



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 14 May 2024, 10:30AM

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

Notice posted by 13 May 2024 on the door at 11 Court Street, Exeter, NH 03833

and at <https://seacoastclassical.org>

Trustees present: Linda Allard, Rebecca Bates, Robert Chase, Micheal Gendre, Cindy Lyons, Sim Weller

Persons appearing before the Board: Dr. Timothy Galitski, SCA Executive Director, Lorelei Davis, SCA Administrator, Caitlin Blundell, Blundell Accounting, Michelle Wirth, SCA Principal

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. Financial Report - RB reported the Primary Savings Bank wire transfer application has been completed. Citizens Bank balance of \$136,259.16, Primary Savings Bank money market balance of \$84,236.94 and Primary Savings Bank checking account balance of \$102,802.22. This reflects the payment of \$171K in IT expenses, receivable from the CSP in May. As well, the Citizens Bank reflects a grant from Seacoast Classical Education Foundation in the amount of \$50K. RB moved to accept the \$50K grant from SCEF. CL seconded. 6-0.
 - b. CSP Report - RB shared that she and TG met with NHED to review and align the line items and expenses of the grant.
 - c. Other - CB shared that because the accrual basis of accounting is used the Academy's assets are substantially greater than its bank balances. A \$100K per year 5-year pledge is reported as received in-full in April, and is a receivable in subsequent years.
5. Executive Director's Report
 - a. Enrollment - LD shared 189 scholars are currently enrolled, this is 72% capacity with 27% open. TG shared a meeting with NHED, they expressed a 70% capacity at this time was excellent and SCA would likely see an increase in applicants in July and August.
 - b. Marketing - Family Engagement Events are scheduled for May 30th at 6:00pm at the Plaistow Public Library and June 11th at 6:00pm at the Raymond Public

Library. SCA ran ads, in print and online news publications, in Northern Massachusetts and the Seacoast area. Marketing is researching an on-line social media ad campaign. RC expressed that families who have enrolled at SCA are also a good source of marketing.

- c. Bus Transportation - TG shared an update on bussing the middle school scholars to SCA and the options of contracting with a bus service or purchasing vans. TG and LD will garner more information from the bus service.
 - d. Human Resources - TG shared the guidance counselor is now working part-time.
 - i. TG nominated Nanine Venetos for a teaching position at SCA. RB moved to approve the nomination of Nanine Venetos. LA 2nd. 6-0.
 - ii. TG nominated Jacob LaClair for the physical education teaching position at SCA. RB moved to approve the nomination of Jacob LaClair for the physical education position. MG seconded. 6-0.
 - e. IT - TG shared the IT contracts are in place. The student information system, ALMA, has been selected and will be implemented. The IT company will migrate the file system and email to a new platform. TG and MW have discussed the use of technology in the classroom. Moveable monitors and document cameras will be in the classrooms. MW expressed the desire for teachers to be forward facing and interacting with scholars.
 - f. Professional Development - Singapore Math, Core Knowledge and Literacy Essentials, teacher training has been scheduled for the weeks of July 8th and July 15th. CL shared the establishment of the Science of Reading Micro Credentials course for the staff of SCA. The cost of the course and a completion stipend have been made possible from a donor. MW shared, STAR assessments, has been selected as the diagnostic testing tool.
 - g. Grant Program Assurances - TG is communicating with the NHED to clarify expectations.
 - h. CSP Monitoring Visit - TG shared the visit with the NHED on May 7th went well.
6. Business
- a. FY2025 Budget - TG shared an office assistant/receptionist, custodian and a fourth middle school teacher have been added to the budget. He updated the cost of benefits per month, as well as IT expenses. 2024 summer stipends, at a pro-rata rate of salary, have been added and these are CSP reimbursable. RC inquired if the language teacher in the budget was for both Spanish and Latin. It is one teacher doing both languages or can be broken into two part-time roles. MW shared she has reached out to UNH regarding possible teachers. SW spoke about, current and future, merit based performance pay in the budget.
 - b. Fundraising - TG stated \$108K in the next fiscal year is to be provided by Seacoast Classical Education Foundation.
 - c. Facilities - Note, due to time constraints the board moved forward to Section 7 and will return if time permits.
 - d. Board Retreat - Note, due to time constraints the board moved forward to section 7 and will return if time permits.
7. Policies

- a. EBH - Environmental Health, Reading 1 - TG reviewed EBH, Environmental Health. RB moved to adopt EBH, Environmental Health, without a 2nd reading due to the need to satisfy Ed320. CL seconded. 6-0.

Returned to section

6. Business

c. Facilities - TG shared that the paving project at the school house is on track. The contract with Trident as the Project Manager has been executed and they are meeting with the contractor. Ed 320 School Facility Approval Process is moving along with the assistance of RC. Joe Patuleia has been brought on and is working on the Emergency Operations Plan (EOP) and Facility Maintenance Plane (FMP). TG discussed the contract with North Point Construction Management. SCA's counsel and Trident have both reviewed this contract. RB moved to authorize RC and TG to execute the contract with North Point Construction Management, provided they are in mutual agreement, for cost up to and including \$300K. CL seconded. 6-0.

8. Minutes

- a. Public Meeting of 9 April 2024 - RC would like to strike a line regarding Lease Aid. RB moved to approve the minutes of 9 April 2024 as amended. SW seconded. 6-0.
- b. Public Meeting of 4 May 2024 - RB moved to approve the minutes of 4 May 2024 as written. MG seconded. 6-0.

9. Future Agenda - None.

10. Public Comment - None.

11. Adjournment - CL moved to adjourn. LA seconded. 6-0. Meeting adjourned at 11:58am.