



# Minutes

Board of Trustees Meeting  
Gate City Charter School  
for the Arts

**Date:** Tuesday, October 15th, 2013

**Time:** 6:45 PM

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

**Present:** Karin Cevasco, Chairperson  
Rebecca Fredrickson, Vice Chairperson  
John Keicher, Treasurer  
Kurt Stuke, Secretary  
Mark Walsh, Performance Improvement Evaluator  
Robert Amrein  
Lisa Klein  
Dan Sinnott (virtual participant)

**Absent:** Lisa Ura Bollinger

**I Call to order:** at 6:45 PM by Karin Cevasco.

**II Quorum:** eight of nine members present (five required)

## **III Reading and Approval of Minutes**

- A. Kurt Stuke read the minutes from the previous meeting. Kurt Stuke read the minutes from the previous meeting. A motion to accept the minutes was forwarded by Lisa Klein and seconded by Robert Amrein. The motion was accepted by unanimous consent and filed.

## **IV Treasurer's Report & Open Board Discussion**

### **A. Treasurer's Report**

- (1) A checking account has been established and the school is in the "black."
- (2) The treasurer has been reviewing the budget function codes used within the grant system and has been reconciling codes with budget needs. Using budget codes that are attributed properly will assist us in tracking expenditures and in forecasting.
- (3) We have received our first legal bill from the Flegal Law Office. We will need to request \$1276 from the State (from our grant money) in order to pay Flegal for the assistance rendered in drafting our By-Laws.

### **B. Regulatory Tasks**

- (1) The New Hampshire Department of Employment and Securities Employer Status Report is signed and will be mailed to DES this week.
- (2) The 501c3 petition is signed and will be mailed this week.
- (3) The petition to the New Hampshire Charitable Trust Office is signed and will be mailed this week.

### **C. Work Plan**

- (1) The milestone for identifying a location was redefined as having a letter of intention in place by

December (versus having a finalized lease in place by December)

- (2) While it was originally thought that filling the Director position would take place prior to the filling of the Business Manager position, the Business Manager position will take precedent as that person will assist in creating and maintaining the payroll. Both positions should be filled no later than January 2014.
- (3) A working set of policies will be necessary as soon as employees are hired. A distinction between Board policies and School policies was made. It was suggested that the Board policies be in place by December and the School policies be created by January. If necessary, a set of best practices could also be drafted.
  - (a) The strategy of using an existing school's set of policies (with permission) was forwarded. Gig Walsh volunteered to review and create a set of Board policies.
- (4) The Marketing Committee will need to hold an interim meeting in order to establish structure for the upcoming information sessions in January; the enrollment packets are complete and ready for dissemination
- (5) The Finance Committee will begin to explore grants and fund raising opportunities. Dan Sinnott spoke of the importance of the school's website both in terms of recruiting and as a tool in branding. He offered to approach other charter school marketing teams in order to benchmark best practices.

## **V Old Business**

### **A. Insurance Coverage**

Darlene Simmons of Health Trust addressed the Board regarding risk mitigation and insurance coverage. She forwarded Health Trust's "Educator's Agreement," i.e. a pooled approach to coverage. The coverage limit offered is 5 million. In a "pooled" model, the school would purchase one binder in which all of the different coverages are included, e.g. wrongful acts, property, liability, medical payments, etc.

- (1) Coverage is per incident/wrongful act
- (2) The annual cost is \$1600 with a prorated schedule of \$1067 (1Nov2013 – 30June2014)
- (3) Cost also includes an employment law hotline (30 minutes of free consultation)
- (4) Cost also includes various online training resources, e.g. Crisis Prevention Interaction, Defensive Driving Program, Bullying Training, etc.
- (5) The need to amend the Fourth Article of our Articles of Agreement to state that disposition of corporate assets in the event of dissolution will be distributed or transferred to other organizations whose operate for public purposes only was introduced. The amendment is required in order to qualify for the so-called "Educator's Agreement" policy. A motion to amend the Articles of Agreement was forwarded by Robert Amrein and seconded by Lisa Klein. The motion was accepted with John Keicher abstaining and filed.

### **B. Review of Revised By-Laws**

A motion to accept the by-laws with the revised dissolution clause was forwarded by Dan Sinnott and seconded by Robert Amrein. The motion was accepted by unanimous consent and filed.

### **C. Office Computer & Accounting Software**

The Chairperson observed that it would be necessary to purchase a laptop and accounting software prior to the next meeting. A motion to purchase a laptop (with a purchase price not to exceed \$630) and the accounting software prior to the next meeting was forwarded by Rebecca Frederickson and seconded by Robert Amrein. The motion was accepted by unanimous consent and filed.

## **VI Presentations**

### **A. Business Manager Job Description**

The Human Resources Committee (Robert Amrein, Kurt Stuke) presented a job description for the Business Manager position.

- (1) It was observed that the following verbiage should be added as a “bullet” within the Responsibilities section: “Collaborate with the Board and the Director in fund raising efforts.”
- (2) It was observed that the following verbiage should be added as a “bullet” within the Optional (but Desirable) Skills section: “Experience in maintaining and updating websites.”
- (3) It was observed that the position will be listed as part time (10 – 20 hours per week) and that recruitment with the revised description should begin immediately.
- (4) It was observed that the position should be posted to the school's website and that an email of [careers@gatecitycharterschool.org](mailto:careers@gatecitycharterschool.org) be created for vetting purposes.
- (5) A motion to begin the posting and recruitment process was forwarded by Lisa Klein and seconded by Dan Sinnott. The motion was accepted by unanimous consent and filed.

**B. Board Training**

The Chairperson reviewed a proposal from the High Bar charter organization in which High Bar offered to host Board Governance training. A motion to postpone the training and to ask for an agenda was forwarded by Robert Amrein and seconded by Lisa Klein. The motion was accepted by unanimous consent and filed.

**C. New Hampshire Public Charter School Association**

The association is a forum in which all of the leaders from New Hampshire's charter schools meet. The meetings are held in Concord on the second Tuesday of each month. A motion to join the association was forwarded by Robert Amrein and seconded by Lisa Klein. The motion was accepted by unanimous consent and filed.

**D. Annual Report**

The Chairperson noted that our first Annual Report is not required until June of 2015 but asked if we could ask the Evaluation Committee to establish a set of criteria for reviewing the Board of Trustees function. A motion was forwarded by Robert Amrein and seconded by Lisa Klein. The motion was accepted by unanimous consent and filed.

**VII New Business**

**A. Director Job Description**

A motion for the Human Resources Committee to create the Director Job description was forwarded by Rebecca Frederickson and seconded by Lisa Klein. The motion was accepted by unanimous consent and filed.

**VIII Non-Public Business**

**A. Property Committee Report**

**IX Suggestions for the Next Meeting Agenda**

**A. Elevator Speech content – marketing committee**

**B. Address Old Business**

**C. Filling vacancy on finance committee**

**X Adjournment**

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 9:58 PM

Respectfully submitted by,

*Kurt Stuke*

Kurt Stuke, Secretary