



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 12 December 2023, 10:30AM

Kensington Public Library

126 Amesbury Road, Kensington, NH 03833

Notice posted by 11 December 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 Galiski, Michael Gendre
Persons Appearing before the Board: none

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 10:34am.
2. Public Comment - None.
3. General Correspondence - None.
4. Finance
 - a. Tax Filings - RB stated that Nathan Wechsler & Company, P.A. prepared the 990 filing, NH Charitable Trust filings and invoiced for the work. RC provided accurate contact information.
TG moved to approve filing of 990-N. RC seconded. 5-0.
TG moved to approve filing NHCT-12 with modifications. RC seconded. 5-0.
TG moved to approve form NHCT-50. RC seconded. 5-0
RB will send the documents to Nathan Wechsler along with the payment of invoices.
 - b. Lines of credit - RB stated that on Friday, 8 December, she and TG closed on the LOC with Primary Savings Bank (PSB). The LOC is \$400K, interest rate is prime plus 1, interest is only charged on what is taken out and any outstanding balances can be paid at any time. The PSB business account balance is \$1,934.66.
 - c. HEFA - RB stated the SCA lease agreement was provided to NH HEFA. RB will confirm that these funds are now available.
 - d. Citizens Bank - Account balance is \$12,305.90.
 - e. Fundraising/Matching Campaign - RC shared a donor matching campaign started last Friday. Donations received from 12/8 to 12/15 will be matched up to 5K. The campaign has raised \$1,600.00 to this point. Another email communication will be sent.

5. Executive Director's Report

- a. Insurance - TG stated that he shared the lease agreement with the insurance agent and SCA will buy additional liability insurance to satisfy the terms of the agreement.
- b. Lease aid - TG stated that he spoke with the Department of Education and completed an application for Lease Aid.
TG moved to approve the filing of the lease aid application. RC seconded. 5-0.
- c. Applications - TG stated there are currently 125 confirmed applications.
- d. Marketing - TG stated 'The Carriage Town News' will run an article on SCA this week. Family Engagement Events will resume in January and February and will be publicized. LA and RB discussed possible publications SCA could advertise in and the purchase of marketing materials.
- e. NHED start up funding - TG shared information on professional development opportunities. At this time TG will pursue NH Charter School Foundation for board recruitment and training development. TG will contact NH Dept of Education to understand the approval process for not currently approved vendors.

6. Business - TG stated that Family Engagement Events will start in January and referenced the venue email shared by LA. The Board will send LA dates, in January and February, they will not be available for these events.

7. Policies - TG suggested holding off discussing policies that remain in legal review, the Board agreed.

- a. DAF - Administration of Federal Grant Funds, Reading 2: Board postponed reading to another meeting.
- b. JIC - Scholar Conduct, Reading 2: TG moved to approve JIC, Scholar Conduct, as written. RB seconded. 5-0.
- c. JIA - Scholar Due Process, Reading 2: Postponed, in legal review.
- d. JICK - Bullying, Reading 2: Postponed, in legal review.
- e. JKAA - Child Restraint, Reading 2: LA and RC raised discussion of the last sentence in paragraph one. Modification suggested. TG moved to approve JKAA, Child Restraint, as amended. RB seconded. 5-0.
- f. ADB - Drug Free School and Workplace, Reading 2: TG moved to approve ADB, Drug Free School and Workplace as written. MG seconded. 5-0.
- g. GADA - Employment References and Verification, Reading 2: TG moved to approve GADA, Employment References and Verification as written. RB seconded. 5-0.
- h. ACAC - Sexual Harassment, Reading 2: Postponed, in legal review.
- i. GBEB - Staff Conduct, Reading 2: TG moved to approve GBED, Staff Conduct, as written. RB seconded. 5-0.

8. Minutes

- a. Public Meeting of 14 November 2023 - RC shared a typo in section 4, change Natham to Nathan. RC moved to approve Public Meeting minutes of 14 November 2023 as amended. RB seconded. 5-0.

- b. Nonpublic Session of 14 November 2023 - No proposed changes. RC moved to approve NPS minutes of 14 November 2023 as written. MG seconded. 5-0.
 - c. Public Meeting of 27 November 2023 - No proposed changes. RC moved to approve Public Meeting minutes of 27 November 2023 as written. RB seconded. 4-0. MG abstained.
 - d. Nonpublic Session of 27 November 2023 - No proposed changes. RC moved to approve NPS minutes of 27 November 2023 as written. RB seconded. 4-0. MG abstained.
 - e. Public Meeting of 28 November 2023 - No proposed changes. RC moved to approve Public Meeting minutes of 28 November 2023 as written. RB seconded. 5-0.
 - f. Nonpublic Session of 28 November 2023 - No proposed changes. RC moved to approve NPS minutes as written. RB seconded. 5-0.
9. Future Agenda
- a. Executive Director - TG addressed the hiring of the Executive Director. RC stated that the contract for the Executive Director is in review with legal counsel and is unsure of the turnaround time. RC stated that the Board could consider an-will offer of employment to TG, as Executive Director, on January 1st.
 - b. Principal and Office Manager - Administration will post these positions next week and begin accepting applications.
10. Public Comment - None.
11. Adjournment - RC moved to adjourn. TG seconded. 5-0. Adjourned at 12:21pm.