



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 9 January 2024, 10:30am

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

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

and at <https://seacoastclassical.org>

Trustees Present: Linda Allard/Vice Chair & Secretary, Rebecca Bates/Treasurer, Robert Chase/Chairman, Michael Gendre, Sim Weller

Trustees Attending via video conference: Cindy Lyons

Persons Appearing before the Board: Invited guest Caitlin Blundell, Blundell Accounting and Dr. Timothy Galitski, Executive Director SCA

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 10:40am. CL attended via videoconference, due to being in Florida at the time of the meeting. No persons were present with CL. All votes will be by roll call.
2. Public Comment - None.
3. General Correspondence - Miss NH Program Book. It was the consensus of the Board to place an advertisement in the Miss NH Program Book. TG will communicate with the correspondent to arrange.
4. Finance - RB reported the Citizens Bank balance is \$256,037.74, Primary Bank balance is \$10,078.24. A transfer of \$25K has been made from the Citizens Bank account to the Primary Bank account. RB is exploring a higher yield account with Primary Bank.
5. Executive Director's Report
 - a. Applications - TG reviewed 2024/25 applications to date. Trustees discussed additional strategies to gain visibility in surrounding towns and throughout the seacoast.
 - b. Marketing - TG reviewed the advertising placed in the CTN. The CTN will cease operations at the end of January. Trustees discussed posting flyers in public libraries and public message boards.
 - c. Information Technology - TG reviewed the start up and implementation phase of the IT plan. TG will provide IT contractors the parameters for: facilities, enrollment, start-up phase and operational phase in order to procure proposals.
 - d. Human Resources - TG shared an update on the hiring process. The search for an Office Manager and Principal are underway. It is unlikely that a principal will

be hired, in a full time capacity, for some months and teachers will need to be hired. It was the consensus of the Trustee to seek a contractor, who was previously a principal, to help interview and evaluate teacher applicants. Trustees agreed to open the position of Special Education Coordinator, Guidance Counselor and all teachers.

- e. Benefits - RB updated the evaluation of 403(b) plans, health, dental and vision plans. RB is working with CB through this process. RB will set up a comparison of medical plans. Trustees discussed the possibility of offering a benefits stipend, for a time period, until benefits can be implemented.

6. Business

- a. Lottery - Trustees discussed the need to secure a location for the upcoming Enrollment Lottery and discussed targeting the date of Saturday, March 9, 2024.
- b. Family Engagement Events - With the addition of a final Tuesday, February 13th, Family Engagement Event, the next Board of Trustees meeting will be Thursday, February 15th at 10:30am at the Kensington Public Library.

Trustees took a recess at 12:37pm. Trustees returned at 12:44pm

7. Policies

- a. DAF - Administration of Federal Grant Funds, Reading 2 - TG reviewed DAF, Administration of Federal Grant Funds. No proposed changes. RB moved to approve DAF, Administration of Federal Grant Funds as written. RC seconded. Roll call vote: CL/Yes, LA/Yes, RB/Yes, SW/Yes, MG/Yes, RC/Yes. 6-0.
- b. AFR - Family Rights, Reading 1 - TG will seek legal counsel for the policy.

8. Minutes

- a. Public Meeting of 12 December 2023 - No proposed changes. RC moved to approve minutes as written. MG seconded. Roll call vote: CL/Yes, LA/Yes, RB/Yes, SW/Yes, MG/Yes, RC/Yes. 6-0.
- b. Public Meeting of 28 December 2023 - TG proposed a change to #4 New Trustees. Add the word 'being' after 'by virtue of,' strike 'Trustees' and add 'Directors'. To read as, 'by virtue of being Directors...'. RC moved to approve the minutes as amended. LA seconded. Roll call vote: CL/Yes, LA/Yes, RB/Yes, SW/Yes, MG/Yes, RC/Yes. 6-0.

- 9. Future Agenda - Next month's Board of Trustees meeting will be Thursday, February 15th at 10:30am at the Kensington Public Library.

10. Public Comment - None.

- 11. Adjournment - LA moved to adjourn. RC seconded. Roll call vote: CL/Yes, LA/Yes, RB/Yes, SW/Yes, MG/Yes, RC/Yes. 6-0. Meeting adjourned at 1:07pm.