



## **PUBLIC MEETING MINUTES**

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 11 July 2023, 10:30am

Kensington Public Library

126 Amesbury Road, Kensington, NH 03833

Notice posted on 10 July 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 Attending via videoconference: 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 10:35am. CS attended via videoconference, due to being in Maine at the time of the meeting. No persons were present with CS. All votes will be by roll call.
2. Public Comment - There were no members of the public present at this time.
3. Finance
  - a. Report - RB reported that the Treasurer's cash balance and Blundell Accounting Solutions cash balance agreed, \$35,351.52. RB reported that reimbursement for the CSP Grant is operational and running smoothly. About \$11K of the grant has been spent.
  - b. Line of Credit - RB restated the Primary Bank line-of-credit offer. RB will contact Primary Bank to confirm the time frame of the offer and to restate SCAs interest. CS discussed her personal relationships with TDBank and Bangor Savings, she would pass along introductions. CS discussed her family company making start-up loans.
  - c. NHCF Grant Award - LA will discuss with the donors their wishes for public acknowledgement of their grant.
  - d. FY2024 Budget - RB and TG stated that SCA will need to submit a 2024 Budget to the NH Department of Education by September 1, 2023. CB will prepare the budget for board review. When the budget is approved by the Board, CB will put it in the NH Department of Education's required format for submission.
4. Executive Directors Report

- a. Insurance - TG reported insurance still remains in underwriting. LA stated that once the policy is instated a copy of the the Declaration page can be provided to MIBox to remove the current monthly insurance fee.
  - b. Newsletter - TG shared that the revisions requested at the last meeting have been made. The Newsletter will be published when the insurance policy is instated.
  - c. Policies - TG updated the status of needed policies. CB has standard policies for financial operations that she will share with TG. CB will also share a separate set of procedures for financial administration.
- 5. Minutes
  - a. Public Meeting of 13 June 2023 - RC moved to approve the minutes as written. RB seconded. Roll call vote: MG/Yes, RB/Yes, TG/Yes, CS/Yes, LA/Yes, RC/Yes. 6-0.
  - b. Nonpublic Session of 13 June 2023 - RC moved to approve the minutes of the non-public session as written. RB seconded. Roll call vote: MG/Yes, RB/Yes, TG/Yes, CS/Yes, LA/Yes, RC/Yes. 6-0.
- 6. Business - LA shared a conference and training available to charter schools and will get more details regarding the Department of Education training grant.
- 7. Public Comment - there were no members of the public present at this time.
- 8. Nonpublic Session
  - a. RC moved to go into NPS pursuant to RSA 91-A:3,II(d). MG seconded. Roll call vote for SCA Board of Trustee to go into NPS: MG/Yes, RB/Yes, TG/Yes, CS/Yes, LA/Yes, RC/Yes. 6-0.
  - b. The board entered the Non-Public Session at 11:15am.
  - c. RC moved to come out of NPS. RB seconded. Roll call vote to SCA Board of Trustees to come out of NPS: MG/Yes, RB/Yes, TG/Yes, CS/Yes, LA/Yes, RC/Yes. 6-0.
  - d. The Board returned to Public Session at 12:14pm.
- 9. Adjournment - RC moved to adjourn. LA seconded. Roll call vote: MG/Yes, RB/Yes, TG/Yes, CS/Yes, LA/Yes, RC/Yes. 6-0. Adjourned at 12:15pm.