



# PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 10 September 2024, 6:00PM

Seacoast Classical Academy, 53 Carlton E. Sockwell Way, Newton, NH

Notice posted by 9 September 2024 on the door at 53 Carlton E. Sockwell Way, Newton, NH

and at <https://seacoastclassical.org>

Trustees Present: Linda Allard, Rebecca Bates, Robert Chase, Michael Gendre, Cindy Lyons, William Nadeau, Kate Riddell, 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 6:04PM.
2. Public Comment - Joanne Ward made the board aware of the organization, Seacoast Women Strong and an event being held on Sunday, September 29, 2024.
3. General Correspondence - None.
4. Finance
  - a. Financial Report - RB reported bank balances as of September 9: Citizens Bank checking - \$37,274.74, Primary Bank Money Market - \$248,838.27.
    - The Primary Bank Line-of-Credit of 400K has drawn 294,096.32 and paid \$563.22 in interest on September 6. TG shared that the LOC was drawn upon in August to cover general contractor costs.
    - The cost of the new play structure is up to \$50,000 including the structure, site work and site materials.
    - RB discussed the need to create a spending policy. When spending monies, which have not previously been budgeted, the budget must be reviewed.
    - The Statement of Cash Flow assumed that the first NHDOE adequacy funds distribution payment (30% of annual amount, based on enrollment) would arrive in September. SCA submitted its enrollment (177 on Day 1, 180 today) data to NHDOE on Sept 11, four days ahead of the Sept 15 deadline. It is possible that the payment may not arrive until the first half of October. The Statement of Cash Flow assumes the Academy will pay off the Primary Bank LOC as soon as possible and assumes it will not access the HEFA loan funds in November.

- RC discussed the rationale for rolling admissions during SCA's first year. stating that NHDOE advises this approach until a robust waiting list is built. The budget approved in June assumed 220 scholars. The building configuration can handle 242.
      - RB inquired about the remaining balance for construction. TG shared the construction contract is based on GMP (guaranteed maximum price) and the cost of change orders for 7 new water fixtures and some new security cameras. TG will seek reimbursement from the "Get the Lead Out" program for the water fixtures. Approximately \$50K will remain in for construction costs,
    - b. CSP Report - CB stated CSP reimbursement for August was approximately \$466K. Based on her experience, we could anticipate the per pupil payment between September 28 and October 5th.
    - c. CSP grant finance monitoring - TG reviewed the CSP grant finance monitoring, stating it is focused specifically on CSP finances. Per the NHDOE, this review must be completed by November.
    - d. FY25 Budget - TG reviewed the FY2025 Budget. LD stated that as of August 27, 186 scholars were enrolled and 177 were in attendance. Since August 27, 9 enrollment applications have been made. Of these applications 6 scholars enrolled, 2 declined enrollment and 1 enrollment offer expired without feedback. Enrollment as of today: K - 27 (2 sections), 1st - 23 (waitlist - 3), 2nd - 15, 3rd - 36 (2 sections), 4th - 17, 5th - 20, 6th - 17, 7th - 10, 8th - 15. Prior to opening day, 3 middle school scholars unenrolled due to busing constraints. TG will look for areas of additional cost savings, as well as increasing enrollment by at least 10 scholars.
    - e. DOE-25 - TG shared the DOE-25 is an annual filing due at the end of September. Nathan Wechsler & Co will complete the audit, results will be circulated electronically to the Board for approval.
  - 5. Executive Director's Report
    - a. Enrollment - Enrollment was discussed previously. TG shared there were 408 valid applications, resulting in 180 enrollments. TG identified several factors contributing to the number of families who applied but did not matriculate:
      - Distance: In Newton, half of applications resulted in enrollments. In locations with greater distance enrollment from applicants were 5 of 11 from Hampton, 3 of 17 from Stratham, and 0 of 7 from Rye.
      - The Sanborn Effect: Town adjacent to Newton and Kingston converted about  $\frac{2}{3}$  of scholar applicants.
      - Wait and See: Families may not want to join in the first year. Waiting to see that the Academy is successful. Possible adverse effects of other charters. Parents wanting more details of the school.
      - Late Construction: Families not being able to tour the school during June and July prior to needing to make their enrollment decision.
- RC noted additional factors could be: Home District Sports and Middle School Bussing. CL stated the need to address middle school bussing.

- b. Marketing - TG recapped marketing efforts with C.Paul Marketing (FB and Instagram ads), road signs, facility tours in August and volunteer opportunities. TG is conducting ad hoc schoolhouse tours when requested by prospective scholar families. SCA will have a booth at Newton's Olde Home Day on Saturday, September 14 with schoolhouse tours conducted at 11a, 12n, 1p and 2p. TG discussed keeping 2024/25 admission open until October 15. At that time, he plans to shift focus to the lottery for the subsequent school year, opening applications on November 15th. RC advised only closing 2024/25 admissions if enrollment was at FY2025 budgeted numbers. MW discussed how rolling enrollment may cause staffing and discipline concerns. To recruit for subsequent years TG plans to focus on: offering enrollment to siblings of existing scholars, applicants who were not of age requirement previously, regional preschools, road signs, Family Engagement Events. RC expressed the need to prioritize marketing efforts to drive enrollment.
- c. Facilities - TG reported facility milestones: RTU installed, occupancy permit obtained, health inspection passed, playground fence installed, successful completion of Ed320, secured CSP reimbursements for toilets, fire system, nurse station, and fence, completed lead testing and remediation, fire drills scheduled, play structure ordered with ground preparation underway.
- d. Communication - TG shared that ALMA is now configured and operational for data management and communication with families. The website includes the parent portal to ALMA, events calendar and family handbook. A faculty page has been added to the website. Administration would like to start a weekly Principal newsletter.
- e. Principal's Report - MW shared that there are many happy children at the Academy. She shared a video of two 2nd grader scholars reciting their classroom rules, verbally and with sign language. Drop off and pick up have become much quicker. Each morning, classrooms begin their day with the Pledge of Allegiance, a reflection and reciting the Academy's honor code. The new Spanish teacher started this week. The substitute teacher roster is nearly full. MW is actively interviewing for the new Title I Tutor position. TM and AG have started a study skills program for the middle school scholars, focusing on note taking. Independent reading and a scholar stewardship program take place each day after lunch. TM is starting a student government/council. Middle school scholars have been invited to join the Chorus. There will be a concert in December for the elementary school scholars and the chorus. Mrs. Borne is offering a strings program after school for younger scholars and will offer private lessons to older scholars. Mr. Palmer started a Chess Club during the block after lunch. Curriculum night is on Thursday, September 19th with elementary grades starting at 6:00PM and middle school grades at 7:00PM. A National Anthem celebration is scheduled for Friday for all grades. The theme for September is "Soaring into September." On Friday September 23rd, the middle school scholars will have a paper airplane design and flying contest. MW would like to

have the scholars create a yearbook. This would require an advisor stipend and the purchase of two student-use cameras.

- f. Assessment Plan - Scholars will begin their academic assessments this week. Younger grades will use Singapore Math early assessments and Acadience. Middle school will use the Singapore Math “time test”. Literacy will use McCall-Crabbs for K-8 reading comprehension and LETRS for phonics and spelling. These assessments are done at the front of the year and then Literacy Essential and Well-Ordered Language later in the year. The Core Knowledge curriculum uses diagnostic tests and questions at the start of each unit. In March, scholars will participate in the NH Statewide Assessment.
6. Policies
    - a. IKL - Academic Honor Code, Reading 2 - WN moved to adopt policy IKL, Academic Honor Code with recommended changes. KR seconded. 8-0.
    - b. ADBA - Controlled Substances, Reading 2 - MG moved to adopt policy ADBA, Controlled Substances with recommended changes. RB seconded. 8-0
    - c. ADBB - Tobacco and Nicotine, Reading 2 - WN move to adopt ADBB, Tobacco and Nicotine with recommended changes. KR seconded. 8-0.
  7. Minutes
    - a. Public Meeting of 6 August 2024 - MG moved to approve the minutes of 6 August 2024 as written. SW seconded. 8-0.
    - b. Nonpublic Session of 6 August 2024 - MG moved to approve the minutes of 6 August 2024 nonpublic session as written. RB seconded. 8-0.
    - c. Public Meeting of 19 August 2024 - MG moved to approve the minutes of 19 August 2024 as written. RB seconded. 8-0.
  8. Business
    - a. Job Description/Executive Director - Board discussed ED job description. RC suggested he and TG work through the document, centralizing communication to the chairperson and re-present to the board at a later date.  
Parent Council - SW will collaborate with TG and MW to communicate with families about the upcoming formation of the Parent Council. It will be communicated to families via administration.
  9. Future Agenda - Marketing Plan, Busing and Job Description/ED
  10. Public Comment - None.
  11. Adjournment - SW moved to adjourn. RB seconded. 8-0. Meeting adjourned at 10:04PM.