



## **PUBLIC MEETING MINUTES**

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Thursday, 24 August 2023, 10:30am

Kensington Public Library

126 Amesbury Road, Kensington, NH 03833

Notice posted by 23 August 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 video conference: Catherine Salterio

Persons Appearing before the Board: Invited guest Caitlin Blundell, Blundell Accounting Solutions, Deb Hobson of East Kingston, Carol Petruszewicz of Rochester

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 10:31am. 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 - Deb Hobson of East Kingston and Carol Petruszewicz of Rochester addressed the Board to invite Seacoast Classical Academy to have an informational table at, The National Heritage Center for Constitutional Studies, "Constitution Day Celebration," 17th September 2023. The event will be held at Grace Ministries International in Brentwood, NH. TG addressed chairman/RC to inquire if there were to be any candidates or legislation being promoted at this event. DH responded, "No, this is a non-partisan event open to the public." RC asked about the structure of The National Heritage Center for Constitutional Studies. DH stated, NHCCS is a NH based 501(c)(3). The board thanked DB and CP for their invitation.
3. General Correspondence - None
4. Finance
  - a. Financial Statements - RB reported that the cash balance of the Treasurer and Blundell Accounting Solutions agreed, \$37,851.51. RB reported the major expense this period was the MI-Box storage solution. RB updated efforts by RB and TG with Bangor Savings Bank to secure a Line of Credit. Bangor Savings Bank wanted to know if RB and TG had authority to negotiate the LOC on behalf of SCA. RB described the conversation with Bangor Savings Bank to be positive and collaborative. TG moved to authorize TG and RB to negotiate the terms of a LOC with Bangor Savings Bank and agree the terms of the LOC will be subject to

- final Board approval. MG seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.
- b. DOE-25 - CB/Blundell Accounting prepared the DOE-25. All members signed that, to the best of their knowledge the information is true, accurate and complete. CS will sign electronically as she was present via videoconference. CB will submit DOE-25 to NHED and will cc TG.
  - c. FY2024 budget - TG stated the projected 2024 Budget, prepared by CB/Blundell Accounting, needs to be submitted to NHED by September 1, 2023. RB moved to approve the projected 2024 Budget for submission to NHED. TG seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0. CB will submit to NHED and will cc TG.
  - d. CSP financing - RB updated CSP financing when discussing LOC with Bangor Savings Bank.
5. Executive Director's Report
    - a. Insurance - TG provided an update on quotes for insurance: Professional Liability and Workers Compensation through FC Church, and General Liability from Hanover Group. RC moved to allow the Executive Director to move forward to bind these insurance quotes up to \$9500 and to pay the premium in full, provided no red flags are discovered in an inquiry with Lionheart Classical Academy regarding their insurance premiums. CS seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.
    - b. Employee and Family Handbooks - TG stated that it would be best to continue the Board's work on Policies first, as Policies will form the outline of the Handbooks.
  6. Business - TG moved that the Academy will lend its email list to Seacoast Classical Education Foundation, for the use of the Foundation in its fundraising event at Filotimo, and the Academy will post information about the event on its website. RB seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.
  7. Policies - TG reminded the board that two (2) policies were enacted at the end of last year: BBFA - Conflict of Interest and JEB - Age of Entrance.
    - a. BF - Policy Development, Reading 1 - policy will be sent to Attorney for review
    - b. BEDB - Agenda Preparation and Dissemination, Reading 1 - revisions discussed will be made for Reading 2
    - c. BEDH - Public Input at Board Meetings, Reading 1 - sent forward for Reading 2
    - d. DBC - Annual Budget Preparation, Reading 1 - sent forward for Reading 2
    - e. DBI - Budget Implementation, Reading 1 - sent forward for Reading 2
    - f. DIE - Audits, Reading 1 - sent forward for Reading 2
    - g. DIH - Fraud Prevention and Fiscal Management, Reading 1 - sent forward for Reading 2
  8. Minutes
    - a. Public Meeting minutes of 11 July 2023. LA stated in section 5a, it was RC, and not RV, who moved to approve the minutes as written. RC moved to accept the minutes of 11 July 2023 with stated revision. TG seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.

- b. Nonpublic Meeting Minutes of 11 July 2023. RC moved to approve the nonpublic minutes of 11 July 2023. BB seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.
- 9. Future Agenda - The board discussed the invitation made by Deb Hobson and Carol Petruszewicz for SCA to attend, The National Heritage Center for Constitutional Studies, "Constitution Day Celebration" with an information table. SCA will accept this invitation and LA will communicate this decision to DB and CP.
- 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). TG seconded. Roll call vote for SCA Board of Trustee to go into NPS: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.
  - b. The board entered the Non-Public Session at 12:41pm.
  - c. RC moved to come out of NPS. TG seconded. Roll call vote to SCA Board of Trustees to come out of NPS: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0.
  - d. The board returned to Public Session at 1:03pm
- 12. Adjournment - The Board agreed to change the expected date of its next meeting from September 12th to September 19th at 10:30am at the Kensington Library. RC moved to adjourn. TG seconded. Roll call vote: CS/Yes, TG/Yes, MG/Yes, RB/Yes, RC/Yes, LA/Yes. 6-0. Adjourned at 1:04pm.