



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 6 August 2024, 6:00PM

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

Notice posted by 5 August 2024 on the door at 11 Court Street, Exeter, NH 03833

and at <https://seacoastclassical.org>

Trustees present: Linda Allard, Robert Chase, Michael Gendre, Cindy Lyons, William Nadeau, Kate Riddell

Trustees Not in Attendance: Rebecca Bates, Simcha Weller

Persons Appearing before the Board: Caitlin Blundell - Blundell Accounting, Lorelei Davis - SCA Administrator, Timothy Galitski - SCA Executive Director, 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 6:07pm.
2. Public Comment - None.
3. General Correspondence - None.
4. Finance -
 - a. Financial Report - RC reported the bank balances as of August 4th: Citizens Bank checking - \$38,045.76, Primary Bank checking - \$217,467.71, Primary Bank money market - \$84,384.70. CSP receivables are approximately \$241,000. Liquid assets are approximately \$580,000. The HEFA loan is due on November 5th. The Primary Bank line of credit of \$400,000 has not been utilized.
 - b. Budget Analysis - CB summarized recording. RC asked CB and TG to provide a Projection of Cash Flow through November 30, 2024.
 - c. CSP Report - TG shared the the Planning Phase of the CSP Grant started March 2023 and will end 31 August 2024 (18 months). Three categories in the Planning Phase can not be carried forward to the Implementation Phase: Insurance, Lease, Personnel. CB will confirm the CSP categorization of the July rent payment of \$6,376.92. The Implementation Phase will begin 1 September 2024, for 12 months, ending August 2025. TG and CB will review CSP spending categories and reallocate funds to meet future needs. CB will submit these changes through the Grant Management System.
5. Executive Director's Report
 - a. Enrollment - LD reported enrollment is at 79% capacity, with 190 scholars representing 120 families and pending 11 active offers of enrollment. Openings remain in K, 3rd, 4th and 7th grades.

- b. Marketing - TG shared results of the online advertising with Meta and will review with the marketing company the demographic and geographic reach criteria. TG shared SCA will have an official Opening Event on Saturday September 7th and there is a family and scholar Open House on August 22nd, from 5:00 to 7:00pm. TG will work with CPaul Communication to increase the postings on the SCA social media pages, as well as a yard sign initiative.
- c. Information Technology - TG reported LD and KM have worked to establish and populate ALMA.
- d. Bussing - TG reported work with Seacoast Learning Collaborative (SLC) to coordinate the morning drop off and afternoon pick up times and process. TG shared discussions with Sandborn Regional regarding SCA middle school scholar bussing. TG will engage with Sandborn Regional regarding messaging to families.
- e. Human Resources - MW shared the teaching staff has been working hard training and preparing for the start of school. Ms. Evelyn Black has been hired as the Latin teacher (25% time) and Instructional Aide (75% time). Ms. Mary Borne has been hired as the Art and Music teacher. The team continues to interview faculty and staff for open positions.

6. Business

- a. Language Instruction - The Board discussed the Language Learning Network Service Agreement and recommended legal review. TG asked for authorization to hire open teacher positions, between now and the next Board meeting, without making a nomination to the Board. WN moved to authorize TG approval to hire open salary positions without bringing a nomination to the Board, until the next Board meeting. KR seconded. 6-0.
- b. Facilities - TG will contact NH Department of Ed upon receipt of the schoolhouse's certificate of occupancy to complete the ED320 requirement. The Emergency Operation is prepared and TG will submit to Homeland Security. Plumbing fixtures in the schoolhouse have been replaced and led testing has been submitted. Two sheds have been installed and construction work remains on track. TG will continue to identify construction costs that would be CSP allowable. KB shared a NH Safe Grant that TG will look into. WN will engage to learn if there are other federal or local funds available for safety.
- c. Board Meeting Calendar - Regular Board meetings will be the 2nd Tuesday of the month at the Academy's schoolhouse starting at 6:00pm. Noticing of meetings will be posted at the schoolhouse and on the website. TG will change the Academy's physical address to 53 Carlton E. Sockwell Way, Newton, NH with NHED.

7. Policies

- a. IKL - Academic Honor Code, Reading 1 - Revisions discussed will be made for Reading 2.
- b. ADDBA - Controlled Substances, Reading 1 - Revisions discussed will be made for Reading 2.

- c. ADBB - Tobacco and Nicotine, Reading 1 - Revisions discussed will be made for Reading 2.
- 8. Minutes
 - a. Public Meeting of 17 July 2024 - CL moved to approve the minutes of 17 July 2023 as amended, for a typo. MG seconded. 6-0.
- 9. Future Agenda - None.
- 10. Non Public Session
 - a. RC moved to go into NPS pursuant to RSA 91-A:3 II(a). KR seconded. Roll call vote for SCA board of Trustee to go into NPS: MG/Yes, WN/Yes, KR/Yes, LA/Yes, CL/Yes, RC/Yes. 6-0.
 - b. The Board entered the Non-Public Session at 9:00pm.
 - c. RC moved to come out of NPS. LA seconded. Roll call vote to SCA Board of Trustees to come out of NPS: MG/Yes, WN/Yes, KR/Yes, LA/Yes, CL/Yes, RC/Yes. 6-0.
 - d. The Board returned to Public Session at 9:54pm.
- 11. Other Business - WN moved to approve a summer stipend of \$20K for Executive Director. MG seconded. 6-0.
- 12. Public Comment - None.
- 13. Adjournment - KR moved to adjourn. CL seconded. 6-0. Meeting adjourned at 9:55pm.