



## **PUBLIC MEETING MINUTES**

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Thursday, 15 February 2024, 10:30am

Kensington Public Library

126 Amesbury Road, Kensington, NH 03833

Notice posted by 14 February 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

Persons Appearing before the Board: Timothy Galitski, SCA Executive Director. Invited guest Caitlin Blundell, Blundell Accounting Solutions. Invited guest Kimberly Levallee, NH Charter School Foundation.

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 10:39am.
2. Public Comment - There were no members of the public present at this time.

TG requested to move to section 5a: NH Charter School Foundation proposal, to accommodate invited guest Kim Lavallee, NH Charter School Foundation. Board agreed, see below.

TG requested to move to section 6a: Charter Amendment. Board agreed, see below.

Board agreed to take a recess at 11:50am. Board returned to session at 11:57am.

3. General Correspondence
  - a. NH Association of Public Charter Schools - It was the consensus of the Board that our work with NH Charter School Foundation suffices for our purposes at this time.
4. Finance
  - a. Financial Report - RB reported the Citizens Bank balance of \$104,966.52, Primary Savings Bank balance of \$23,601.57. RB shared the establishment of a Primary Savings Bank Money Market with an account balance of \$145,000. KB shared with the addition of payroll, and increased activity with the CSP Grant, the financial will be more detailed and will look slightly different next month. Moving

forward, RB and CB want payroll coming out of the Primary Savings Bank account.

- b. CSP Report - TG confirmed eight months (January 1 to September 1) of CSP funds are allocated for the salaries of: Office Manager, Executive Director, Principal, Special Education Coordinator and Guidance Counselor. Three months (June, July and August) of CSP funds are allocated for teacher salaries.
  - c. HEFA Disbursement - RB reviewed the details of the HEFA loan program. LA moved SCA take a working capital loan, in the amount of \$200K, with HEFA. MG seconded. 4-0. RB will set up the paperwork with HEFA
5. Executive Director's Report
- a. NH Charter School Foundation proposal - KL introduced NH Charter School Foundation, their status as an approved vendor of the NH Department of Education to provide training under the CSP Grant and reviewed the SCA proposal for training. RB moved to accept the proposal of NH Charter School Foundation as written. MG seconded. 4-0.
  - b. Admissions - TG discussed scholar applications to date and the need to research enrollment plan options.
  - c. Human Resources - TG shared that SCA's Office Manager started in February. Open positions are posted on the Seacoast Classical site and Ed Jobs NH and interviews are underway. CL and MG are engaging with college graduate and alumni networks. RB is working on the benefits package.
  - d. Information Technology - Two competing contractors will submit proposals for IT services at the end of this month. A process to review the proposals is in place. The proposals will be on the next Board agenda.
  - e. NHED site visit - On May 7th, from 9:00am to 1:00pm, the NH Department of Education will conduct a site visit at Seacoast Classical Academy's Schoolhouse in Newton, NH. In attendance from SCA will be: TG, Lorelie Davis (LD), RB, RC and LA.
6. Business
- a. Charter Amendment - Board, along with KL, discussed the proposed Charter Amendment for Enrollment. Amendment to include, "or Designee" after each Executive Director and will strike the last sentence. Board will set a policy for enrollment. RB moved to accept the Charter Amendment as modified. MG seconded. 4-0.
  - b. Teacher Nominations
    - i. TG nominated Pamela Borisko for a teaching position at SCA. RB moved to approve the nomination of Pamela Borisko. MG 2nd. 4-0.
    - ii. TG nominated Jessica Ferris for a teaching position at SCA. RB moved to approve the nomination of Jessica Ferris. MG seconded. 4-0.
    - iii. TG nominated Jill Greene for a teaching position at SCA. RB moved to approve the nomination of Jill Greene. MG seconded. 4-0.
  - c. Facilities - TG and Board reviewed the renovation drawings of SCA Schoolhouse in Newton.
7. Policies

- a. ACAC - Sexual Harassment, Reading 2 - Board postponed the reading to next meeting.
  - b. JICK - Bullying, Reading 2 - Board postponed the reading to next meeting.
  - c. JIA - Scholar Due Process, Reading 2 - Board postponed the reading to next meeting.
  - d. AFR - Family Rights, Reading 2 - Board postponed the reading to next meeting.
8. Minutes
- a. Public Meeting of 9 January 2024 - RB moved to accept the minutes of the 9 January 2024 as written. MG seconded. 4-0.
  - b. Public Meeting of 22 January 2024 - RB moved to accept the minutes of the 22 January 2024 as amended. MG seconded. 4-0.
9. Future Agenda - None.
10. Public Comment - There were no members of the public present at this time.
11. Adjournment - RB moved to adjourn. LA seconded. 4-0. Meeting adjourned at 1:10pm.