



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 9 April 2024, 10:30AM

Kensington Public Library, 126 Amesbury Road, Kensington, NH 03833

Notice posted by 8 April 2024 on the door at 11 Court Street, Exeter, NH 03833

and at <https://seacoastclassical.org>

Trustees present: Linda Allard, Rebecca Bates, Robert Chase, Micheal Gendre, Cindy Lyons, Sim Weller

Persons appearing before the Board: Dr. Timothy Galitski, SCA Executive Director, Lorelei Davis, SCA Administrator, Caitlin Blundell, Blundell Accounting, Michelle Wirth, SCA Principal

Non-Public Session may be called at any time in accordance with RSA 91A:3 II.

1. Call to Order - RC called the meeting to order at 10:39am.
2. Public Comment - Robin Tyner shared an accredited teaching program set up by NRT, she will forward information to RC.
3. General Correspondence - None.
4. Finance
 - a. Financial Report - RB reported the Citizens Bank balance of \$93,424.81 and the HEFA interest payment of \$212.50 was made from this account. The Primary Bank Money Market account balance of \$345,102.47 and this account earned \$57.46 in interest this month. The Primary Bank checking account balance of \$20,108.26. This month salaries and quarterly tax payments have been the main expense.
RC shared an update on a donation by the Jaket Foundation of \$500,000, to be disbursed as \$100,000 a year for 5 years. CL moved to accept the \$500K donation from the Jaket Foundation. RB seconded. 6-0.
 - b. CSP Report - RB shared the CSP Grant will have a "black-out" period sometime in the month of June. The Academy can still make purchases during this time, but will not be reimbursed until the black-out is lifted. RB suggested that as many expenses be submitted in May and the Academy start ordering supplies now to avoid a cash flow situation during this time period. C.Blundell shared that this black-out period is typically a month and it is for all grants. CB shared the Academy had \$27K in grant reimbursements and \$564.00 revenue from the sale of apparel and other items. Major expenses this month were salaries, promotional materials (\$1,700.00) and referral bonus (\$500.00). CB also shared the Academy has done well with donations, putting it in a good spot.

- c. HEFA Update - RB reiterated the interest payment of \$212.50 was made.
5. Executive Director's Report
- a. Enrollment - TG and LD shared the Academy enrolled 164 scholars, 30 offers of enrollment were declined and 30 offers are still active. There is a Family Engagement Event on Thursday, April 11th with a strong number of registrations. TG discussed that many families who were offered enrollment have expressed interest in touring the schoolhouse facility. During construction this is not possible. After construction such tours will be set up as soon as possible. Additionally families would like to meet their scholars' teachers and the Principal. These events will also be set up as soon as possible. TG shared that LD has been working on "before and after care" at the schoolhouse location. Discussions with the Director of the Plaistow YMCA are underway. This arrangement would be turnkey and open 5 days a week for before and after care, the cost would be approximately \$145.00/week. This program could open with 10 scholars. The Plaistow YMCA could also offer vacation week care, summer programs to families and membership discounts. LD will continue to work on this option for the SCA community. RC discussed engaging in outreach to families that did not accept the enrollment offer. SW suggested being in contact with Friends of Atkinson. TG also discussed the database of preschools that has been amassed.
 - b. Charter Amendment - TG restated that the State Board of Education approved the charter amendment.
 - c. Human Resources - TG shared that SW introduced him to SchoolSpring, a system for posting job and sourcing candidates. TG established an account for the Academy and has posted the open positions on the site. SPED Coordinator Anne Griffin is on board and has been working with LD to learn which districts the Academy will be working with and to contact the families of scholars with IEP's. Guidance Counselor Tammy MacNeil has been hired and will be starting full time in July. Principal Michelle Wirth has been hired and her top priority will be HR. An offer is pending with a 4th teacher. LD and MW are planning a staff gathering for the near term.
 - d. IT - RC shared he is working with the IT company to set up the three categories of spend for the IT implementation. The cost of IT is between \$212K - \$220K. He is working with counsel on a Masters Service Agreement.
 - e. Professional Development - MW will work to establish Professional Development with Literacy Essentials, Singapore Math and Core Knowledge.
 - f. Schoolhouse Preparation - The paving project will begin June 17th. Waiting for NorthPoint's start date.
 - g. NHED Monitoring Visit - TG and LD continue to receive details from the state regarding this upcoming visit on May 7th. The following topics will be discussed and the following individuals should be prepared to speak to each:
Personnel/MW, Enrollment/LD, Finance/RB and Facility/RC.
6. Business

- a. FY2025 Budget - TG shared an overview of the FY2025 Budget that he and C. Blundell have been working on. Items of note: The average teacher salary is 55K (prior it was 50K) making the Academy a high paying charter school. Also, the budget now reflects eight (8) instructional aides, this is an increase of two (2). Based on the advice of a trusted charter school advisor, a receptionist has been added to the front office staff and this individual will report to LD. TG will consider adding a cleaning person at the school throughout the day. Teacher stipends, for summer work, are not in the budget, however this is a bottom-line-neutral expense because it is part of the CSP grant. Differential Aide for SPED is \$0.00 because the Academy's model does not have SPED teachers. The budget assumes enrollment of 20 scholars per classroom and an 8% attrition rate, yielding a net enrollment of 221 scholars. \$144,200 is the assumed fundraising, with 75% anticipated from SCEF (\$108,050) and the remainder would be fundraising.
RC suggested that the budget have four (4) middle school teachers instead of three (3), and that a Latin teacher position be added to the draft budget. RC asked TG, what is the biggest risk factor in the budget? TG responded: enrollment targets and staffing. MW expressed confidence regarding staffing.
- b. FY2025 General Assurances - TG shared an overview of the General Assurances that are required each year. RB moved that board accept the FY2025 General Assurances and authorize Chairman, Robert Chase and Executive Director, Tim Galitski to execute. MG seconded. 6-0.
- c. Curriculum Approval - TG reviewed the items that were new in the curriculum guide and asked the Board to approve the curriculum. CL moved to accept the Hillsdale K-12 curriculum guide, v.3.2, for the school year 2024-25. SW seconded. 6-0.
- d. Board Retreat - RC and LD will set up the next retreat. RC, TG, LD will work to establish a parent board application to communicate to parents.
- e. Facilities - RC will create a spreadsheet for Ed320 and will speak with members of SAU17 and NorthPoint Construction, as much of the needed information will come from these two organizations. RC will then review and discuss resourcing for Ed320-related management with TG. CL suggested that a friend who is a retired principal may be able to assist with Ed320 management and other needs. She will set up a meeting to introduce this individual to RC and TG.
- f. Fundraising - Fundraising updates were discussed at the start of the meeting (see 4a). TG reminded the Board of its responsibility to set up a Fundraising Committee.

7. Policies

- a. JICC - Electronic Devices, Reading 2 - RB moved to approve policy JICC, Electronic Devices as amended. MG seconded. 6-0.
- b. ADC - Dress Code, Reading 2 - SW moved to approve policy ADC, Dress Code, as written. RB seconded. 6-0.

- c. EHBR - Records Retention Schedule, Reading 1 - RB moved to adopt EHBR, Records Retention Schedule without a 2nd reading due to the NH Department of Education visit on May 7th. SW seconded. 6-0.
- 8. Minutes
 - a. Public Meeting of 12 March 2024 - LA corrected the spelling of the word French. CL moved to approve the minutes of 12 March 2024 as amended. RB seconded. 6-0.
 - b. Public Meeting of 26 March 2024 - MG moved to approve the minutes of the 26 March 2024 as written. RB seconded. 6-0.
- 9. Future Agenda - None.
- 10. Public Comment - None.
- 11. Adjournment - LA moved to adjourn. RB seconded. 6-0. Meeting adjourned at 1:08pm.