



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School
Meeting of the Board of Trustees
Friday, December 9, 2002, 1:00pm
Kensington Public Library
126 Amesbury Road, Kensington, NH

Trustees Present: Linda Allard, Rebecca Bates, Robert Chase, Tim Galitski, Michael Gendre
Trustees Not in Attendance: Catherine Salterio
Persons Appearing before the Board: none

1. Call to Order – TG called the meeting to order at 1:00pm
2. Organization of Board
 - a. Chairperson. RB nominated RC. LA second. No other nominations. No discussion. RC elected Chairman, 5-0.
 - b. Secretary. RC nominated LA. RB second. No other nominations. No discussion. LA elected Secretary, who shall serve also as Vice Chairperson, 5-0.
 - c. Treasurer. RB nominated by TG. RC second. No other nominations. No discussion. RB elected Treasurer, 5-0.
 - d. Acting Executive Director. TG discussed a member of the board to act in the capacity of the Executive Director. LA moved to nominate TG as, "Acting Executive Director" in the capacity being temporary/acting as a non-employee. RB second. No other nominations. No discussion. TG appointed Acting Executive Director, 4-0; TG abstained from voting.
3. Public Comment. No members of the public present. Noted that in future meeting there will be public comment at the beginning of the meeting and a second public comment time at the end of the meeting.
4. Business
 - a. Bylaws
 - i. RB opened discussion regarding Section 5.6.K Duties of the Board. The provision is so the Executive Director does not have cart blanche to hire whomever they want and the board can ask questions and give opinions.
 - ii. LA opened discussion regarding Section 5.6.P Duties of the Board states the board to transact business at least bimonthly and this could result in a minimum of six (6) meetings in one year. Section 7.1.H Number, Election, Tenure, Qualifications, and Requirements of Trustees, states that each Trustee shall attend at least eight (8) regular monthly meetings of the Board per year. LA recommended modifying Section 7.1.H to: Each Trustee shall attend at least two-thirds (2/3rds) regular monthly meetings.

TG moved to adopt the bylaws with the monthly requirement changed to two-thirds (2/3rds) of the regular monthly meetings. RC second. No further discussion. Approved 5-0.

- b. Conflict of Interest Policy. TG gave an overview of the policy. RC asked for any questions, hearing none, TG moved to adopt Conflict of Interest Policy. MG second. No discussion. Approved 5-0.
- c. Fiscal Agency Agreement. TG gave an overview of the Fiscal Agency Agreement. TG moved to approve the Fiscal Agency Agreement and to name TG and RB as responsible persons for the Academy. MG second. No discussion. Approved 5-0.
- d. Grant from SCEF. TG moved for the Board of Trustees to accept the \$10,000.00 grant from Seacoast Classical Education Foundation. RB second. No discussion. Approved 5-0.
- e. CSP Grant. TG gave a summary of CSP Grant. TG moved the Academy to accept the \$1.5 CSP Grant from the State of NH, authorizing TG and RB to do whatever is required to execute the grant. RB second. No discussion. Approved 5-0.
- f. Lease Aid Application. TG gave a summary of Lease Aid and his communications with the NH Department of Education. TBD should be written for all unknown items and this is a yearly application, due date is December 31, 2022. TG moved for the Board of Trustees to have TG submit the application to the State. No discussion. Approved 5-0.
- g. Accounting Services Contract. TG moved to approve the Blundell Accounting Services contract. MG second. No discussion. Approved 5-0.
- e. Return the conversation back to CSP Grant. Discussion regarding when the CSP Grant will start. TG moved to set the start of CSP Planning Period as of March 1, 2023. RB second. No discussion. Approved 5-0.
- h. Marketing Services. TG and RC provided an overview of work done with Christine Paul: Family Engagement Events, Fundraising and discussed additionally working with CP on a retainer basis. TG will continue conversations with CP about what a retainer would look like.
- i. IT Services. TG provided an overview of IT Service providers and status. Board asked TG to continue conversations and negotiations with IT services groups.
- j. Family Engagement Events. Discussion of upcoming Family Engagement Events. Tuesday, December 13th at 10:00am a dry-run at RB home. TG will rework the presentation and slides/boards.
- k. Application, Lottery, and Enrollment. TG provided an overview of the application and lottery referencing the charter. RC suggested the application state it is for the 2023-2024 school year, TG will add. TG to ask NHED how to handle out of state applicants post lottery. Discussion about dates to: open

applications-12/12/2022, close applications-3/31/2023, intent to make a facility update and/or decision- 3/31/2023, lottery will be within 60 days of closing the application process. TG moved to open the application process 12/12/2022 and closing applications on 3/31/2023. RC second. No discussion. Approved 5-0. TG moved to add exemption, NH-resident siblings of scholars who applied for admission to a grade that is not subject to a lottery. RB second. No discussion. Approved 5-0.

- I. Out of State Tuition. TG provided an overview. Discussion. RC moved to set the Out of State Tuition at \$14,500.00 for the 2023-2024 school year. MG second. No discussion. Approved 5-0.

- m. Positions of Employment. TG requested a discussion of all position except the Executive Direct and he will recuse himself during that discussion. Agreed. RC asked if there were any questions or suggestion with non-Executive Director positions:
 - i. Principal – questions/suggestions - none
 - ii. Office Manager – questions/suggestions - none
 - iii. Teachers – questions/suggestions - none
 - iv. Instructional Aides – questions/suggestions - none
 - v. Special Ed Coordinator – questions/suggestions - none
 - vi. Guidance Counselor - questions/suggestions - none

RC moved to approve job descriptions as written. MG second. No discussion. Approved 5-0.

TG recused himself from the discussion of Executive Directors job description. MG moved to approve, as written, the Executive Directors position. RB second. No discussion. Approved 4-0.

RC moved to post four positions: Principal, Office Manager, Special Education Coordinator, and Guidance Counselor the week of December 12, 2022. MG second. No further discussion. Approved 5-0.

- 5. Adjournment. RC moved to adjourn at 3:32pm. MG second. No discussion. Approved 5-0.