



PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 8 October 2024, 6:00PM

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

Notice posted by 7 October 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, Tim Galitski - SCA Executive Director, Michelle Wirth - SCA Principal

Public attendees: Krystal Lee, William Lyons.

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 6:02PM.
2. Public Comment - None.
3. General Correspondence - SW moved to accept, with regret, the resignation of Rebecca Bates from the Seacoast Classical Academy Board of Trustees effective October 23rd. CL seconded. 8-0.
4. Minutes
 - a. Public Meeting of 10 September 2024 - RB moved to approve the minutes of 10 September 2024 with one minor amendment. KR seconded. 8-0.
 - b. Public Meeting of 17 September 2024 - KR moved to approve the minutes of 17 September 2024 with one minor amendment. RB seconded. 8-0.
5. Finance
 - a. Finance Report - RB reported bank balances as of October 6: Citizens Bank checking - \$47,020.57. Primary Bank checking - \$676,957.85, this includes CSP reimbursement and the first third of per pupil aid. Primary Savings Bank money market - \$84,457.42. Primary Savings Bank Line of Credit - \$294,000 was accessed, total interest payments were \$3,000, loan paid in full October 1. HEFA Loan - \$375.00 monthly interest payment, principal to be paid back by November 5, 2024. Once that is done, SCA will have the option to borrow a single amount up to \$200,000 after November 5 to be repaid by approx May 5, 2025. CB created a Cash Flow projection and stated that SCA has a strong cash position.
 - b. CSP Report - \$204,068 remains on the CSP grant. The implementation phase will end on September 30, 2025. New priorities for the remaining funds need to

be set. LA will share information regarding book purchases to further provision the library.

- c. Budget - TG reviewed new budget. RC discussed fundraising allocations. TG will change fundraising categories to more clearly reflect the source. TG shared that, starting in January, Blundell Accounting will no longer be servicing payroll. The BA monthly fee will be reduced to reflect this change. BA will advise SCA on a suitable alternative. In November, the Academy will have a fiscal monitoring visit. DOE25 is complete. TG shared the need for Office Manager/LD to make financial transactions within all of the Academy's bank accounts. MG moved to approve LD to make financial transitions at Citizens Bank and Primary Savings Bank. KR seconded. 7-0. (Note: RB had exited the meeting prior to this vote.)

6. Executive Director's Report

- a. Enrollment - TG stated that since September 17th, 4 scholars have enrolled and 3 have unenrolled. Enrollment as of today: K - 29 (2 sections), 1st - 22, 2nd - 15, 3rd - 38 (2 sections), 4th - 17, 5th - 20, 6th - 14, 7th - 10, 8th - 15. Total: 180 scholars.
- b. Marketing - New images have been added to the SCA website showing classrooms, scholars, and faculty. Regular posts have been made to FB. A new Academy trifold brochure has been printed. Scholar intake now includes an opt-in for carpooling interest. Family Engagement events are occurring semi-monthly. Shadow day visits are available. The Parent Council will have the first meeting next week, Tuesday, October 15th. TG is working on a Net Promoter Score survey capability.
- c. Human Resources - TG reported two resignations and he would like to expedite the hiring process for these positions. WN moved to approve administration to hire, for any open teacher positions, between now and the next board meeting. CL seconded. 7-0. TG shared an interest to produce a yearbook for the Academy. This effort would require a stipend of 100 hours, totaling \$2,500, for the coordinator/supervisor. RC moved to approve a \$2,500 stipend for the Yearbook Club coordinator. CL seconded. 7-0. KR inquired if there was a human resources "exit interview" process. MW will look into this.
- d. Principal's Report - MW shared last month was "Soaring into September," and there was a paper airplane contest for middle school scholars. This month is Hike-tober and all scholars are challenged to go for a hike with their family, bringing in a photo for the board. Middle school formed a Student Council. Violins and cellos had their first lessons today. MW summarized middle school reading assessments and announced the hiring of a Title I tutor. Assessment data will be shared with families at parent/teacher conferences..

7. Business

- a. Conflict of Interest Statements - Board members were reminded of the COI statements and signed the annual acknowledgment.
- b. Calendar - TG asked that the Board approved a calendar change necessitated by a change to the SRSD calendar. KR moved to approve the calendar change

of a teacher in-service day on October 10th and a regular school day on April 14th. CL seconded. 7-0.

c. Facilities

- i. Construction closeout - TG shared he will reconcile the construction close out with BB and GB of Trident. He will inquire about the kindergarten bathroom stalls.
- ii. PA system - TG shared the phone system is inadequate as a PA system. WN moved to allocate up to \$15,000 for the purchase and installation of a wifi-based PA system. MG seconded. 7-0.
- iii. Doorway sound insulation - TG shared he is researching sound insulation for the classroom door between MS English and the Multipurpose room.
- iv. Play Structure - TG shared the play structure for the playground is enroute to the Academy.

8. Policies

- a. Policy IKL Academic Honor Code, Review - TG revisited policy IKL, Academic Honor Code and wishes to strike the first two sentences in bullet point five. WN moved to amend IKL Academic Honor code in striking the first two sentences of bullet point five. KR seconded. 7-0.
- b. Policy on Early Release, Reading 1 - RC shared JHCA, Home District Co-Curricular Activities Participation. SW moved to adopt JHCA, Home District Co-Curricular Activities Participation with the policy to be in effect on November 1, 2024 and without a 2nd reading due to timing. CL seconded. 7-0.

9. Future Agenda - RC shared the next Board meeting is Tuesday, November 12th at 6:00pm. This is five weeks out. If necessary, the Board could meet again in 2-3 weeks.

10. Public Comment - Krystal Lebrun inquired about middle school busing. RC stated that there have been conversations with Sanborn Regional School District and School Board regarding busing for SCA middle school scholars residing in Newton and Kingston. The decision rests solely with the Sanborn Regional School District. SCA will cooperate with SRSD but has no decision-making authority on this topic. KL also inquired as to providing an opt-in scholar/family contact list within a classroom. MW will look into this.

11. Nonpublic Session

- a. WN moved to enter into Nonpublic Session pursuant to RSA 91-A:3,II(a). MG seconded. Roll call vote for SCA Board of Trustees to go into NPS: WN/Yes, KR/Yes, SW/Yes, RC/Yes, MG/Yes, LA/Yes, CL/Yes. 7-0.
- b. The Board entered the Nonpublic Session at 8:35PM.
- c. RC moved to come out of NPS. KR seconded. Roll call vote to SCA Board of Trustees to come out of NPS: WN/Yes, KR/Yes, SW/Yes, RC/Yes, MG/Yes, LA/Yes, CL/Yes. 7-0.

12. Adjournment - MG moved to adjourn. KR seconded. 7-0. Meeting adjourned at 8:50PM.