



## **PUBLIC MEETING MINUTES**

Seacoast Classical Academy Chartered Public School  
Meeting of the Board of Trustees  
Tuesday, 11 June 2024, 10:30AM  
Kensington Public Library  
126 Amesbury Road, Kensington, NH 03833

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

Persons appearing before the Board: Dr. Timothy Galitski, SCA Executive Director; Lorelei Davis, SCA Administrator; Michelle Wirth, SCA Principal; Katrina Allen and Caitlin Blundell, both of Blundell Accounting

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 10:32am.
2. Public Comment - None.
3. General Correspondence - None.
4. Finance
  - a. Financial Report - RB reported Citizens Bank balance, as of this day, of \$115,096.29, Primary Savings Bank checking account balance of \$46,688.72 and Primary Savings Bank money market account balance of \$84,313.35. HEFA interest payment is due July 1st, as well as rent of \$6,376.92. CL and RC will connect with two donors with pending donations/pledges.
  - b. CSP Report - RB reported \$266,439.47 of CSP reimbursements were approved this month. This amount includes Phase1 of the IT purchases. TG discussed the cash flow position noting the paving project, \$30K and Phase1 of construction, \$56K, are not reimbursable by the grant. The HEFA loan repayment of \$200,000 is due on November 5th. CL discussed the CSP Grant timeline with regard to the Planning Phase and Implementation Phase. TG will confirm the date the CSP funds must be used by.
5. Executive Director's Report
  - a. Enrollment - LD stated 192 scholars are currently enrolled. Grades 5 and 6 have a waitlist. Grades K and 1, where there are two class sections, have the most openings. Recently there has been a steady stream of applicants and per NHED, applications typically pick up in July and August. RC inquired about the 121 expired offers and in particular those in the lower grades. TG shared families inability to tour the facility, due to construction, and desire to meet the

faculty, coupled with commuting distance concerns, has contributed to enrollment offers expiring.

- b. YMCA Plaistow - TG restated Plaistow YMCA will be providing before and after school care at the Newton SCA schoolhouse. Interested families should contact the Plaistow YMCA directly.
  - c. Marketing - TG shared there is a Family Engagement Event at the Dudley-Tucker Library in Raymond this evening. An event for enrolled families, "Popsicles and Playground," will take place on Monday, June 17th at Stratham Hill Park. TG presented a proposal by CPaul Communications for a targeted on-line marketing campaign. TG will speak with CPaul regarding content ideas and knowledge transfer.
  - d. HR - TG shared that the two teachers nominated at the last Board meeting are now on board. The team continues to interview faculty and staff for open positions.
  - e. IT - TG stated that the payment for Phase1 of IT has been made. The student information system is in place and LD continues to populate this. The IT contractor is still planning the technology migration and is working with Google. IT work is being coordinated with facilities.
  - f. Title Funds - TG shared that he completed an application for Title Funds.
  - g. Transportation - TG shared that he and LD have been meeting with Sanborn Regional School District regarding busing.
6. Business
- a. NHED Monitoring-Visit Report - TG thanked everyone for their participation with this visit. NHED reported there were no corrective actions needed.
  - b. Facilities - TG reported that both phases of the construction project are priced and contracted with GMP (guaranteed maximum price). The team will identify items that are CSP reimbursable, such as new toilets and fire panel. Contractor timeline states the project to be substantially done by August 16th. The paving project is scheduled to start June 17th. The Newton Planning Board acknowledged this paving project does not require their approval, as the project is "government use."
  - c. Fundraising - Fundraising was discussed during the Finance update, nothing further.
  - d. Ed320 - TG reported that Ed320 is on track. TG and Joe Patuleia are working on the Emergency Operations Plan (EOP) and Facilities Maintenance Plan (FMP).
  - e. Outdoor Facilities - TG reported that the Sanborn Regional School District approved the installation of a fence around the playspace to the North though Dawn Dutton must approve the design when available. Sheds for the lower field and playspace to the North, as well as picnic tables, were approved.
  - f. FY2025 Budget - TG reported that the FY2025 Budget is due to NHED on July 1st. In preparing the budget the team took a conservative approach. Staffing changes, reducing grade 1 to one section, based on current enrollment numbers. If a spike in applications occurs in 1st, 5th or 6th grade an additional section could be added. A custodian, office assistant, and benefits for the nurse were

added. RB confirmed with CB the number of months in the health benefits numbers. LA confirmed that a stipend is not needed for the nurse this summer, discussed \$24K in cleaning services and fundraising goals for Seacoast Classical Education Foundation. RC discussed the need to add transportation expenses for busing. The next meeting for the Board of Trustees will be Tuesday, June 25th at 10:30am at the Kensington Public Library.

- g. Academy Board of Trustees - RB moved to approve William Nadeau of Plaistow and Derek Butts of Brentwood to the Academy's Board of Trustees as Parent Trustees. MG seconded. 6-0. The first meeting of the new operational Board of Trustees will be held Tuesday, July 2nd, 6pm at the Kensington Public Library.
7. Policies - None.
  8. Minutes
    - a. Public Meeting of 14 May 2024 - RB moved to approve the minutes of 14 May 2024 as written. CL seconded. 6-0.
    - b. Public Meeting of 28 May 2024 - Correct the spelling of the name Arlene in Section 4. MG moved to approve the minutes of 28 May 2024 as amended. RB seconded. 6-0.
  9. Future Agenda - None.
  10. Public Comment - None.
  11. Adjournment - LA moved to adjourn. RB seconded. 6-0. Meeting adjourned at 12:39pm.