

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Meeting Date: May 16, 2017

Time: 6:45 PM

Location: 7 Henry Clay Drive, Merrimack, NH

6:51 PM: Meeting Called to Order

Voting Board Members in Attendance:

Bill Spinelli (Chairman)

Jenny Hitzeman (Parent Representative)

Kim Rivers (Director)

Rebecca Fredrickson (Director)

Jack Balcom (Director)

Tom Tyler (Secretary)

Non-Voting Board Members in Attendance:

Christine Whitaker (Acting School Director)

Absent Board Members:

Eric Drouart (Director)

Peter Bonaccorsi (Vice Chairman)

John Keicher (Treasurer)

Jay Lustig (Director)

Attending Gate City Staff:

Esther R. Kosofsky

September Frost

Attending Public:

Danielle Charest

Eric Charest

Danielle Preston

Krisin C.

Quorum: 6 of 10 voting members were in attendance at the start of the meeting.

Public Comments

There were no public comments.

Approval of Minutes

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

MOTION (Rivers/Hitzeman): Motion to approve minutes of the April 18, 2017 meeting as written. Motion passed unanimously 6/0/0.

MOTION (Balcom/Hitzeman): Motion to approve minutes of the April 18, 2017 Motion passed unanimously 6/0/0.

MOTION (Hitzeman/Fredrickson): Motion to approve minutes of the April 26, 2017 Motion passed 5/0/1.

MOTION (Balcom/Fredrickson): Motion to approve minutes of the April 26, 2017 Motion passed 5/0/1.

6:58 PM

Financial Committee Report

Bill Spinelli present the Finance Committee report.

Highlights:

- We had 5 income scenarios presented, based on attendance of 180, 175, 170, 165, and 136 students. Kindergarten was carried at 20 students in all scenarios.
- Preliminary discussions were held on budget shortfall ranges.
- The primary focus was the same as last year, budgeting for an attendance of 165.

Finance Committee Report

Meeting Notes Finance Committee – GCCSA

Meeting Date : May 5, 2017 – 9:00 am at GCCSA.

Attendees: Bill Spinelli, Jay Lustig, Christina Whittaker. **Absent:** John Keicher

Old Business : Focused entirely on re-review of the 2017/2017 Budget Preparation

1. Christina Whittaker reviewed the 2017/2018 Budget Narrative. Highlighting the three major goals for GCCSA : (1). Adopt “Responsive Classroom Model”, (2) Strengthen the Integration portion of arts programming and (3) Expand and improve support services for students with learning and social-emotional challenges.

Document Name: GCCSA-BoT-Minutes-2017-05-16

Document Version: 3 (18 June, 2017)

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

2. Compilation of Intent to Return Responses as of 05/05/2017 were reviewed and discussed. Discussion of future Open Houses, GCCSAA image marketing and enhanced standardization of Interviewing Practices by Christina Whittaker.
3. Income Pupil Aid Projections for 2017/2018. Kindergarten: \$4,917.79 per student. Grades 1-8 : \$6,735.82 per student.
4. Income Scenarios : #A- 180 students, #B- 175 students, #C- 170 students, #D – 165 students and #E – 136 students. (Kindergarten carried at 20 students in all scenarios).
5. Differentiated Aid, Title I and Title II income streams and expenses were conceptually discussed.
6. Preliminary review of proposed Curriculum Budget for 2017/2018.
7. Property Expenses reviewed
8. Equipment Expenses reviewed.
9. Administrative expenses reviewed
10. Instructional Program expenses reviewed.
11. Wage Expenses – Based on Staffing Model Option #B - presented and reviewed. Block Scheduling (artslabs blocks) explanation.
12. Preliminary discussion on Budget shortfall ranges and alternative income generation avenues.

Next Regularly Scheduled Meeting:

June 16th @ 9:00 a.m. (Friday) at GCCSA.

MOTION (Fredrickson/Rivers): Motion to approve the financials as presented.
Motion passed (5/0/1).

7:10 PM

Old Business

Wait List Policy

Kim Rivers indicated the committee suggested cancelling furt

7:17 PM

PTAC Committee

Jenny Hitzeman presented an update from the PTAC committee. Highlights.

Document Name: GCCSA-BoT-Minutes-2017-05-16

Document Version: 3 (18 June, 2017)

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Report:

https://docs.google.com/document/d/1qR2U4Wp4wrfnuoFJhPLw_HAMzvVWXb72fbtywfuZz4/edit?usp=sharing

Curriculum Committee

Kim Rivers presented an update on the Curriculum Committee. Highlights:

- Budget review was discussed.

Report:

<https://docs.google.com/document/d/1ThGUjYGtjLoCAjdfc6H3Le456NoohYepGftiTRxZZQ/edit?usp=sharing>

HR and Policy Committee

Highlights:

- First reading of the proposed new Building Access Policy
- Exit Interviews have moved to the next level.

7:25 PM

PR and Marketing Committee

Rebecca Fredrickson presented an update from the PR committee. Highlights:

- Working to promote Information Session event on May 25th at 6:30 PM
- Working to promote Information Session event on June 8th at 6:30 PM
- Working to promote the Summer Enrichment Program.

Grants Coordination Committee

Jack Balcom presented an update from the Grants Coordination Committee.

Highlights:

- We are working on a large list of grant applications.

Endowments Committee

No Report.

7:42 PM

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Director's Report

Christina Whitaker presented a verbal Director's Report.

Highlights:

- Day 10 on the job! It's a busy time of year.
- Standardized testing is going on.
- Working to update the web site.
- Going through a lot of IEP meetings.

No written report available.

7:45 PM

New Business

Update on School Leadership and Structure Planning

Bill Spinelli gave an update.

Jobs have been posted.

There is an Interview Committee comprised of 2 teachers, 4 board members, and one staff member. Deadline is May 31 for receiving candidates, 4 received thus far, one just before the meeting.

Jobs should be posted on the New Hampshire Center for Non-Profits (<http://www.nhnonprofits.org/>). Rebecca will spearhead that effort.

Board of Trustees Nominations

Bill Spinelli gave an update.

Bill nominated Jenny Hitzeman for a 3-year board term ending in 2020.

Bill nominated Danielle Charest for the 1-year Parent Rep position.

Kim Rivers indicated will not continue past the current term.

John Keicher has resigned effective June 30, 2017.

Jay Lustig indicated he will not continue past the current term.

Tom Tyler indicated he will not continue past the current term.

Kim Rivers nominated Jenny Hitzeman for Secretary.

Jenny Hitzeman nominated Rebecca Fredrickson for Vice-Chair.

Bill Spinelli nominated Jack Balcom for Vice-Chair.

Gate City Charter School for the Arts

Board of Trustees Minutes of Monthly Meeting

Bill Spinelli indicated he would be open to an interim chair position until it can be properly filled, and also would be open to serving as treasurer for one year.

8:16 PM

2017-18 Budget Presentation

134 of our existing student based intends to return.

20 undecided.

24 spaces are open.

2 siblings have reserved spots.

Implications of low enrollment were discussed.

8:41 PM

New Item - Tics

Jack Balcom noted an issue with tics. Christina noted various attempts to combat, including tic removal procedures and obtaining three quotes from exterminators.

MOTION: (Hitzeman/Tyler): Motion to adjourn. Motion passed unanimously.

Meeting adjourned at 8:42 PM.

Next regular meeting in June 20, 2017.