directors Report

Director's Report
July 2021

Acquired Alma

- Target date to release Alma to families for 8/1.
- Lynn, Paige, & I are working diligently to complete the necessary steps to get our account live
- Each family will have a username/ password which can be their Gmail account to login to the website, they will be able to access their student's records for the school year

Facility Updates

- Meeting is scheduled with Cubicle Solutions to provide us with a quote on 7/26. Hopeful that the process is rather quick once we have a representative come out and look at the proposed changes.
- Broken tent has been thrown out, still looking for the best solution as to where to place the tent we have left on the school premises
- We will be seeking donations to help fund the purchase of 8 foldable plastic picnic tables
- Met with Formax representative to discuss upgrading the current copiers to coincide with our Mac products easier as well as set up a system in which will allow us to scan and email items to a Network folder rather than to our email

Finances

- COVID bonuses went out in this week's payroll period
- Budget meeting was held on 7/7 to review the proposed budget. If approved, final budget is ready to be uploaded to GCCS website
- PPP loan forgiveness paperwork to be submitted tomorrow afternoon

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

Projected Enrollment

Total: 164

Grade	Enrolled for Next Year
K	16
1	18
2	17
3	20
4	16
5	23
6	18
7	19
8	18

Curriculum Renewal/Acquisition

- Mystery Science and Kessler Science have been acquired
- Awaiting invoices from iReady & Savvas
- Plans to acquire Writer's Workshop K-8

Professional Development

- Teachers are currently enrolled in Greg Tang, Project Based Learning, & Responsive Classroom workshops
- Teachers attended the Arts Integration Workshop last Thursday/ Friday, Administration plans to attend Arts Integration Workshop
- Artist of the Month curriculum in development working collaboratively with Beth Ashton
- Supporting teachers with free PD opportunities through an online padlet program

Remote School Preparation

- Teachers are making final suggestions on the remote contract
- Will be scheduling a remote school required meeting for families who are participating in the program that split between lower grades and upper grades
- There are currently 9 students enrolled in the program

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

ESSER Funding

- Submitted plan for COVID-19 to assure compliance with State regulations.
- Starting to request reimbursement for ESSER related items.

Updated Covid Policies & Procedures

- Plans to create COVID newsletter with items that are important to note and remember
- Looking to link the posted PowerPoints from the Department of Education as well as the Nurses calls that are allowed to be posted to the public onto the Gate City website
- Survey Results total of 58 families responded:
 - 26 Strongly Agree
 - 21 Agree
 - 7 Neither Agree nor Disagree
 - 3 Disagree
 - 2 are in favor of more restrictions rather than less
 - Many asked what would qualify as low transmission
 - Differentiate between vaccinated and non-vaccinated students
 - Requesting if masks are required for activities, if those activities are optional to students who do not wear a mask
 - Many asked if there was any reconsideration with AAP recommendation for children over 2 to wear a mask
 - How often proposed policies would be revisited?

Volunteer Plans

- Signed up for a new free app that will help with the management of volunteer opportunities

MOTION (Sarah Thibeault/Neil Mahoney) Motion to continue to offer a remote meeting option was accepted unanimously.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday August 19, 2021, 7pm

Meeting adjourned 8:15 pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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 19, 2021

Time: 7:05 PM

Location: Gate City Charter School for the Arts, 7 Henry Clay Rd, Merrimack, NH with remote option

Voting Board Members in Attendance:

Danielle Charest (Chair) -remote

Sarah Thibeault (Secretary)-remote

Rebecca Boutin-Remote

Neil Mahoney (Parent Rep)-remote

Grace Cavallo-Remote

Absent Board Members:

Felicia Doucette (Treasurer)

Non-Voting Members in Attendance:

Astrid Alvarado-remote

Jennifer Blanchette-remote

Attending Public: all remote

Adam Schumacher

Maritres Carrasco

Eric Charest (in person)

Amy Cooper

Bobbi Wright

Susi Paterson

Mandy Darah

Amanda McKenna

Catherine Ellison

Jennifer Clemmans

Keith McCrea

Lynn Rae

Sarah Marchand

Public Comments/Public Matters

Amanda McKenna asked if the school year would start out with a mask mandate for all students and staff in the school?

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

Answer-yes as long as the Covid-19 Dashboard through New Hampshire Department of Health and Human Services is in the moderate to substantial transmission then masks will be required. Adam Schumacher asked if children with symptoms like runny nose would be sent home? Answer-yes, any symptoms of Covid-19 would be reason for a child to be sent home from school. This is to help keep transmission in school low and keep the school from going to remote learning. This guidance from the New Hampshire Department of Health and Human Services.

Email from parent was read discussing a waiver for those parents who may not want their children to wear a mask, taking legal responsibility away from the school if their child contracts COVID-19. Discussion of the importance of keeping all students, teachers, and staff safe by universal mask wearing, social distancing and hand washing.

Email from a parent was read discussing concerns about medical exceptions for masks.

Approval of Minutes from June 2021 and July 2021 Meetings

MOTION (Sarah Thibeault/Neil Mahoney) Motion to approve the June 2021 Meeting Minutes and July 2021 Meeting Minutes was accepted unanimously.

Committee Reports

PTO- Neil Mahoney- The PTO decided to do a drive thru ice cream parade. There is a virtual PTO welcome breakfast on 9/1. Mascot winner will be announced at the first community meeting. Book fair will be held Sept. 13-17.

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee- -No Meeting

PR and Community Relations committee- Sarah Thibeault- The artist of the month calendar is almost finished, and we are still trying to fill ad space. We are looking into updating the website to be cleaner and easier to find information, Paige is working on a mockup website. Facebook- Myth buster Monday will start in September. We discussed starting a parent monthly challenge to get more involvement in the Artist of the Month. For the Scarecrow contest we will do a Chameleon to go along with our new mascot.

Grants Committee- No Meeting

Facilities Committee- Eric Charest- See Directors report

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

Approved drafted audits

The insurance policies are being upgraded

Still in search of a Part-Time Accountant

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the finance committee meeting reports was accepted unanimously.

Old Business

New Business

Safety Committee Recommendations from August 12 Meeting

Discussion of the CDC and NH DHHS guidelines. Definition of where to track

low/moderate/substantial transmission rates will be through NH DHHS. Masking will be based on transmission rates. How often the data for transmission will be evaluated was discussed and was agreed upon 2 weeks. How long the transmission is low before masks are optional was also discussed. Alerting the school community about any changes to masking policy must be done at least 24 hours in advance in multiple communication avenues.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to amend 2021/2022 Updated Mask Policy to include that any changes to the policy must be communicated within 24 hours through multiple avenues of communication was accepted unanimously.

Directors Report

Alma

- Families were given access to Alma on 8/11
- This switch has proven invaluable so far to our school. The interface is much easier to navigate and will be utilizing many of its features moving forward.

Facility Updates

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

- Cubicle Solutions was able to move and enlarge the classrooms on 8/14. All classrooms that were
- Building maintenance was able to locate the smell that was present in the 4th/5th grade classroom. The smell was found in the PTO shower stalls. Items will need to be moved so that there is access to the drain to pour water/coffee down on occasion to lessen the smell.
- Lunch will be catered once again. Looking at the best way to have families order lunches for the school year
- Cleaning service quotes
- Carpets will be professionally cleaned on August 27th, 2021

Finances

- Approval of drafted audit
- Researching to update us
- Still seeking a Part Time Accountant

Projected Enrollment

Total: 166

Grade	Enrolled for Next Year
K	18
1	21
2	17
3	18
4	17
5	23
6	18
7	19
8	16

Remote School Preparation

- 100% of all families have gone to their meetings (Remote Education Open House & 1:1 with Erin)

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

- Erin will be meeting with staff to discuss how to help them with remote education
- All students and families have signed their Remote School contracts

Curriculum

- Piloting EL Education in Humanities and 4th/5th classrooms. Curriculum is free to access online. Have been working on purchasing the books related to curricula
- Acquired Writers Workshop for K-8
- Purchased iReady Diagnostic & Instruction as well as Savvas curricula
- Purchased CatchBox to ease Remote education students' participation levels
- Professional Development days have been scheduled for August 25th and 26th

Electives

- Set to begin on the 20th of September
- Outside when possible or in open areas
- Remote options

Title Grants

- Final reports complete for Title I and Title II year 2020-21

Staffing Updates

- We lost our Special Educator and 4th/5th Math and Science educator this month.
 - Currently do not have viable applicants for position
 - Notified districts related to Special Education services, stating we may need to change the model in which we service our students
 - There are a few HR questions related to an applicant for 4th/5th Math & Science Educator, requesting to discuss this in non-public.
- Only 1 candidate for PT Accountant was looking for more hours than we can give at this time. Looking into utilizing our current bookkeeping services to help with reports to present at Finance and Board Meetings.

ESSER Funding Updates

- Successfully initiated reimbursement of funds for ESSR funding.
- Will continue to maintain this to keep as up to date as possible

Safety Committee

Held on 8/12 at 10:30AM to discuss the updated guidance from the
Presentation
Minutes

Updated COVID Policies

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

MOTION (Sarah Thibeault/Neil Mahoney) Motion to enter Nonpublic session RSA 91-A:3, II(a) Unanimously accepted

MOTION (Sarah Thibeault/Neil Mahoney) Motion to leave Nonpublic session RSA 91-A:3, II(a) Unanimously accepted

MOTION (Sarah Thibeault/Rebecca Boutin) Motion to made to seal the minutes Unanimously accepted

MOTION (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Tuesday September 21, 2021, 7pm

Meeting adjourned 10:01pm

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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: October 21, 2021

Time: 7:04 PM

Location: Gate City Charter School for the Arts, 7 Henry Clay Rd, Merrimack, NH with remote option

Voting Board Members in Attendance:

Danielle Charest (Chair) -remote

Sarah Thibeault (Secretary)-remote

Rebecca Boutin-Remote

Neil Mahoney (Parent Rep)-remote

Grace Cavallo-Remote

Absent Board Members:

Non-Voting Members in Attendance:

Jennifer Blanchette-remote

Attending Public:

Public Comments/Public Matters

An email was read regarding Covid-19 information and GCCSA Covid-19 policy.

Approval of Minutes from September 2021

MOTION (Sarah Thibeault/Neil Mahoney) Motion to approve the September 2021 Meeting Minutes was accepted unanimously.

Committee Reports

PTO- Sarah Thibeault- The PTO set up an Amazon wish list for K-5 indoor recess craft things. The PTO discussed using Mint Print Works for spirit wear. We are postponing popcorn until January. We are busy planning Boo Thru and Fall festival.

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee- -No Meeting

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

PR and Community Relations committee- Sarah Thibeault- The calendar fundraiser is up and going. The chameleon scarecrow is up on Main St, we will send out reminders to vote. The committee will be looking into different local businesses and locations to display Artist of the Month artwork. The new and improved website is getting close to being done and hoping to launch it as soon as the chameleon mascot/logo is ready. We will be holding a Scentsy Buddy drive fundraiser for Nashua Children's Home mid-November. Planning for Raise Craze in February will start soon.

Grants Committee- No Meeting

Facilities Committee- Eric Charest- See Directors report

MOTION (Sarah Thibeault/Grace Cavallo) Motion to accept the committee meeting reports was accepted unanimously.

Finance Committee Meeting

See directors report. A monthly meeting time and date needs to be set

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the finance committee meeting reports was accepted unanimously.

Old Business

Voting for Board positions-

MOTION (Sarah Thibeault/Neil Mahoney) Motion to postpone the vote for Board of Trustee positions to be revisited every 3 months was accepted unanimously.

Maternity/Paternity Policy-Build into the budget the line item for one person on maternity/paternity leave at a time. Will revisit at the next finance meeting.

New Business

Code of Ethics policy and Code of Conduct policy-

Discussion of the new policies from the DOE, these are now a law and are being stressed for Charter Schools. The DOE will check in to make sure these policies have been voted. The policies have already been discussed with the staff.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

MOTION (Sarah Thibeault/Neil Mahoney) Motion to approve the Code of Ethics policy and Code of Conduct policy was accepted unanimously.

Volunteers- Discussion on allowing volunteers into the school to help with lunch and other events. It was decided if they followed the Covid-19 policy that it should be ok to allow volunteers once again.

Pay periods 22 weeks vs 26 weeks-

Discussion about pros and cons of 22 weeks vs. 26 weeks. We had chosen 22 weeks because it matched our fiscal year ends in June. 26 weeks may cause problems with audits. We will reconsider this topic before next contracts go out.

Directors Report

Facility

- Fire Inspection/Occupancy granted
- Sprinkler Inspection
- Fire drill planned/rewrote fire exit plan
- Negotiated with landlord
- On-site Testing

Finance

- Audit for 2019-20 underway
- Attorney General abated
- Annual Report extension granted
- PPE Loan Forgiveness Assistance granted
- Bank access acquired
- QuickBooks access acquired

Grants

- Title I Approved \$22,671.16
- Title IV Approved \$10,000.00
- Title II Approved \$4,973.85
- Esser III allotted \$359,556.02
- 2019-20 Esser/Cares reported until March 2020

State Reporting Updates

- DOE 25
- BOY
- Free and Reduced Report
- Emergency Operations Plan
- A12B

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

- A12F

i-Ready/Testing

- i-Ready Testing Completed as of 10-19
- Results optimistic

RTI/Title I

- Group and individual RTI underway
- Title I underway
- Regular Title I/RTI collaboration

Staffing Update

- Hired a Special Education Coordinator/Educator
- EA moved to FT
- EB serving as long-term substitute with support and monitoring
- Aggressively advertising

Special Education update

- Nashua changes in/ absent case managers
- Merrimack services unestablished: bussing planned
- Manchester services virtual
- Bedford Students in-person tutor
- Milford: services unestablished: meeting held
- IEP, compensatory, new evaluation, amendment meetings

Guardian-Teacher Conferences

- Held October 12th-15th

PD

Teacher's workshop Day October 7th:

- Mental Health/Trauma Workshop
- Vision boards
- Wish list

Code of Ethics and Conduct Introduction/Review

Training Calls:

- Commissioner of Ed
- Alma
- DHHS
- I4see
- Charter School Alliance

Curriculum

- Ed Puzzle Pro acquired

MOTION (Grace Cavallo/Sarah Thibeault) **Motion** to adjourn Unanimously accepted.

Next public meeting Tuesday November 18, 2021, 7pm

Meeting adjourned 8:36 PM

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

DRAFT

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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: Thursday, November 18, 2021

Time: 7:04 PM

Location: Gate City Charter School for the Arts, 7 Henry Clay Rd, Merrimack, NH with remote option

Voting Board Members in Attendance:

Danielle Charest (Chair) -remote

Sarah Thibeault (Secretary)-remote

Rebecca Boutin-Remote

Neil Mahoney (Parent Rep)-remote

Grace Cavallo-Remote

Absent Board Members:

Non-Voting Members in Attendance:

Jennifer Blanchette-remote

Attending Public:

Public Comments/Public Matters

Approval of Minutes from September 2021

MOTION (Sarah Thibeault/Neil Mahoney) Motion to approve the October 2021 Meeting Minutes was accepted unanimously.

Committee Reports

PTO- Sarah Thibeault- Fall Fest was a hit with the students and staff. School Store was opened 2/3 days a week during lunch, and the students are so happy. The Trunk or Treat was canceled because of the rainstorm.

Curriculum Committee- Jennifer Blanchette-See Directors Report

H/R Policy Committee- -No Meeting

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

PR and Community Relations committee- Sarah Thibeault- Paige is working on a website branding kit. The committee is looking to display artist of the month artwork in different public places in the area. Facebook is doing well with posting about the artist of the month, MythBusters, and other engaging posts. This year's scarecrow came in third place the trophy will be displayed with the others. Next year we will make sure the scarecrow has a sign or plaque showing the school's name. The calendars raised \$400 and were a straightforward fundraiser. If we decide to offer them next year, we will start soliciting ad space earlier. RaiseCraze will be held in February, and we are hoping to raise \$5000 through acts of kindness. School Choice is 1/23-1/29, we are getting media coverage, and Paige is planning some fun events for the week. The kindergarten lottery is scheduled for March; ads are going out announcing our info nights. We are hoping to get information out on summer programs by April, so parents have more time to make plans for these programs.

Grants Committee- No Meeting

Facilities Committee- Eric Charest- The new phones came in over Thanksgiving break.

Building Committee- Danielle Charest A survey needs to go out to parents asking about location. The lawyer has said to wait to collaborate with the new landlord is before making any decisions with the lease.

MOTION (Sarah Thibeault/Grace Cavallo) Motion to accept the committee meeting reports was carried unanimously.

Finance Committee Meeting

See directors report. A monthly meeting time and date need to be set.

MOTION (Sarah Thibeault/Neil Mahoney) Motion to accept the finance committee meeting reports was carried unanimously.

Old Business

New Business

December Meeting- Discussion about whether we should forgo a December meeting and replace it with a meeting in July.

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

MOTION (Sarah Thibeault/Grace Cavallo) Motion to forgo the December BoT meeting replace it with a meeting in July. A special meeting can be called if needed in December was accepted unanimously

Directors Report

Facility

- Fire drill executed successfully
- Phones acquired for the school
- Building Committee underway

Finance

- Audit for 2019-20 still underway
- 2021-22 audit extended
- Lease Aid application completed

Grants

- Title I increase to \$71,244.81
- 2019-20 Essers/Cares reported until April 2020
- Reporting for Title II and IV up to date

State Reporting Updates

- November counts submitted

State Testing

- SAS accommodations training
- Tide training

Staffing Update

- Hired a Tech teacher
- SM and SB long-term subbing in 4/5

Special Education update

- Nashua change in/ absent case managers
- All other districts' services in place
- IEP, compensatory, new evaluation, amendment meetings

Curriculum

- Writing A-Z acquired
- Raz Kids acquired
- Vocabulary A-Z acquired
- Writer of the month added

Covid Update:

Gate City Charter School for the Arts

Board of Trustees Meeting

Meeting Minutes

Meeting Date:

"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."

- Covid Cases confirmed: 6
- Potential cluster/Remote offering
- Volunteers needed

MOTION (Grace Cavallo/Sarah Thibeault) **Motion** to adjourn Unanimously accepted.

Next public meeting Tuesday, January 18, 2022, 7 pm

Meeting adjourned at 8:36 PM

DRAFT