

**Gate City Charter School for the Arts  
Board of Trustees**



**Minutes**

**Date:** June 17, 2014

**Time:** 8:12 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

**Attendance:**

Karin Cevasco

Rebecca Frederickson

Kurt Stuke

John Keicher

Lisa Klein

Mark Walsch

Dan Sinnott

Bob Amrein

Bill Spinelli

Jim O'Shaughnessy

Jill Caine

Absent:

Lisa Ura Bollinger

**Quorum:**

Nine of ten members present (five required)

**6:45 PM - Executive Session**

**I. Public Meeting Call to Order – 8:12 pm**

**II. Reading and Approval of Minutes – 8:12 pm**

The minutes from the previous meeting were read; a motion to accept the minutes was passed and filed.

**III. Public Comment – 8:13 pm**

One public attendee was present but no comments were offered.

**IV. Reports & Open Board Discussion**

**A. 8:50 Treasurer's Report –John Keicher**

Budget remains in the black. John is working with Chase to establish credit cards for key school personnel. A motion to accept the treasurer's "report" was passed and filed.

**B. 9:12 Update from Property Committee – Bob Amrein, Karin Cevasco**

We have entered a lease for the property at 7 Henry Clay in Merrimack. We are working with an architectural firm and the landlord is considering

multiple contractors in order to bring the facility to code as quickly as possible.

**C. 9:20 Update on Enrollment – Karin Cevalasco**

Due to the move to Merrimack, 21 students (of 140) declined enrollment. As of this meeting, 14 of those enrollments have been backfilled from the Wait List. Wait List registration, after the move announcement, has increased.

**D. 9:25 Update from Curriculum Committee – Lisa Klein**

Purchase orders are ready for Schoolwide Inc and will be submitted for a Request For Quote (RFQ). A purchase order for the Foss group was submitted.

**E. 9:47 Update on Teacher Recruitment - Lisa Klein**

All of the teaching positions have been filled. The business manager/administrator position has also been filled. Three classroom aides, substitute teachers, and a custodian opening still remain.

**F. 9:54 Update from *Friends of GCCSFA* – Rebecca Fredrickson**

Update on Ice Cream Social, Facility Readiness Committee, Gala Fundraiser, and 5K Fall Fundraiser

**V. Old Business**

**A. 8:16 – Vote to accept Employee Handbook**

The Handbook was reviewed and it was determined that further editing is required before a vote to accept. A recommendation for continuous review by the School Director was forwarded, e.g. once per year. John offered to edit and revise the existing draft and present at the next board meeting for a vote.

**VI. New Business**

**A. 10:10 – Fiscal Sponsorship for Fundraising and Establishing a Fundraising line Item in the Budget – Rebecca Fredrickson**

Discussion about using a fiscal sponsor as the school waits for its own tax exempt status from the IRS. A motion to seek a fiscal partnership with City Arts Nashua (CAN) was passed and filed.

Discussion to establishing a fundraising line item in the budget to have “seed money” to plan events for fundraising purposes.

**VII. 10:25 Suggestions for Next Meeting Agenda**

**A. Viability of a In-House Afterschool Tutoring Program**

**B. Fiscal Sponsorship Status through City Arts**

**VIII. Adjournment – 10:30**