



# PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 19 September 2023, 10:30AM

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

Notice posted by 18 September 2023 on the door at 11 Court Street, Exeter, NH 03833

and at <https://seacoastclassical.org>

Trustees present: Linda Allard, Rebecca Bates, Robert Chase, Tim Galitski, Michael Gendre

Trustees not in attendance: Catherine Salterio

Persons appearing before the board: Invited guest Caitlin Blundell, Blundell Accounting Solutions.

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 10:33am.
2. Public Comment - There were no members of the public present at this time.
3. General Correspondence
  - a. Letter of Resignation, Catherine Salterio, Trustee of Seacoast Classical Academy and Director of Seacoast Classical Education Foundation, sent 14 September 2023, effective 1 October 2023. SCEF will fill this vacancy.
  - b. Correspondence from Mises Club NH, inviting SCA to present on 10 January 2024. Due to the timing and prior commitments in January of SCA Trustees, SCA will need to respectfully decline.
4. Finance
  - a. Report - RB reported the Treasurer's cash balance of 32,779.79 at the close of business yesterday. Major expenses this month was the insurance premium, paid in full. Recurring expense of the MiBox storage container.
  - b. CSP Financing - CSP Grant is on track with submission and payments. RC inquired if there were any further insight or clarifications for how CSP categories could be used. CB shared that building improvements for ADA compliance are likely included in the CSP grant. RB stated the DOE will work closely with SCA in advance to answer specific inquiries regarding use of CSP Grant.
  - c. Line of Credit - RB and TG will speak with Bangor Saving Bank to answer initial inquiries of underwriting.
5. Executive Director's Report
  - a. Insurance - TG reported that insurance is in place as of 1 September 2023, pro-rated to SCA's FY (07/01/23 to 06/30/23). Professional liability insurance

required a full year of premium, 9/1/23 to 8/31/23. In subsequent years professional liability premium will be prorated to align with the FY.

- b. NHED Leadership Conference - TG will attend day two of this conference tomorrow.
6. Business - None
7. Policies
  - a. BF - Policy Development, Reading 2. No proposed changes. TG moved to adopt policy BF, Policy Development, as written. RB seconded. 5-0.
  - b. BEDB - Agenda Preparations and Dissemination, Reading 2. No proposed changes. TG moved to adopt policy BEDB, Agenda Preparation and Dissemination, as written. RB seconded. 5-0.  
TG moved to reconsider BEDB. MG seconded. 5-0. TG discussed striking 'enrolled scholars' from the policy. TG moves to strike, 'enrolled scholars,' from the policy. MG seconded. 5-0. Policy BEDB, Agenda Preparation and Dissemination, is revised and adopted.
  - c. BEDH - Public Input at Board Meetings, Reading 2. No proposed changes. RB moved to adopt policy BEDH, Public Input as Board Meetings, as written. MG seconded. 5-0.
  - d. DBC - Annual Budget Preparations, Reading 2. No proposed changes. TG moved to adopt policy DBC, Annual Budget Preparations, as written. RB seconded. 5-0.
  - e. DBI - Budget Implementation, Reading 2. No proposed changes. RB moved to adopt policy DBI, Budget Implementation, as written. MG seconded. 5-0.
  - f. DIE - Audits, Reading 2. No proposed changes. RB moves to adopt policy DIE, Audits, as written. MG seconded. 5-0.
  - g. DIH - Fraud Prevention and Fiscal Management, Reading 2. No proposed changes. MG moves to adopt policy DIH, Fraud Prevention and Fiscal Management, as written. RB seconded. 5-0.
  - h. EHB - Records Retention, Reading 1. No suggested amendments, sent forward to Reading 2.
  - i. IMAH - Daily Physical Activity, Reading 1. Sent forward to Reading 2.
8. Minutes
  - a. Public Meeting of 24 August 2023 - RC, stated in section 4a and 4d that Bangor Savings Bank be referred to by its full name and including "Savings." RC, stated in section 2 Public Comment, a space is needed after Kingston and before the word and. RC moved to approve the minutes with stated changes. MG seconded. 5-0.
  - b. Nonpublic Session of 24 August 2023 - RC moved to approve the minutes of the non-public session as written. RB seconded. 5-0.
9. Future Agenda - None.
10. Public Comment - There were no members of the public present at this time.
11. Nonpublic Session

- a. RC moved to go into NPS pursuant to RSA 91-A:3, II(d). RB seconded. Roll call vote for SCA board of Trustee to go into NPS: TG/Yes, RB/Yes, MG/Yes, RC/Yes, LA/Yes. 5-0.
  - b. The Board entered the Non-Public Session at 11:24am.
  - c. RC moved to come out of NPS. RB seconded. Roll call vote to SCA Board of Trustees to come out of NPS: TG/Yes, RB/Yes, MG/Yes, RC/Yes, LA/Yes. 5-0.
  - d. The Board returned to Public Session at 12:21pm.
12. Adjournment - RC moved to adjourn. MG seconded. 5-0. Adjourned at 12:22pm.