

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



**Minutes**

**Date:** May 20, 2014

**Time:** 7:00 pm

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

**Attendance:**

Karin Cevasco

Rebecca Frederickson

John Keicher

Kurt Stuke

Lisa Klein

Bob Amrein

Dan Sinnott

Lisa Ura Bollinger

Bill Spinelli

Jill Caine

**Absent:**

Mark Walsch

**Quorum:**

Nine of ten members present (five required)

**I. Call to Order – 6:45 pm**

**II. Reading and Approval of Minutes – 6:45 pm**

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

**III. Public Comment – 6:50 pm**

One public attendee was present but no comments were offered.

**IV. Reports & Open Board Discussion**

**A. 7:00 Treasurer's Report –John Keicher**

No physical report was distributed to board members as only three transactions had occurred since the last meeting; budget remains in the black. A purchase order form was created for future expenditures. It was reiterated that due to the lag time between grant funding and cash flow, extended net terms should be sought. A motion to accept the treasurer's "report" was passed and filed.

**B. 7:05 Update from Property Committee – A motion was made to move this discussion to a non-public session to be held the end of the meeting. The motion was seconded, passed, and filed.**

**C. 7:07 Update on Enrollment -- Karin Cevasco**

We now have approximately 95% return of enrollment packets. Classes remain full and the wait list is intact.

**D. 7:11 Update from Curriculum Committee – Lisa Klein**

Lisa distributed a proposed curriculum budget totaling approximately \$53,000. The budget included pricing for:

- a. 23 iPads (5 per 1 – 6 class)
- b. 7 projectors & cameras
- c. online subscriptions TBD by faculty, e.g. A-Z readers, newsELA, etc.
- d. news, e.g. Scholastic News, Scope, Time for Kids, Upfront, etc.
- e. the Wheatley program for social studies, phonics, and language arts (including professional development for staff)
- f. the Eureka math program
- g. the FOSS science program
- h. professional development materials (for use by the director and curriculum developer)

The anticipated date of ordering is 4 June 2014.

**E. 8:00 Update on Teacher Recruitment - Lisa Klein**

The teacher recruitment process has gone extremely well. The only vacant position is the kindergarten position. All other positions have had job offers and the positions have been accepted.

The business manager and administrative assistant also remain open. Bill Anderson is working towards filling these positions.

The instructional aide positions and the after-care program positions also remain open. Lisa Ura Bollinger volunteered to vet and recruit for these positions.

**F. 8:20 Update from *Friends of Gate City Charter School for the Arts* – Rebecca Fredrickson**

We have booked the Gala event. The event will be held on September 19<sup>th</sup> at the Nashua Country Club.

A full listing of Friends' events and activities is available on the Friend's section on the website.

**V. Old Business**

**A. 8:30 – Vista Program – Director of Development – Rebecca Fredrickson**

Rebecca is working with a "clearing" organization that places volunteers for the Vista program. She needs to complete an application by August and will then work with the organization to find a suitable candidate. If all goes well, the approximate start date would be in November. The position would last for one calendar year.

**VI. New Business**

**A. 8:30 – Approval of School Calendar – Karin Cevalasco**

The calendar is based on a September 2<sup>nd</sup> start date (the day after Labor Day). The professional development is scheduled for the last week of August.

The question was raised if we could amend the schedule to include personal development on every Wednesday; in order to incorporate the increased frequency of personal development we would need to reclassify each Wednesday as an early release day.

A motion to accommodate an early release every Wednesday for the purpose of professional development and to accept the school calendar as proposed was made and seconded. Six members voted in favor of the motion while three voted against the motion. The motion was passed and filed.

**B. 8:35 – Establishment of Employee Handbook – Karin Cevalasco**  
Editing of handbook required. Vote to accept employee handbook will occur at the June 17, 2014 meeting.

**C. 8:45 - Update from Property Committee – Karin Cevalasco**  
A motion was made and seconded to enter a non-public meeting. The motion was passed and filed.

**VII. Suggestions for Next Meeting Agenda**

- A.** Follow-up discussion on Curriculum programs and related technology needs
- B.** Discussion concerning technology infrastructure and related needs
- C.** Employee Handbook review

**VIII. Adjournment – 10:45 pm**