August 8, 2019

Gate City Charter School for the Arts

2018/2019 Accountability Report

The mission of the Gate City Charter School for the Arts is to use an Arts-Integrated curriculum to educate all interested students in grades K-8, to produce graduates who excel in both academics and the arts and have the knowledge, creativity and inquisitive nature that foster a life-long love of learning.

School Opened: August of 2014

Serving: Kindergarten- 8th Grade

Involved in Creating Report:

Astrid Alvarado, Interim Director of Operations

Betty Mulrey, Director of Curriculum & Instruction

Suzanne Wheeler, Director of Student Services

Michaelene Koskela, Assistant to the Directors

1. Is the school making progress toward achieving the goals of its Mission Statement? (Ed. 318.16(1);RSA 194-B:10:II

   a. Academic Goals:

Analysis of curriculum in all content areas is a perpetual priority. We have school-wide adopted the Fountas and Pinnell Guided Reading System at the K-4 level as a benchmarking system to accommodate students' individual reading levels. This tool has been found to be more successful with providing high-quality instruction that allows students to critically think, be creative, communicate ideas, and collaborate with peers. Results for 2018/ 2019 school year NH Statewide Assessment System, NHSAS, for English Language Arts were as follows:

GCCSA ELA Assessment Analysis 2018-2019			
% Proficient by Grade (iReady & SAS) compared to NH state			
Bold denotes GCCSA scored % ABOVE State %			
Grade	**GCCSA i-Ready ELA %**	**GCCSA NHSAS ELA %**	**NH State ELA %**
3	**83%**	50%	52%
4	50%	21%	55%
5	**58%**	**63%**	57%

6	**63%**	50%	56%
7	**78%**	**72%**	57%
8	**80%**	**87%**	53%

Classroom teachers have shared concerns about the Eureka math program that was implemented from the start, four years ago. Teacher feedback noted that the program is language intensive, and does not supply the necessary visual tools that many students at Gate City Charter School for the Arts need. The NHSAS scores were analyzed and the overall math results indicated a much needed improvement. Therefore, teachers have piloted the enVision math program and will be fully implemented within the 2019/2020 school year. Teachers were pleased with the engagement from the students and saw a lessening of resistance when approaching a complex math problem. Results for 2018/2019 school year NH Statewide Assessment System, NHSAS, for Mathematics were as follows:

GCCSA Math Assessment Analysis 2018-2019			
% Proficient by Grade (iReady & SAS) compared to NH state			
Bold denotes GCCSA scored % ABOVE State %			
Grade	**GCCSA i-Ready Math %**	**GCCSA NHSAS Math %**	**NH State Math %**
3	**72%**	22%	57%
4	47%	21%	52%
5	**79%**	16%	43%
6	**53%**	35%	47%
7	**50%**	**50%**	47%
8	**60%**	**67%**	45%

As the state of New Hampshire gets closer to adopting Next Generation Science Standards, teachers have taken a critical look at the Foss Science kits and the formative and summative science assessments used to make ongoing improvements in instructional practice and effective resources.

The school utilizes Next Generation Science Standards (NGSS) since 2017 to give our students a consistent science education in the four domains: physical science; life science; earth and space science; and engineering, technology and science application. We value the three-dimensional learning strategy of NGSS which includes high leverage content, science practice skills engaging inquiry and problem-solving, and cross-cutting concepts which align science with other contents areas such as reading, writing, mathematics, and the arts.

The school received grant funding to support ongoing professional development opportunities for our teachers in the area of science, and we are currently increasing our science curriculum and materials with $5,000 in grant money.

Our students in grades 5 and 8 take the NH Statewide Assessment System (NH SAS) for science. Results for NH SAS Science were as follows:

GCCSA Science Assessment Analysis 2018-2019		
% Proficient by Grade (iReady & SAS) compared to NH state		
Bold denotes GCCSA scored % ABOVE State %		
Grade	**GCCSA NHSAS Science**	**NH State Science**
5	**58%**	38%
8	**75%**	39%

A school-wide, K-8 assessment program was purchased and used to collect data and help inform instruction in literacy and math. i-Ready was fully adopted and implemented for all students Kindergarten to eighth grade. The i-Ready assessment was administered three times throughout the course of the school year and helps build school-wide data for measurable goals and initiatives.

b. Programmatic Goals:

Consistently evaluate and improve upon the school's arts integrated instruction.

Over the past two years there has been an increased emphasis on arts integration as a method of instruction. Several of our faculty members have participated in professional development training which will enhance the way they use arts integration in class and will benefit other teachers in the building as they share their knowledge. Additionally, students have benefitted from extra time with the art and

music teachers for focused "Arts Integration Blocks." Classroom teachers and specialists have been collaborating more closely to align their curricula and create more meaningful connections and learning experiences.

Each grade has a traditional art and music class, which address mastery of art forms such as sculpture, drawing, painting, printmaking; the use of elements of art and principles of design; and implements the National Core Art Standards of creation, connecting, presenting, and responding. We have also implemented a Creative Movement class that correlates to the physical education standards.

Improve means to address the social and emotional needs of our diverse student body through professional development and programs.

This year the school has placed emphasis on the social/emotional climate of the building. We have applied for and received funding for a student wellness program which includes a mental health professional who is providing in-class support in the form of lessons that support as well as promote kindness and respect. In addition, GCCSA has hired a behaviorist who is trained to de-escalate and process with any student in distress. Our teachers have been trained and implemented the Responsive Classroom Program which is a student-centered, social and emotional learning approach to teaching and discipline. The school has enhanced their administration model to include a Director of Student Supports who works directly with the Mental Health Counselor, educational aides, behavior paraprofessionals, and classroom teachers to ensure the social/ emotional needs of our students are being met. The Director of Students Supports has implemented a Bullying Task force which is comprised of students, teachers, and parents who are in the process of developing a program to be implemented school-wide to promote bullying awareness and prevention.

c. Organizational Goals:

Over the past 12 months, many advances have been made in regards to building our school community. We are striving to be a school that welcomes volunteer involvement, values new ideas, and supports the needs of our school and the greater community. We have many parents who are in the building on a weekly basis. Our volunteers help run our library program, serve lunch, read to students, and help with photocopying and pack weekend folders to go home. In addition to these ongoing opportunities, we also have several larger events which require support from volunteers including field day, school dances, and a fall festival. Other school-wide

community events that parents are encouraged to attend: a school-wide play, a talent show and barbecue, an Open Mic night, Poetry Night, Celebrations of Learning, STEAM Fair, and Art Exhibits and concerts.

Our "Remind" text notifications are used as a way of communicating events, lunch sign-ups, and any important information that needs to be disseminated quickly. This communication tool is used on a regular basis.

The school participates in many local events and tries to give back to the community on a regular basis. The school has engaged in several community service events including:

- Younger students created "Friendship Cards" to give to the elderly to brighten their days.
- Third graders packed care bags for foster kids.
- Students in grades seven and eight made dinner for sculptors for the International Sculpture Symposium in Nashua.
- Students decorated ornaments to adorn our donated tree for the "Festival of Trees" which raises money for the Hunt Memorial Building in Nashua.
- Participated in ArtWalk as an organization
- Hosted a sock drive for foster children and a toy drive for Boston Children's hospital

d. Advances to the school's innovative approach to education and learning:

Our school uses an arts-integrated curriculum with the mission of producing students who excel in both academics and the arts, and who have the knowledge, creativity, and inquisitive nature which foster a life-long love of learning. We have teachers participating in the NH state initiative to revise the state's arts standards. These teachers are on the arts standards writing team, working on supplemental resources addressing quality arts integration. We have increased our community connection with our students' work, including art and poetry presentations at a local cafe, and art stations on a community 5K walk. Students created and tended school gardens filled with vegetables and flowers. We have increased student knowledge of technology to better their ability to design powerpoint's and videos showcasing their artistic interpretation of academic core content. We have increased the amount of student presentations, including evening presentations and sharing of student learning to and with families and community. We participated with a local town chorus for a joint community concert. All of our staff attended professional development and work

sessions in connecting arts to education provided by Plymouth State University at their 24th annual Integrated Arts Conference.

2. Is the charter school responsibly using public funds?

   a. Has the school submitted quarterly financial reports that comply with accepted standards of public school accounting?

      The school compiles monthly, quarterly, and annual reports in compliance with standards of public school accounting.

   b. Has the school submitted an external annual financial audit with no material defects?

      The school is in the process of the 2017/ 2018 audit process. This was delayed due to staff turnover in our finance office due to a medical situation. We are working diligently to get the current audit completed. The current audit is set to be completed by November 15th, 2019.

   c. Do the school's purchasing and billing practices meet acceptable standards for public school accounting?

      The school makes every effort to be in compliance with all acceptable standards for purchasing and billing practices.

   d. Do the school's quarterly financial reports demonstrate reasonable and prudent planning?

      The school's quarterly reports are detailed and accurate. Prudent planning is reflected as the school's Finance committee has always been cautious with spending and has not had a deficit since opening.

   e. Does the school's Board of Trustees minutes indicate clear communication of accurate information about the school's financial condition?

      The Finance Committee presents a written report at every board meeting. Topics included in the Finance Committee updates include invoicing timelines, financial policy and procedure discussions, and monthly discussion of items of financial significance. During the board meeting, members are presented with a report which

the treasurer walks through with the board. Board members have the opportunity to ask questions, provide feedback, and vote on any changes.

f. Please provide a balance sheet setting forth the school's assets, liabilities, and fund balances or equities.

Gate City Charter School for the Arts

BALANCE SHEET

As of June 30, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1001 Nashua Bank Checking #1280	185,529.76
1102 Nashua Bank Checking #9860	918.40
Total Bank Accounts	**$186,448.16**
Accounts Receivable	
1601 Accounts Receivable (A/R)	111,591.23
Total Accounts Receivable	**$111,591.23**
Other Current Assets	
1100 Current Assets	
1103 Petty Cash	46.77
Total 1100 Current Assets	**46.77**
1150 Prepaid Insurance	7,909.91
1155 Prepaid Rent	0.00
Total Other Current Assets	**$7,956.68**
Total Current Assets	**$305,996.07**
Fixed Assets	
1200 Fixed Assets	
1201 Classroom - Furniture	23,909.40
1202 Classroom - Equipment	48,620.03
1203 Classroom - Books	1,346.34
1204 Building Improvements	54,500.24
1206 Office - Furniture	-3.45
1207 Office - Equipment	15,429.28
1250 Accumumlated Depreciation	-34,460.42
Total 1200 Fixed Assets	**109,341.42**
Total Fixed Assets	**$109,341.42**
Other Assets	
1500 Security Deposit	20,000.00
Total Other Assets	**$20,000.00**
TOTAL ASSETS	**$435,337.49**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	289.00
Total Accounts Payable	**$289.00**
Credit Cards	
23100 Chase Credit Card	0.00
23200 Staples	0.00
Total Credit Cards	**$0.00**

Accrual Basis Monday, December 17, 2018 10:16 AM GMT-8 1/2

	TOTAL
Other Current Liabilities	
24000 Payroll Liabilities	-3,693.89
24100 Accrued Salaries and Wages	59,786.74
241500 Accrued payroll taxes	0.00
24500 AFLAC withheld	0.00
Garnishment Ee USDOE	-469.86
Total Other Current Liabilities	**$55,622.99**
Total Current Liabilities	**$55,911.99**
Long-Term Liabilities	
24200 Notes Payable	7,160.00
Total Long-Term Liabilities	**$7,160.00**
Total Liabilities	**$63,071.99**
Equity	
32000 Retained Earnings	265,370.63
Net Income	106,894.87
Total Equity	**$372,265.50**
TOTAL LIABILITIES AND EQUITY	**$435,337.49**

g. Does the charter school have a representative attend and be prepared to report at and answer questions during relevant portions of the annual school district budget process?

Gate City Charter School can have a representative able to attend that would be prepared to report at and answer questions during portions of the annual school district budget.

h. Please describe the transportation services currently available.

Transportation is currently available through the local school district for students who reside in Merrimack. Additional services are provided to students whose parents choose to enroll them in after-school care such as the Boys & Girls Club, Salvation Army, Minds in Motion, and Merrimack YMCA.

3. Is the charter school promoting student attainment of expected knowledge and skills?

a. Are students meeting proficiency standards as measured by state assessments?

GCCSA has shown to be meeting proficiency standards higher than the NH State percentages for grades 5, 7, and 8 for ELA as well as grades 7 and 8 for Math. As a whole school, students have shown most proficiency during i-Ready testing rather than standardized testing. GCCSA is in the process of creating an action plan to address this concern as some grades showed up to 30% difference in discrepancy. As a school, increasing the school's reading proficiency has been a central focal point; however, given the new most recent data it shows that the school's weakest subject matter is Math. The shift in focus will be shifted to match the correlating data. Several teachers have already attended math workshops and conferences to help increase confidence within teachers who teach math. Teachers will be providing additional training to those who were not able to attend which will in return increase math NHSAS scores. In addition, GCCSA has also changed curriculum from a language based math curricula to EnVision math curricula which utilizes more visuals and manipulatives for math instruction. Science NHSAS scores show that GCCSA is 20-36% ahead of the NH averages.

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b. Are students making progress toward meeting state proficiency standards?

Given the average of student test scores based on state proficiency standards, Gate City has shown that students have been making progress in some areas of state proficiency. For example, in ELA, students made a 3% increase from 2017 to 2018 test scores. While this is not a significant increase it does show further progress towards meeting state standards. Math scores require further data collection and analysis to create further action steps to increase test scores as these scores are vastly varied from year to year.

ELA	2016	2017	2018
GCCSA	**54%**	**54%**	**57%**
NH STATE	50%	50%	50%
NASHUA	**51%**	48%	48%
MERRIMACK	**50%**	**55%**	**50%**

Math	2016	2017	2018
GCCSA	47%	63%	42%
NH STATE	50%	50%	50%
NASHUA	50%	48%	48%
MERRIMACK	48%	52%	51%

c. Does the school curriculum identify the expected knowledge and skills to be attained in each academic and non-academic course?

Early in the fall teachers gathered and compiled relevant standards informing their curriculum. Teachers also designed their student report cards to reflect standard competencies. Standards included Common Core State Standards (CCSS), Next Generation Science Standards (NGSS), National Curriculum Standards for Social Studies, National Core Arts Standards, National Association for the Education of Young Children (NAEYC) standards, among others.

d. What changes have been made to the curriculum over the past year?

Curriculum changes that were made over the past year include discontinuing the use of Eureka math which is heavily language based and was not accessible to many of the students and moved to pilot EnVision math curricula to support the visual needs of the students. In addition, within the Middle School there was changes with the ELA and SS curricula to include Expeditionary Learning when most appropriate and/or attainable then Wit and Wisdom.

e. Describe students' progress toward any non-academic goals established within the Charter?

Students are making continuous progress towards arts integration which is one of our non-academic goals defined within our charter. Each year arts has increased to reflect more integration within the classrooms. Walking through our school, there is evidence of arts everywhere. Some examples include school walls painted with murals created

by students, immigration reflections through art, illustrated habitat books, astronomy dioramas, songs related to integers, etc. As the years progressed, a greater effort to implement the arts within kindergarten has been developed. For example, students in kindergarten created a "Seasons Museum" in which they showcased each season using a variety of materials. Middle school students have also showcased their learning by creating masks of various cultures. Outside of the classroom, students visited the Boston Museum of Science to support their science curriculum. One grade learned through comparing and contrasting skills with different mediums by reading a book and watching a movie in the theater. Teachers and administration work collaboratively to implement highly motivating activities which result in motivating our students to continuously work towards progress in non-academic goals.

f. Describe students' progress toward meeting or exceeding personally established goals set by the students? How are these measured and recorded?

Over the past year many students have worked towards meeting or exceeding personal goals in all areas of school. Although this goal setting has not been recorded in a formal manner, we do have several examples of goals.

We have a 7th grader who was having a large number of absences from school. After we met with the student and her mother, the student had a goal of coming to school each day (unless she was ill). Each day she made it into school, she colored a little flower and we put it up on an office mailbox. The growing bouquet was a visual for the student see her progress and success.

We had a 6th grade student who had to miss some school due to fighting with another student on the playground at recess. This student set a goal for herself of avoiding future recess issues with the student in question. She thought of specific ways she could make it work on the playground. A number of weeks have since passed, and this student has been successful in her goal.

g. Describe Academic enrichment activities for students.

Teaching and learning is enhanced with music, theater, dance, and the visual arts. Academic subjects incorporate hands-on learning, connection to the natural world, games, creative movement, technology connections, teamwork, student and teacher created 5 week electives, project-based learning, connection to the social-emotional (e.g., TIGER), presentation of musical concerts, chorus, band, presentation of plays,

field trips, connections with families and the community, after-school programs, all-school Celebrations of Learning, a STEAM fair, and student-presented "Cause Nights." We have school community meetings, reading buddies, a student council, collaborative music and dance, and shared science, math, and ELA projects.

h. Describe community services available on the school site.

There are a variety of services that are made available to Gate City Charter School for the Arts. One example includes an in-school field trip in conjunction with NH Opera House. They presented a consolidated Opera to grades 3-8. Another example is reaching out to neighborhood communities and businesses to host school functions such as talent shows, Open Mic nights, & art walks. Gate City has reached out to former veterans to share their experiences during all school Community Meetings. Community Meetings is a gathering time where the entire school comes together to work towards a goal or an objective. Currently there are 2 outreach programs that are ongoing to build community. These programs include a sock drive as well as a toy drive for students who spend the holidays in the hospitals. Students also look forward to take part in elective periods which consists of Teacher led Tai- Chi, Ultimate Frisbee, knitting, learning new languages, etc. Gate City realized the importance of parent participation within our school. Gate City continuously works towards creating a community within itself but also outreach to neighborhood community services.

i. Explain how the school fulfilling legal responsibilities for students with IEPs and 504 plans?

Gate City primarily relies on its sending school districts to set the terms of fulfilling legal responsibilities for students with IEPs. Some districts such as Nashua, Wilton, Manchester, and Merrimack, prefer for all services to be provided within Gate City Charter School. These districts will also send related services to support the students at Gate City. Other districts, such as Hudson, prefer for the child to complete the IEP services as outlined in their individualized plans at the sending school district and will offer bus transportation to and from school. Gate City has on staff 4 individuals who were Special Education certified by the State of New Hampshire to ensure that the school is fulfilling its legal responsibility to these students. Gate City also utilizes the newly added School Counselor to manage and maintain the 504 plans that are in place. The School Counselor is responsible for ensuring that student's 504 plans are updated annually, as well as, any students who are transitioning to have an updated 504 prior to starting, if possible.

j. Explain how the school is protecting the legal rights of all students?

Gate City Charter School attends the monthly charter school meetings to ensure it is up to date with most recent law and bills being passed to protect the rights of students. Gate City works collaboratively with families and students who express their religion will not allow them to say the pledge, participate in group events, or have photos taken of them. When families make the school aware, we ensure that all faculty who may have contact with the student is aware of the families beliefs and abide by the guidelines they present. Students have a right to free speech and are encouraged to find their voice and speak up when something does not feel right to them.

4. Is the school sustainable?

a. Does the school's governing board function effectively and in accordance with public laws and regulations?

Yes, the school board meets monthly and in accordance with Robert's Rules of Order. The Board meets on the third Thursday of each month. An agenda is developed by the chair with input from members and is presented ahead of time for review. The meeting opens with a call to order and an opportunity for public comment. The Board adheres to formal procedures for discussion and voting. Meeting minutes are reviewed for accuracy and posted the following month.

b. Has the school established systems to manage school operations efficiently?

The school has developed an extensive policy manual. It includes topics related to hiring processes, enrollment, and finances. The school also has an employee manual and a school handbook outlining school expectations. From an operational standpoint, the school has been working hard to follow these policies and handle items accordingly. We utilize Google Docs and Google Drive to develop and share crucial documents. Our school information and reporting system is Sycamore is an online system that is currently utilized to house school information and reporting; however, GCCSA has infused the Sycamore system with report cards for the 2018/2019 school year. The school utilizes a finance manager, who logs financials in Quickbooks and bills the payroll company, Intuit.

c. Are there systems in place to assure instructional quality?

Instructional quality is facilitated by teacher observation and evaluation by administrators, teacher self-evaluation and self-reflection, peer mentoring, portfolio and other documentation of student work, professional development, facilitation of pathways to certification, and furthering academic development.

Teachers compiled state standards and competencies this fall, studied them, and then designed new report cards based on these standards and competencies. In this way, teachers could focus on what needs to be learned, and reflect this learning in report card assessment.

The teacher evaluation form was also redesigned this year. It features narratives citing specific ways GCCSA teachers are meeting state teacher competencies. The teacher evaluation form also addresses future professional development and other specific resources teachers need. Teachers meet frequently with administrators to work out certification pathways and ways to further academic development. The teacher evaluation is a combination of administrator observation and teacher self-reflection. Administrator observation consists of many visits to every classroom. Classroom teachers often confer with administration on curriculum and class projects, and they often invite administration into their classrooms to view special projects and student presentations. Student presentations often take multiple forms, as we believe strongly in diverse ways to show competency. For example, to show they understand homonyms, middle school students wrote poems, created art, designed dramas, composed songs, created posters, and recorded videos. GCCSA believes in documentation of student work, and the walls are filled with student projects and evidence of learning.

d. Has the school established an appropriate relationship with the local school district(s) to facilitate high quality services to students with special educational needs?

The school has continuously worked towards creating appropriate relationships with all districts they work with to help provide high quality services for students with special needs. On a daily basis, speech pathologists, occupational therapists, and physical therapist from local school districts can be seen providing services to students with special educational needs. In addition, Gate City Charter School for the Arts provides academic services for the goals presented on a student's IEP. Gate City Charter School for the Arts works collaboratively with all local school districts they

service. Gate City also works collaboratively with local school districts to ensure that paraprofessional support is implemented with fidelity.

e. Has the school established an appropriate relationship with the local school district(s) to facilitate sharing of resources, including extracurricular activities?

The school has established appropriate relationships with local school districts to provide extracurricular activities such as volleyball and cross country to our Middle School students. If parents wish, they are able and encouraged to dismiss their student early from their last block class in order to attend the extracurricular activity.

f. Has the school established a process for providing professional development opportunities to faculty? A PD master plan?

Gate City Charter School has individualized professional development opportunities to ensure that teachers are not only meeting requirements for re-certification, but also applying for Alternative certifications for teaching staff. During the 2018/ 2019 school year, the school had one support staff en route for certification through the Alternative 4 process. Gate City has not yet developed a PD master plan to provide for its staff.

g. Are physical facilities safe, clean, and suitable for the purposes of the school?

Gate City Charter School for the Arts is located at 7 Henry Clay Drive. It occupies the bottom floor of the building. There are 12 spaces in the building that are used as classrooms, as well as a larger community space, a cafeteria, and office. There is a grassy area that surrounds the building and the school has fundraised to put a playground outside. The school adheres to all safety and building code regulations and participates in regular health, fire, and safety inspections. There are visible exit signs and emergency evacuation maps. A significant cost is spent monthly to ensure that the building is properly cleaned and maintained. The administration ensures that the classrooms have acceptable space, furniture, and equipment for the number of students enrolled in the class.

h. Is the school emotionally safe for children and adults, free from bullying?

Safety measures are in place to maintain the emotional safety for all children and adults. In some cases students with severe emotional disabilities are provided with 1:1 paraprofessionals to ensure their daily emotional safety. GCCSA has increased the amount of staffing resources that can be provided to aid teachers in moments of crisis. As GCCSA has developed their programming, they have increased the number of directors to include one specific for student services. Previous Directors have applied and were approved for grant funding to include school counseling. GCCSA hired a behaviorist to work with students in crisis and process social situations in a quiet space, away from peers. GCCSA has trained staff in Responsive Classroom. This approach to teaching includes several strategies to help support students who may require additional social/emotional education. GCCSA has further educated staff on bullying awareness and school policies related to it. This policy includes direct & physical contact, social isolation & manipulation, as well as verbal assaults. All accusations of bullying are thoroughly investigated and taken seriously. Teachers have been provided with information through readings and videos to understand the impact of bullying and its behaviors. Appropriate action is taken once the determination has been made given individual situations.

i. Is the school in a strong financial position going into the next school year?

The school's current financial plan is based on previous history with enrollment, fundraising, and donations as well as an understanding of expenses. It has also consulted with other charter schools locally to observe and understand their best practices related to finance. If trends continue, and the school continues its very conservative and cautious budgeting, the school will have just adequate financial coverage moving forward.

j. Are there sufficient indications of continuing enrollment to sustain the school's program and meet its plans for growth? Included is the projected 2019/20 school year enrollment by grade level.

As provided in the chart below, there is sufficient indications of continuing enrollment to sustain the school's program. While there was a drop in enrollment for 8th grade within the 2017/ 2018 school year, the school has been working diligently to ensure the retainment rate of current students as well as ensuring that a designated person is responsible for keeping up to date with enrollment throughout the school year.

School Year	Grades									
	K	1	2	3	4	5	6	7	8	Total
2013/14	20	19	20	20	20	20	19			138
2014/15	20	21	19	21	18	22	17			138
2015/16	19	20	20	19	19	21	18	20		156
2016/17	20	19	20	20	19	20	20	18	20	176
2017/18	16	20	18	19	20	15	21	15	10	154
2018/19	20	17	19	18	20	19	20	18	15	166
Projected* 2019-2020	19	21	19	21	19	19	18	19	19	174

k. Does the school employ teachers who meet state requirements for experience and/or certification? Please provide the numbers of certified teachers, teachers with 3 or more years of experience, and paraprofessionals. Please also provide the percentage of certified teachers and teachers with 3 or more years of experience.

The 2018/ 2019 school year shows 71% of our teachers with NH certification, with 65% certified in their assigned position. We have 88% of our teachers with NH certification and/or 3 years teaching experience. This last figure is an increase of 23% from the previous year.

l. Does the school demonstrate an ability to retain skilled and qualified staff?

Currently, the school still has one of its first year teachers. Over the past few years, the staff has been more consistent. Fifteen of seventeen total teachers from the 2017/ 2018 school year have continued on into the 2018/ 2019 school year.

m. Do parents report satisfaction with the school in the areas of academic programming, school-family interactions, and accurate and timely communication? Please describe parent involvement in the school.

Often, families choose Gate City Charter School for the Arts because they support the mission of the school and its way of teaching. Parents are generally satisfied with the ability of the school to motivate the students academically and reach student needs. A renewed emphasis has been put on communications this year. We have made it a goal to ensure that families have several points of access for information GCCSA teachers use a variety of ways to communicate consistently with student families. Some classrooms send home a monthly newsletter. Others use Classdojo, a social media app for the classroom. Other teachers have class websites or blogs. Parents and families respond positively to communication from our teachers.

We host three "Celebration of Learning" events for families throughout the year, so that they can see and experience firsthand what their children are learning. These events are in addition to open houses and school concerts.

GCCSA uses "Remind" - a mobile messaging platform that gives teachers, families, and school staff the ability to instantly send a message to everyone. "Remind" messages range from lunch menu sign-ups to reminders of school events and happenings. Additionally, classroom teachers reach out to parents regularly with student specific questions and concerns.

Overall, parents have reported satisfaction with improvements in the area of communication. The school has also made efforts to keep close communication with parents regarding student progress, particularly if there are social, behavioral, or academic areas of concern.

n. Describe the work the school has done over the past year in the dissemination of best or promising practices, and what the school intends to do to ensure it remains active in best practices dissemination?

GCCSA actively participates in Founders' Academy's annual Best Practices conference for charter schools of New Hampshire. Each year our teaching staff attends the conference. GCCSA teachers shares their practice of teaching core subjects through

arts integration, and how students' social emotional competencies can be facilitated and increased through arts integration.

Additionally, one of our teaching faculty members, Mary Ellen Wessels, M.Ed, presented a session at the Best Practices conference held at Founders Academy in March 2019. Mary Ellen gave an Arts Integrated Overview showing the building block of Arts Integration.

All of our teachers attended the Annual Integrated Arts Conference at Plymouth State in January 2019. This conference will feature Social Emotional Learning (SEL) through hands-on, cognitive power of the arts. Participants will "learn how to incorporate and integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges through the arts." Our school was invited to be on a discussion panel for this conference. Our Director of Curriculum and Instruction, Betty C. Mulrey, Ed.D, served on a this discussion panel at Plymouth State. Betty also gave a presentation to conference attendees on social problem solving using "third-party puppetry" and the arts, for use in schools and for families.

The school recognizes the need to share best practices. We frequently share our successes through social media and/or press releases. We are always available to discuss our programs with families, the larger community, and businesses. We have three Celebrations of Learning each year, showcasing our student work for the families and the community.

5. Current Status of the Board of Trustees

a. Has the school submitted the meeting minutes from the Board of Trustees?

https://www.gatecitycharterschool.org/agenda--minutes-archive

b. Have there been any changes in the membership of the Board of Trustees?

There has been 3 total additions to the Board of Trustees. These additions include Felicia Doucette, Jack Cullen, and Gene Kuczewski. Felicia comes to Gate City with a Certified Public Accounting background. Jack Cullen is currently employed as a police lieutenant in Lowell, Ma, practices law as an attorney in the state of MA, and serves the Community Outreach Opioid Program fro Greater Lowell Advocacy Network.

c. Have there been any changes in the Board of Trustees' methods of operation or amendments to the by-laws?

There have not been any changes in the Board of Trustees' methods of operation or amendments to the by-laws for the 2018/ 2019 school year.

d. Have there been any recusals made by Board of Trustees' members?

Yes, there have been recusals from voting based on conflict of interest. One example this school year is when a board member recused themself from voting to accept the hiring of his wife to the Director of Operations position.

e. Is financial and governance training provided to members of the Board of Trustees?

During the 2018/ 2019 school year, the Board of Trustees is dependent on the Vice Chair to provide on-boarding training to the members of the Board of Trustees. Board of Trustees are welcome to attend the yearly Charter School Best Practices Conference at Founders Academy which several board members took advantage of this year.

6. Student Data

a. What is the percentage of students who were promoted to the next grade level?

100% of students were promoted to the next grade in the 2018/19 school year.

b. What is the attendance rate of pupils enrolled at the school as reflected in the school's average daily membership?

GCCSA Attendance				
School Years	**School %**	**District %**	**Student #**	**Grades in Attendance**
2014-15	97.5	97.5	138	K-6
2015-16	97.5	97.5	156	K-7
2016-17	92.9	92.9	174	K-8

2017-18	92	92	154	K-8
2018-19	94.4	N/A	169	K-8

c. What is the number of incidents that occurred on the school grounds and that required the intervention of local, state, or federal law enforcement?

During the 2018/ 2019 school year, the police have been contacted three times. One incident was for a student with a medical crisis, one was for assistance related to a domestic concern, and the third was a precautionary call when a person not known to the school requested entry through exterior back door.

d. What is the number of incident reports prepared under RSA 126-U: 7. Child restraints notice and record keeping requirements?

There have been zero incident reports prepared under RSA 126-U:7.

e. What is the number of substantiated incidents of bullying or cyber bullying as identified in RSA 193-F:6?

There have been zero substantiated incidents of bullying as identified in RSA 193-F:6.

7. How the School is Implementing Requirements of RSA 194-B:8? (Ed 318.16)

1. Ed 31A chartered public school shall not discriminate nor violate individual civil rights in any manner prohibited by law. A chartered public school shall not discriminate against any child with a disability as defined in RSA 186-C. A chartered public school shall provide due process in accordance with state and federal laws and rules.

Gate City Charter School does not discriminate nor violate individual civil rights in any manner prohibited by law. Gate City has serviced and works collaboratively with sending school districts and families to ensure that students are being properly serviced if a child has been identified with a disability.

2. A chartered public school shall comply with all applicable state and federal health and safety laws, rules, and regulations.

   Gate City Charter School complies with all applicable state and federal health and safety laws, rules, and regulations as evidenced by all appropriate certifications.

3. A chartered public school shall provide instruction for at least the number of days required by state law. A chartered public school shall comply with compulsory attendance laws as provided in RSA 189:1, 189:1-a and 193:1. Innovative scheduling resulting in at least the number of attendance hours required under RSA 186-C: 15, 189:1, 189:1-a and 193:1 and current state board attendance rules shall be encouraged.

   Gate City Charter School complies with state law regarding number of attendance hours that are required for students. Gate City budgets in additional hours into the school calendar to allot for snow days.

4. A chartered public school providing the only available public education services at a specific grade level in a school district shall offer those educational services to all resident pupils of that grade level.

   All prospective pupils that are in grade Kindergarten- 8th have equal opportunities to become a member of GCCSA. If the desired grade and classroom is at maximum capacity, then prospective pupils are placed on a waiting list that is first come, first serve. Pupils and their families are notified when they have reached the top of the waiting list.

5. At least annually and near the end of each school year, a chartered public school shall evaluate the educational progress of each pupil, as specified in RSA 194-B:3, II(h). Such evaluation shall include, but not limited to, the New Hampshire statewide education improvement and assessment program, as provided in

RSA 193-C. The cost of the state assessment program shall be borne by the state.

All students are required to participate in the New Hampshire statewide assessments for grades 3-8. Parents are given the option to opt their child out of the statewide assessment program; however, maximum participation is encouraged amongst all grades.

6. A chartered public school may be located in part of an existing public school building, in space provided on a private work site, in a public building, or any other suitable location. A chartered public school may lease, or rent its own space, or utilize space based on other innovative arrangements.

Gate City Charter School is located in an existing building in which it leases from the Adamian Realty Trust. The current lease is set to last 10 years which started in 2014.

7. a. A chartered public school may contract for services with any private or public entity including, but not limited to, private and public schools or districts, except for teaching services which may not be obtained from a nonpublic school.

   b. All contracted services shall be defined by purchase order or written contract in advance of such service being provided.

      Gate City did not contract for the 2018/ 2019 school year.

   c. Any contractor shall provide proof of adequate professional liability insurance.

   d. Subcontracts for teaching services with nonpublic schools are prohibited.

      Gate City does not subcontract for teaching service with non-public schools.

8. Policy Development

   ✓ Reporting of Suspected Abuse of Neglect, pursuant to RSA 169-C:29.

- ✓ Sexual Harassment, as detailed in ED 303.02 (j) and (k).
- ✓ Pupil Safety and Violence Protection, pursuant to RSA 193-F
- ✓ Limited Uses of Child Restraint Practices, pursuant to RSA 126-U
- ☐ Developmentally Appropriate Daily Physical Activity, pursuant to ED 310, RSA 189:11-a, V-VI.

9. Required Updated Forms:
    - Certificate of Occupancy
    - Fire Inspection Certificate
    - Building Safety Inspection
    - Health Inspection
    - Insurance Certificate
    - Lead Testing

PLACE OF ASSEMBLY

TOWN OF MERRIMACK NEW HAMPSHIRE

PERMIT TO OPERATE

APPEARING THAT THE NECESSARY SAFEGUARDS FOR THE SAFETY OF LIFE ARE PROVIDED FOR ON THE WITHIN DESCRIBED PREMISE IN ACCORDING WITH THE PROVISIONS OF NEW HAMPSHIRE RSA 155, AND THE TOWN OF MERRIMACK NH FIRE AND RESCUE DEPARTMENT, THIS IS TO CERTIFY THAT

GATE CITY CHARTER SCHOOL
7 HENRY CLAY DRIVE
MERRIMACK, NH 03054

IS PERMITTED TO OPERATE AT SAID PREMISES IN ACCORDANCE WITH THE PROVISIONS OF SUCH LAWS FOR THE PERIOD AS STATED BELOW OR UNLESS SOONER REVOKED.

AREA A (1080 SQ FT)
72 PERSONS

DATE OF EXPIRATION: SEPTEMBER 30, 2019

ANY CHANGE OR ALTERATION OF USE OR TO THE PREMISES FLOOR PLAN AFTER THIS ISSUE DATE MUST BE PRECEDED BY A NEW PLACE OF ASSEMBLY PERMIT TO OPERATE

THIS PERMIT SHALL BE POSTED IN THE ROOM/AREA OF ASSEMBLY IN A CONSPICUOUS PLACE

AUTHORIZED AGENT, TOWN OF MERRIMACK NH
DATE ISSUED: 9/19/2018

MERRIMACK FIRE AND RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL
OFFICIAL DOCUMENT FOR INTENDED USE ONLY

THIS PERMIT IS NON TRANSFERABLE
CONTACT THE MERRIMACK NH FIRE PREVENTION BUREAU FOR ANY QUESTIONS (603-424-3690)

PLACE OF ASSEMBLY

TOWN OF MERRIMACK NEW HAMPSHIRE

PERMIT TO OPERATE

APPEARING THAT THE NECESSARY SAFEGUARDS FOR THE SAFETY OF LIFE ARE PROVIDED FOR ON THE WITHIN DESCRIBED PREMISE IN ACCORDING WITH THE PROVISIONS OF NEW HAMPSHIRE RSA 155, AND THE TOWN OF MERRIMACK NH FIRE AND RESCUE DEPARTMENT, THIS IS TO CERTIFY THAT

GATE CITY CHARTER SCHOOL
7 HENRY CLAY DRIVE
MERRIMACK, NH 03054

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AREA B (2520 SQ FT)
168 PERSONS

DATE OF EXPIRATION: SEPTEMBER 30, 2019

ANY CHANGE OR ALTERATION OF USE OR TO THE PREMISES FLOOR PLAN AFTER THIS ISSUE DATE MUST BE PRECEDED BY A NEW PLACE OF ASSEMBLY PERMIT TO OPERATE

THIS PERMIT SHALL BE POSTED IN THE ROOM/AREA OF ASSEMBLY IN A CONSPICUOUS PLACE

AUTHORIZED AGENT, TOWN OF MERRIMACK NH
DATE ISSUED: 9/19/2018

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STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY
John J. Barthelmes, Commissioner

Division of Fire Safety
OFFICE OF THE STATE FIRE MARSHAL
Paul J. Parisi, State Fire Marshal

Office: 110 Smokey Bear Blvd, Concord, NH
Mailing Address: 33 Hazen Drive, Concord, NH 03305
603-223-4289, FAX 603-223-4294

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NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
Assembly Occupancies				
1. All assembly occupancies meet the general requirements of Chapter 13 of the Life Safety Code. NFPA 101 Ch. 13.1.1	✓			
2. Occupant loads for assembly spaces have been calculated and are posted by the authority having jurisdiction. NFPA 101 Ch. 13.7.9.3.1	✓			
3. Egress/relocation drills are conducted prior to all public events in assembly occupancies. NFPA 101 Ch. 13.7.7.3	✓			
4. When the occupant load of an assembly area is 250 persons or more, there are trained crowd control managers available at all public events. NFPA 101 Ch. 13.7.6.1			✓	
Means of Egress				
1. Pre-School, Kindergarten, and Grade 1 students are restricted to the level of exit discharge. NFPA 101 Ch. 15.2.1.2	✓			
2. Grade 2 students are restricted from occupying any floor level more than one level above exit discharge. NFPA 101 Ch. 15.2.1.3	✓			
3. All doors serving 100 or more persons are equipped with approved panic hardware or fire exit hardware. NFPA 101 Ch. 15.2.2.2.2	✓			
4. There are not any exit doors which are locked from the inside or chained that prevent egress from the building. NFPA 101 Ch. 13.2.5.4.2	✓			
5. Exit doors open in the direction of egress travel. NFPA 101 Ch. 7.2.1.4.2	✓			
6. All exit access corridors are at least 6 feet wide. NFPA 101 Ch. 7.2.6.4.1	✓			
7. There are not any non-compliant Dead-end corridors. NFPA 101 Ch. 7.5.1.5			✓	
8. There are not any non-compliant Common Paths of Travel. NFPA 101 Ch. 7.5.1.1.4	✓			
9. All rooms larger than 1000 square feet have at least two exits doors that lead to separate exits. NFPA 101 Ch. 15.2.5.4			✓	

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NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
10. There are not any doors that swing into exit access corridors and interfere with travel. NFPA 101 Ch. 15.2.5.6	✓			
11. All doors which could be mistaken as exit doors are clearly marked as "NOT AN EXIT". NFPA 101 Ch. 7.10.8.3.1			✓	
12. All aisles are not less than 30 inches wide. NFPA 101 Ch. 15.2.5.7	✓			
13. No travel distances exceed 150 feet in a non-sprinklered building or 200 feet in a sprinklered building. NFPA 101 Ch. 15.2.6.2	✓			
14. All means of egress are properly marked and illuminated. NFPA 101 Ch. 7.10.1.2.1	✓			
15. Emergency lighting is properly installed, tested and functional. NFPA 101 Ch. 15.2.9.1	✓			Identified 5a Heads to be replaced
16. There is at least one acceptable rescue window in each classroom below fourth floor, (unless the building has a sprinkler system or room has direct exit to outside). NFPA 101 Ch. 15.2.11.1.1	✓			
17. Lockup or time-out rooms meet the requirements. NFPA 101 Ch. 15.2.11.2			✓	
18. There is not any storage under the stairwells. NFPA 101 Ch. 7.2.2.5.3			✓	
19. There are no less than two separate exits on every story that are accessible from every part of every story and mezzanine. NFPA 101 Ch. 15.2.4.2	✓			
Protection				
1. All vertical openings are enclosed or protected, unless they meet the criteria for exception. NFPA 101 Ch. 15.3.1.1			✓	
2. All storage, janitor, and mechanical rooms are properly separated from the rest of the building. NFPA 101 Ch. 15.3.2.1	✓			
3. All hazardous and flammable materials are stored properly. NFPA 101 Ch. 8.7.3.1			✓	
4. Commercial kitchen facilities have the required hood suppression system. NFPA 101 Ch. 15.3.2.2			✓	
5. The hood suppression system been cleaned and inspected within the last 6 months. NFPA 96 Ch. 11.2.1			✓	

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NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
6. There is a vertical clearance of at least 18 inches between sprinkler heads and any objects below. NFPA 13 Ch. 8.5.6	✓			
7. The required manual fire alarm pull stations are unobstructed. NFPA 101 Ch. 9.6.2.7	✓			
8. Pull stations are installed in the natural exit access path near each required exit or within 5 feet of exit doorways. NFPA 101 Ch. 9.6.2.3	✓			
9. The fire alarm system provides audible signals in all occupied spaces. NFPA 101 Ch. 9.6.3.7	✓			
10. The fire alarm system provides visual signals in all occupied spaces. NFPA 101 Ch. 9.6.3.5	✓			
11. All student occupied areas below the exit level of discharge are properly protected by an approved automatic sprinkler system. NFPA 101 Ch. 15.3.5.3	✓			
12. There is proper fire rated separation between floors, corridors, and compartments to include fire caulking/collars in any penetrations. NFPA 101 Ch. 15.3.1.1 and NFPA 101 Ch. 8.5.6.2	✓			
13. All fire doors operate properly and are free from obstructions. NFPA 101 Ch. 4.6.12.1	✓			
14. All fire extinguishers are properly charged, marked, and accessible. NFPA 1 Ch. 13.6.8.1.3.1	✓			
Building Services				
1. All electrical panels that are in areas accessible to students are properly secured and locked. NFPA 1 Ch. 11.1.10	✓			
Operating Features				
1. There an approved emergency plan available. NFPA 101 Ch. 15.7.1	✓			
2. Fire/emergency drills are being conducted and documented as required. NFPA 101 Ch. 15.7.2.1	✓			
3. Documentation is available that routes of egress and exits are inspected daily. NFPA 101 Ch. 15.7.3.1	✓			
4. There is not any clothing and/or personal effects stored in corridors. (Exception: Fire Sprinklers, Smoke Detection, or Metal Lockers) NFPA 101 Ch. 15.7.4.2	✓			
5. The artwork and teaching materials on the walls does not exceed the requirements for a sprinklered building (>50%) or a non-sprinklered building (>20%). NFPA 101 Ch. 15.7.4.3	✓			

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NFPA CODE REFERENCE	PASS	FAIL	N/A	COMMENTS
Portable Classrooms				
1. Modular classrooms are labeled with the required certification. Saf-C 3300			✓	
2. If the modular classroom has been moved from a different town/location it has been recertified to meet the requirements in the current town. Saf-C 3300			✓	
Required Building Inspection Documentation				
1. Fire extinguisher monthly visual inspection and annual inspection.	✓			
2. Emergency lighting testing monthly and annually	✓			
3. Commercial kitchen hood cleaning and inspection within 6 months			✓	
4. Daily egress check by school staff	✓			
5. Annual fire alarm test report any with deficiencies noted.	✓			
6. All deficiencies noted in the annual report have been addressed.	✓			
7. Annual sprinkler test report with any deficiencies noted.	✓			
8. All deficiencies noted in the annual report have been addressed.	✓			
School Security and Emergency Planning				
This new section was developed as a result of the work completed by the Governor's School Safety Preparedness Taskforce and consists as a list of best practices.				
1. All classroom door locking devices are compliant with the provisions of the 2018 Life Safety Code, Educational Occupancies Chapter			✓	
2. If provided, the positive alarm sequence for the fire alarm system complies with NFPA 72. *(Positive fire alarm sequence was included in the NFPA 72,* National Fire Alarm and Signaling Code, *in the 1980s. It provides an alarm delay of up to 180 seconds if trained personnel acknowledge the alarm at the control panel within 15 seconds. This action provides the responding personnel time to investigate an alarm before evacuating a building.)*			✓	
3. The school conducts All-Hazard drills in compliance with the latest edition of the NH State Fire Code [NH Code of Administrative Rules Saf-C 6008.05(a)]	✓			
4. The school has developed an emergency response plan as required by RSA 189:64, Emergency Response Plans	✓			
END OF CHECKLIST				

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Comments/Notations:

FOLLOW-UP:

1. Based upon the information collected on this form, a corrective action (check one) IS ☐ OR ☒ IS NOT required. If corrective action is required, when do you anticipate it will be completed? Date: _____

2. An approved plan of correction will ☐ OR ☒ will not be submitted to the local fire department.

3. A re-inspection of this facility (check one) IS ☐ OR ☒ IS NOT required. If a re-inspection is required, it will occur on or before? Date: _____

Signature of Inspector or Fire Chief — **Date** 11/7/18

I acknowledge receipt of this report.

Signature of School Contact — **Date** 11/7/18

New Hampshire Department of Education
Bureau of School Safety and Facility Management
101 Pleasant Street, Concord, NH 03301-3852
Telephone (603) 271-8049

School Health Inspection Form

Last revised: September 15, 2017

SCHOOL INFORMATION		
School Name: Gate City Charter School	Town/City: Merrimack	SAU #: 401
School Contact: Richard Boardman	Title: Executive Director	
Name of each building used by students: Only one building - Gate City Charter School		Enrollment: 153
Year each building was built: 1985		
Water supply (municipal, well, etc.): municipal	Wastewater system (municipal, septic, etc.): Municipal	
INSPECTION INFORMATION		
Inspector's name: Mary Ellen Tufts	Organization: Merrimack Fire + Rescue	Inspector's phone: 603-420-1734
Inspector's email: mtufts@merrimacknh.gov	Were all buildings used by students inspected (Y/N)? Yes	Date of inspection: 8/7/18

INFORMATION/INSTRUCTION

A Health Inspection is part of the NH Department of Education's school approval review to ensure school facilities are meeting minimum standards, Ed 306.07 and Ed 403.01(c). The form shall be completed the school year in which the school is up for a school approval review; preferably prior to December 15th.

The health inspection must be performed by a health official, not a school employee. Visit https://www.dhhs.nh.gov/dphs/holu/documents/officers.pdf for a list of local health officers.

Kitchen inspections are not acceptable substitutes for the health inspection.

It is helpful to provide the inspector with a map of the school showing room numbers and special areas such as the gym, cafeteria, offices, and library.

Attach the following to the health inspection form, if applicable:

- Most recent septic tank pumping service
- Asbestos inspection reports for buildings built before 1990
- Animal vaccination certificates, if applicable
- Swimming pool testing records, if applicable

Please submit the completed form to the NH Department of Education as follows:

- Public schools - email the form to Marjorie Schoonmaker at: marjorie.schoonmaker@doe.nh.gov
- Charter schools – email the form to Marjorie Schoonmaker at: marjorie.schoonmaker@doe.nh.gov
- Non-public schools – email the form to Jane Levesque at: jane.levesque@doe.nh.gov

SANITARY INVESTIGATION	RESPONSE (circle best answer)	CORRECTIVE ACTION	CORRECTIVE DATE
Is there a presence of garbage, insects, rodents, or other unsanitary conditions? If so, please describe the location.	YES / NO / Unknown Notes:		

RESTROOMS	RESPONSE (circle best answer)	CORRECTIVE ACTION	CORRECTIVE DATE
Are all restrooms clean and in working order? If not, please describe the location.	YES / NO / Unknown Notes:		
Do all restrooms have hot water (85 to 110 degrees F), dispensed soap, toilet paper & dispensed paper towels or heated air dryers?	YES / NO / Unknown Notes:		
Is there at least one toilet fixture for every 50 people? (IPC 2009)	YES / NO / Unknown Notes:		

FOOD PREPARATION, DINING AREAS, SINKS, & WATER FOUNTAINS	RESPONSE (circle best answer)	CORRECTIVE ACTION	CORRECTIVE DATE
If food is prepared on-site, is a current license from the municipality or state licensing authority posted?	YES / NO / Unknown Notes: Catered by "Only Catering", Nashua		
Are toxic materials clearly labeled and properly stored away from food?	YES / NO / Unknown Notes:		
Is hot water (110 to130 degrees F) available for culinary purposes, cleansing, laundry and building maintenance? (IPC 2009)	YES / NO / Unknown Notes:		
Are water fountains clean with sufficient water pressure? If not, describe the location of problems.	YES / NO / Unknown Notes: correct water height at bubbler between Boys' & Girls' Room		

SEPTIC SYSTEMS & WATER SUPPLY SYSTEMS	RESPONSE (circle best answer)	CORRECTIVE ACTION	CORRECTIVE DATE
Is there a pump schedule for the septic system?	YES / NO / Unknown Notes: N/A		
Is there a reason to suspect the wastewater system has a system failure (backup, etc.)? If so, please describe the condition.	YES / NO / Unknown Notes:		
If the school's drinking water is supplied from an onsite well and the student and staff population is 25 or more, is the well registered and tested as required by NH Dept. of Environmental Services (DES) administrative rule Env-Dw 700?	YES / NO / Unknown Notes: N/A		
In the past 2 years, has the school performed any voluntary water testing for lead, radon or PFCs? If so, please state the findings.	YES / NO / Unknown Notes:		
ENVIRONMENTAL HAZARDS (mold, asbestos, lead paint, & radon)	**RESPONSE (circle best answer)**	**CORRECTIVE ACTION**	**CORRECTIVE DATE**
Is there a presence of water leaks in the ceiling, walls, or internal plumbing? If so, please describe the condition and location.	YES / NO / Unknown Notes:		
Is there any mildew or mold present? If so, please describe the condition and location.	YES / NO / Unknown Notes:		
If any building used by students and staff was built before 1990 and this is a nonprofit organization, have school staff provided you with an asbestos inspection report showing its buildings are free of asbestos containing building material (ACBM), or an inspection within the last three years showing that areas with ACBM have been properly maintained? (AHERA, 40 CFR 763, Subpart E and RSA 141-E)	YES / NO / Unknown Notes: Accolade Env. Contracting, Plaistow, NH 7/15/14 NO ASBestos Noted		

If the building was built before 1978, are you aware of the presence of flaking paint?	YES / NO / Unknown Notes: 1985 N/A		
If the building was built before 1978, is there worn or damaged paint on windows, doors, or door jambs?	YES / NO / Unknown Notes: 1985 N/A		
If the building was built before 1978, has any follow up testing been performed by a licensed lead inspector/risk assessor?	YES / NO / Unknown Notes: 1985 N/A		
Has the school performed any voluntary air testing for radon?	YES / NO / Unknown Notes:		
SMOKING	**RESPONSE** (circle best answer)	**CORRECTIVE ACTION**	**CORRECTIVE DATE**
RSA 126-K:7 prohibits the use of tobacco products, e-cigarettes, or liquid nicotine on public school grounds. Are signs posted noting the prohibition of smoking on the school's grounds? Signs are available from DOE.	YES / NO / Unknown Notes: Temporary no smoking signs are posted at each of the school entry points as we await the arrival of the permanent signs from the DOE.		
ANIMALS ON SCHOOL PROPERTY (If applicable)	**RESPONSE** (circle best answer)	**CORRECTIVE ACTION**	**CORRECTIVE DATE**
Are all animals enclosed by appropriate and lockable cages/stalls?	YES / NO / Unknown Notes: 8th grade - bearded dragon; a gerbil in another class; Kindergarten has a fish	Note: only teachers handle animals	
Do all animals have a current certificate of good health from a licensed veterinarian?	YES / NO / Unknown Notes: N/A		
Does it appear that animal fecal material is adequately cleaned from the cage/stall?	YES / NO / Unknown Notes:		
Is a hand washing station available nearby with hot water and soap for those students or staff handling the animals or cleaning their cages?	YES / NO / Unknown Notes:		

ADDITIONAL REMARKS

- 1st grade coat room: secure cabinet to wall
- a container of wood stain & sealer is stored with art supplies. Remove container to a maintenance closet.
- Ensure all fire extinguishers have current, dated tags.

Realtor/owner of building: Adamian Realty Trust
gadamian@verizon.net

ACKNOWLEDGEMENT

"I acknowledge receipt of this report and understand a complete copy must be forwarded to the Department of Education."

Richard Boardman
School contact name and signature

2/15/2018
Date

"I acknowledge this form has been completed to the best of my knowledge."

Mary Ellen Tufts
Inspector name and signature

2/15/18
Date

MERRIMACK FIRE DEPARTMENT

HEALTH DIVISION

432 Daniel Webster Highway
Merrimack New Hampshire 03054
603-420-1730 ♣ Fax 603-424-0603

FOOD ESTABLISHMENT INSPECTION REPORT

Establishment/License # 2D/041-3	No. of Risk Factor/Intervention Violations		DATE 9/26/18
Establishment type: Gate City Charter	No. of Repeat Risk Factor/Intervention Violations		Time in: 8:20
Address: 7 Henry Clay Drive			Time out:
Permit Holder Gate city Charter School	Risk Category	Total violations	
Inspection Type ☐ Provisional ☑ Routine ☐ F/U ☐ Complaint ☐ Other		Capacity - V.10	Telephone #

FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

Circle designated compliance status (IN, OUT, N/A) for each item — Mark "X" in appropriate box for COS and/or R

IN=in compliance OUT=not in compliance NO=not observed N/A=not applicable COS=corrected on-site R=repeat violation

Compliance status		COS	R	V
Supervision				
1 (IN) OUT	Person in charge present, demonstrates knowledge and performs duties			Pf
Employee Health				
2 (IN) OUT	Management, all employees knowledge, responsibilities and reporting.			P/Pf
3 (IN) OUT	Proper use of restriction and exclusion			P
Good Hygienic Practices				
4 (IN) OUT NO	Proper eating, tasting, drinking, tobacco use			P/C
5 (IN) OUT	No discharge from eyes, nose and mouth			C
Preventing contamination by Hands				
6 (IN) OUT NO	Hands clean and properly washed			P/Pf
7 (IN) OUT N/A NO	No bare hand contact with RTE food or a pre-approved alternative procedure properly allowed			P/Pf
8 (IN) OUT	Adequate handwashing sinks properly supplied and accessible			Pf/C
Approved Source				
9 (IN) OUT	Food obtained from approved source			P/Pf/C
[illegible] OUT N/A NO	Food received at proper temperature			P/Pf
[illegible] OUT	Food in good condition, safe, & unadulterated			P/Pf
12 IN OUT (N/A) NO	Required records available: shellstock tags, parasite destruction			P/Pf/C
Protection from Contamination				
13 (IN) OUT N/A	Food separated & protected			P/C
14 (IN) OUT N/A	Food-contact surfaces: cleaned & sanitized			P/Pf/C
15 (IN) OUT N/A	Proper disposition of returned, previously Served, reconditioned, & unsafe food			P

Compliance status		COS	R	V
Potentially Hazardous Food Time/Temperature				
16 IN OUT N/A (NO)	Proper cooking time & temperature			P/Pf/C
17 IN OUT N/A (NO)	Proper reheating procedures			P
18 (IN) OUT N/A NO	Proper cooling time & temperatures			P
19 IN OUT N/A (NO)	Proper hot holding temperatures			P
20 (IN) OUT N/A	Proper cold holding temperatures			P
21 (IN) OUT N/A NO	Proper date marking and disposition			P/Pf
22 IN OUT (N/A) NO	Time as a public health control: procedures and records			P/Pf/C
Consumer Advisory				
23 IN OUT (N/A)	Consumer advisory provided for raw or undercooked foods			Pf
Highly Susceptible Populations				
24 (IN) OUT N/A	Pasteurized foods used; prohibited foods not offered			P
Chemical				
25 IN OUT (N/A)	Food additives: approved & used properly			P/Pf/C
26 (IN) OUT	Toxic substances properly identified, stored, & used			P/Pf/C
Conformance with Approved Procedures				
27 IN OUT (N/A)	Compliance with variance, specialized Process, & HACCP plan			P/Pf

Risk factors are improper practices or procedures identified as the most Prevalent contributing factors of foodborne illness or injury. Public Health interventions are control measures to prevent foodborne illness or injury.

Good Retail Practices

Good retail practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.

Mark "X" in box if numbered Item is **not** in compliance — Mark "X" on appropriate box for COS and/or R — **COS** = corrected on-site during inspection — **R** = repeat violation

		COS	R	V
Safe Food and Water				
28	Pasteurized eggs used where required			P
29	Water & Ice from approved source			P/Pf/C
30	Variance obtained for specialized processing methods			PF
Food Temperature Control				
31	Proper cooling methods used: adequate equipment for temperature control			Pf/C
32	Plant food properly cooked for hot holding			Pf
33	Approved thawing methods used			C
34	Thermometers provided and accurate			Pf/C
Food Identification				
35	Food properly labeled: original container			Pf/C
Prevention of Food Contamination				
36	Insects, rodents, & animals not present			Pf/C
37	Contamination prevented during food preparation, storage & display			P/Pf/C
38	Personal cleanliness			Pf/C
39 X	Wiping cloths: properly used & stored			C
40	Washing fruits & vegetables			C

		COS	R	V
Proper Use of Utensils				
41	In-use utensils properly stored			C
42	Utensils, equipment & linens: properly stored, dried, & handled			C
43	Single-use/single-service articles: properly stored & used			P/C
44	Gloves used properly			C
Utensils, Equipment and Vending				
45	Food and non-food contact surfaces cleanable, Properly designed, constructed, & used			P/Pf/C
46	Warewashing: installed, maintained, & used: test strips			Pf/C
47	Non-food contact surfaces clean			C
Physical Facilities				
48	Hot & cold water available adequate pressure			Pf
49	Plumbing installed, proper backflow devices			P/Pf/C
50	Sewage & waste water properly disposed			P/Pf/C
51	Toilet facilities properly constructed, supplied, & cleaned			Pf/C
52	Garbage & refuse properly disposed, facilities maintained			C
53 X	Physical facilities installed, maintained, & clean			P/Pf/C
54	Adequate ventilation & lighting, designated areas used			C

Lynn A Rae
Person in Charge (signature)

Date: 9/26/18 **License Posted** (Y) N (circle one)

Jan Kwagala
Inspector (signature)

Follow up: YES (NO) (circle one) **Follow up Date:**

Primex³
NH Public Risk Management Exchange

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member:	*Member Number:*	*Company Affording Coverage:*
Gate City Charter School for the Arts 7 Henry Clay Drive Merrimack, NH 03054	1215	NH Public Risk Management Exchange - Primex³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	*Effective Date (mm/dd/yyyy)*	*Expiration Date (mm/dd/yyyy)*	*Limits* - NH Statutory Limits May Apply, If Not:	
X **General Liability (Occurrence Form)** **Professional Liability (describe)** ☐ Claims Made ☐ Occurrence	7/1/2018	7/1/2019	Each Occurrence	$ 5,000,000
			General Aggregate	$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
X **Automobile Liability** Deductible Comp and Coll: $1,000 ☐ Any auto	7/1/2018	7/1/2019	Combined Single Limit (Each Accident)	$5,000,000
			Aggregate	$5,000,000
X **Workers' Compensation & Employers' Liability**	7/1/2018	7/1/2019	X Statutory	
			Each Accident	$2,000,000
			Disease – Each Employee	$2,000,000
			Disease – Policy Limit	
X **Property (Special Risk includes Fire and Theft)**	7/1/2018	7/1/2019	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: $1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	☐ **Additional Covered Party**	☐ **Loss Payee**	**Primex³ – NH Public Risk Management Exchange**
			By: Tammy Denver
Gate City Charter School for the Arts 7 Henry Clay Drive Merrimack, NH 03054			**Date:** 10/19/2018 tdenver@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**

317 Elm Street
Milford, NH 03055
(603) 673-5440
Fax (603) 673-0366
Sales@chemservelab.com

Tuesday, June 25, 2019
Lynn Rae
Gate City Charter School
7 Henry Clay
Merrimack NH 03054

Project Name: Lead Test
Project #: N/A
Project Location: N/A
Control #: 116340/339

Lab ID: 19060258
Date Received: 6/17/2019

Dear Lynn Rae

Enclosed please find the laboratory results for the above referenced samples that were received by the ChemServe sample custodian on the above referenced date. Any abnormalities to the samples upon receipt would be noted on the enclosed chain of custody document. This report is not valid without a completed chain of custody with the corresponding control number, attached.

All samples analyzed by ChemServe are subject to quality standards. These standards are as stringent or more stringent than those established under NELAC, 40 CFR Part 136, state certification programs, and corresponding methodologies. ChemServe has a written QA/QC Procedures Manual that outlines these standards, and is available for your reference, upon request. Unless otherwise stated on the Chain of Custody or within the report, all holding times, preservation techniques, container types, and analytical methods are analogous with those outlined by NELAC. All units are based on "as received" weight unless denoted "dry".

Residual chlorine, sulfite and pH are intended to be performed as an immediate field analysis. Should any of these analyses be performed in the lab instead of in the field it will result in those analyses being performed out of holding time.

Acrolein and 2-chloroethylvinyl ether require an additional analysis with an un-preserved sample. If unpreserved vials were not submitted for these additional analysis then acrolein and 2-CEVE are reported as estimated due to not meeting method requirements for EPA 624.1 or EPA 524.2.

I certify that I have reviewed the above referenced analytical data and state forms, and I have found this report within compliance with the procedures outlined within NELAC. ChemServe's certified parameter list can be found at http://www.chemservelab.com/Laboratory-Information-and-Documentation.aspx

Jay Chrystal - President/Laboratory Director

Certificate Number 1008

317 Elm Street
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Gate City Charter School
Lynn Rae
7 Henry Clay
Merrimack NH 03054

Control #: 116340/339
Project Number: N/A
Project Name: Lead Test
Project Location: N/A

Lab ID: 19060258
Date: 6/25/2019

Lab ID: 19060258

Sample Receiving and Comment Summary

Were samples submitted with a chain of custody?	Yes
Do all samples received match the chain of custody?	Yes
Were all samples received within applicable holding times?	Yes
Were all containers intact when received?	Yes
Were samples for volatile organic analysis free of headspace (per method)?	N/A
Was there evidence of cooling if not submitted the same day as sampling?	Yes
If the sample pH was not correct was it adjusted where applicable?	Yes
Were samples for dissolved metals already filtered by the client or field sampling?	N/A
Were Samples for O-phos filtered in the field?	N/A
Were samples received in the appropriate containers?	Yes
Where applicable; were chemical and micro samples received at correct temps.	N/A

Sample	Method	Client Identity	Matrix	Analyst
19060258-001	EPA 200.5 Rev 4.2	Kitchen Sink	Drinking Water	CharleneF

Comment: no comment

**** Blank comment sections denote "No Comment"***

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(603) 673-5440
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Gate City Charter School
Lynn Rae
7 Henry Clay
Merrimack NH 03054

Control #: 116340/339
Project Number: N/A
Project Name: Lead Test
Project Location: N/A

Analytical Results

Lab ID: 19060258
Date: 6/25/2019

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-001	EPA 200.5 Rev 4.2	Kitchen Sink		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:30:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-002	EPA 200.5 Rev 4.2	Adult Lady Room		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:30:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-003	EPA 200.5 Rev 4.2	Back (Spickett)		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:30:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-004	EPA 200.5 Rev 4.2	WBR Mn Hall		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:35:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

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(603) 673-5440
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Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-005	EPA 200.5 Rev 4.2	WB Kitchen		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:40:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-006	EPA 200.5 Rev 4.2	WBL Main Hall		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:30:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-007	EPA 200.5 Rev 4.2	Janitor Sink		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:45:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-008	EPA 200.5 Rev 4.2	Front		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:30:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-009	EPA 200.5 Rev 4.2	Adult Men Room		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:40:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

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Sales@chemservelab.com

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-010	EPA 200.5 Rev 4.2	Boys Room		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:35:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Sample	Method	Client Sample Identity	Units	Matrix	Analyst
19060258-011	EPA 200.5 Rev 4.2	Girls Room		Drinking Water	CharleneF

Start Date/Time Sampled: 6/17/2019 9:30:00 AM **Composite End Date/Time:**

Parameter	CAS Number	Result	Qualifier	Date/Time Analyzed	RDL	Analyst
Hot Plate Digestion				6/20/2019	0	harleneF
Lead	7439-92-1	< 0.003 mg/L		6/24/2019	0.003	BenN

Qualifier:	Description:
B-	Method blank contaminated with target analyte.
B1-	BOD had total oxygen loss. Result reported as ">"the highest dilution.
B2-	BOD had no oxygen loss. Result reported as "<" the lowest dilution.
G-	Reporting limit elevated due to matrix interference.
H-	Method prescribed holding time exceeded.
J-	Indicates an estimated value. Value is less than the quantitation limit.
IL-	Internal Standard(s) recovery was low due to matrix. Result may be biased high.
IH-	Internal Standard(s) recovery was high due to matrix. Result may be biased low.
LH-	Laboratory control spike(s) was high. Results may be biased high.
LL-	Laboratory control spike(s) was low. Results may be biased low.
MH-	Matrix spike recovery high due to matrix. Results may be biased high.
ML-	Matrix spike recovery low due to matrix. Results may be biased low.
N-	Non-target compound. Reported as a TIC.
NC-	Spike recovery was not calculated due to the concentration of the analyte being >4 times the concentration of the spike added.
R-	RPD outside acceptable recovery limits.
RO-	Sample received out of holding time.
SH-	Surrogate recovery high due to matrix
SL-	Surrogate recovery low due to matrix
U-	BOD/CBOD blank had an oxygen depletion greater than the suggested amount of 0.200.
V-	Sample pH for analysis was not within the required range when checked at time of analysis.
Z-	Too numerous to count (TNTC)

An "A" in the result column on the report indicates absent for presence/absent bacteria and a "P" indicates present for presence/absent bacteria.

Chain of Custody No. 116340

Multiple COC's Yes No

ChemServe ENVIRONMENTAL ANALYSTS

CHAIN OF CUSTODY

220 50 270

317 Elm Street Milford, NH 03055
(603) 673-5440/ Fax (603) 673-0366

A CUSTOMER INFORMATION

CUSTOMER: GATE CITY CHARTER SCHOOL

ADDRESS: 7 HENRY CLAY

CITY/STATE/ZIP MERRIMACK NH 03054

TELEPHONE: 603 943-5273

REPORT TO: LYNN RAE

EMAIL TO: RAEL@GCCS-NH.ORG

B PROJECT INFORMATION

JOB NAME: LEAD TEST

JOB NUMBER:

LOCATION:

INVOICE EMAIL:

INVOICE TO:

P.O. NUMBER:

C SAMPLE INFORMATION

TURNAROUND TIME: (CIRCLE ONE:)

10 DAY STANDARD RUSH (MUST BE PRE-APPROVED)

7day 5 day 4 day 3 day 2 day 1 day Same Day

MCP ☐ YES ☐ NO ☐ GWI ☐ GW2 ☐ GW3

STATION # (D)	SAMPLE IDENTIFICATION & LOCATION (E)	COLLECTED (F) DATE	COLLECTED (G) TIME	GRAB (H)	COMP (H)	(I) MATRIX SOLID (S) GROUND WATER (G) DRINKING WATER (D) WASTE WATER (W)	(J) # OF CONTAINERS	(K) CONTAINER AND PRESERVATIVE	(L) ANALYSIS
	Kitchen Sink	6/17	9 30			~~W~~ D			Lead
	Adult Lady Room	6/17	930			DW			
	BACK (spicket)	6/17	930						
	WBR MN HALL	6/17	935						
	WB KITCHEN	6/17	940						
	WBL MAIN HALL	6/17	930						
	JANITOR SINK	6/17	945						
	FRONT	6/17	930						

Page 6 of 8

M CUSTODY

SAMPLER: (print name)

SIGNATURE:

	DATE	MILITARY TIME
	6/17/19	1050
RELINQUISHED:	DATE	TIME
RECEIVED:	DATE	TIME
RELINQUISHED:	DATE	TIME
RECEIVED FOR LAB: K Tyler	6/17/19	10:50

SAMPLE CHECK LIST:

RECEIVED WITHIN HOLD TIME YES OR NO

RECEIVED IN GOOD CONDITION YES OR NO

TEMP BLANK 17.3 °C

SHIPPED OR HAND DELIVERED

SAMPLES WERE PROPERLY PRESERVED YES NO N/A

SAMPLES WERE FILTERED IN FIELD LAB

IF NO EXPLAIN:

GROUP # 1906~~0248~~ 258 KT 7-1-19

FIELD READING(S) & COMMENTS:

Chain of Custody No. 116339

Multiple COC's Yes No

ChemServe ENVIRONMENTAL ANALYSTS

CHAIN OF CUSTODY

317 Elm Street Milford, NH 03055
(603) 673-5440/ Fax (603) 673-0366

A CUSTOMER INFORMATION

CUSTOMER: GATE CITY CHARTER SCH

ADDRESS: 7 Henry Clay

CITY/STATE/ZIP: Merrimack NH

TELEPHONE: 603-943-5273

REPORT TO: Lynn Rae

EMAIL TO: RaeL@gccs-nh.org

B PROJECT INFORMATION

JOB NAME: LEAD TEST

JOB NUMBER:

LOCATION:

INVOICE EMAIL:

INVOICE TO:

P.O. NUMBER:

C SAMPLE INFORMATION

TURNAROUND TIME: (CIRCLE ONE:)

10 DAY STANDARD RUSH (MUST BE PRE-APPROVED)

7day 5 day 4 day 3 day 2 day 1 day Same Day

MCP ☐ YES ☐ NO ☐ GW1 ☐ GW2 ☐ GW3

STATION # (D)	SAMPLE IDENTIFICATION & LOCATION (E)	COLLECTED (F) DATE	COLLECTED (G) TIME	GRAB (H)	COMP (H)	(I) MATRIX SOLID (S) GROUND WATER (G) DRINKING WATER (D) WASTE WATER (W)	(J) # OF CONTAINERS	(K) CONTAINER AND PRESERVATIVE	(L) ANALYSIS
	FRONT (KD per MC)	6/17	9:50			~~LEAD~~			lead
	ADULT MEN ROOM	6/17	9:40			DW			
	BOYS ROOM	6/17	9:35						
	GIRLS ROOM	6/17	9:30						

Page 7 of 8

M CUSTODY

SAMPLER: (print name)

SIGNATURE:

		DATE	MILITARY TIME
		6/17/19	1050
RELINQUISHED:		DATE	TIME
RECEIVED:		DATE	TIME
RELINQUISHED:		DATE	TIME
RECEIVED FOR LAB:	K Tyler	6/17/19	10:5

SAMPLE CHECK LIST:

RECEIVED WITHIN HOLD TIME YES OR NO

RECEIVED IN GOOD CONDITION YES OR NO

TEMP BLANK 17.3 °C

SHIPPED OR HAND DELIVERED

SAMPLES WERE PROPERLY PRESERVED YES NO N/A

SAMPLES WERE FILTERED IN FIELD LAB N/A

IF NO EXPLAIN:

GROUP # 19060258 7-1-19

FIELD READING(S) & COMMENTS:

ChemServe ENVIRONMENTAL ANALYSTS
317 Elm Street
Milford NH 03055
Tel (603) 673-5440
Fax (603) 673-0366

19060258

Designated Site ID:

Location Name: Gate City Charter School
GATE CITY CHARTER SCHOOL

Address: 7 HENRY CLAY
MERRIMACK NH 03054

Authorized Rep. LYNN RAGE

PERMISSION TO DISTRIBUTE SAMPLE DATA TO THE NHDES DRINKING WATER BUREAU

The New Hampshire DES has created a database for the compilation of the statewide lead in drinking water testing results required under SB247 "Preventing Childhood Lead Poisoning from Paint and Water". SB247 requires reporting test results at or above the maximum contaminant level of 0.015 ppm (15.0ug/l ppb) to the NHDES; in addition the DES requests that ALL results be reported in order to compile statewide statistics and track which facilities have completed the testing. Reporting information can be found at the link below.

https://www.des.nh.gov/organization/divisions/water/dwgb/lead-drinking-water.htm

By signing below I hereby grant ChemServe permission to upload all SB247 testing data on our behalf and have acknowledged payment fees below.

Authorized Signature: [signature] Date: 6/17/19

5 samples or less	$25.00 per sample
6-20 samples	$20.00 per sample
21-100 samples	$15.00 per sample
Over 100 samples	$12.50 per sample

Number of samples submitted: 11 Cost per sample: 20 total 220

State reporting fee of $50.00 per each designated NH site ID.

Total Due: 270.00 Amount Paid: 270.00

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NH Public Risk Management Exchange

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member:	*Member Number:*	*Company Affording Coverage:*
Gate City Charter School for the Arts 7 Henry Clay Drive Merrimack, NH 03054	1215	NH Public Risk Management Exchange - Primex³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624

Type of Coverage	*Effective Date (mm/dd/yyyy)*	*Expiration Date (mm/dd/yyyy)*	*Limits* - NH Statutory Limits May Apply, If Not:	
X **General Liability (Occurrence Form)** **Professional Liability (describe)** ☐ Claims Made ☐ Occurrence	7/1/2018	7/1/2019	Each Occurrence	$ 5,000,000
			General Aggregate	$ 5,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
X **Automobile Liability** Deductible Comp and Coll: $1,000 ☐ Any auto	7/1/2018	7/1/2019	Combined Single Limit (Each Accident)	$5,000,000
			Aggregate	$5,000,000
X **Workers' Compensation & Employers' Liability**	7/1/2018	7/1/2019	X Statutory	
			Each Accident	$2,000,000
			Disease – Each Employee	$2,000,000
			Disease – Policy Limit	
X **Property (Special Risk includes Fire and Theft)**	7/1/2018	7/1/2019	Blanket Limit, Replacement Cost (unless otherwise stated)	Deductible: $1,000

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	☐ **Additional Covered Party**	☐ **Loss Payee**	**Primex³ – NH Public Risk Management Exchange**
Gate City Charter School for the Arts 7 Henry Clay Drive Merrimack, NH 03054			**By:** Tammy Denver **Date:** 10/19/2018 tdenver@nhprimex.org Please direct inquires to: **Primex³ Claims/Coverage Services** **603-225-2841 phone** **603-228-3833 fax**

10. Signatures

Name of Head of School: Astrid Alvarado

Signature of Head of School: _____

Date: 8/29/2019

Name of Board Chair: Danielle Charest

Signature of Chairman of the Board: _____

Date: 8/29/2019

11. Attachments

Gate City Charter School for the Arts
2018-19 School Calendar

Phone in absence by 9am ~ (603) 943-5273

FIRST DAY: August 27 LAST DAY: June 12

August 2018

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	☆	☆	☆	☆
27	28	29	30	X

August 21 - 24: Teacher & Staff Professional Development

August 24: Back to School Ice Cream Social 1:30 -3:00

August 27: First Day of School

August 31 & Sept 3: No School, Labor Day

September 20: Open House

September 2018

M	T	W	T	F
X	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018

M	T	W	T	F
1	2	3	4	5
X	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

October 8: No School, Columbus Day

Wk. of October 15: Parent Conf.

October 31: Community Fall Festival

November 12: No School, Veterans Day

November 21 - 23: Thanksgiving Recess

November 27: End of First Trimester

November 2018

M	T	W	T	F
			1	2
5	6	7	8	9
X	13	14	15	16
19	20	X	X	X
26	27	28	29	30

December 2018

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
X	X	X	X	X
X				

December 7 -Trimester I Report Cards

December 13: Celebration of Learning I

December 18 –Winter Concert

December 24, 2018 - January 2, 2019:Holiday Recess
January 18: No School, Teacher-In-service Day
Wk. of Jan. 29: Parent Conf.-
MLK Day- January 21

January 2019

M	T	W	T	F
	X	X	3	4
7	8	9	10	11
14	15	16	17	☆
X	22	23	24	25
28	29	30	31	

February 2019

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	

February 25 – March 1: Winter Recess

March 11: End of Second Trimester

March 15: No School for Students,
NH Alliance for Public Charter Schools Conference

March 22: Trimester II Report Cards

March 28: Celebration of Learning II

March 2019

M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	☆
18	19	20	21	22
25	26	27	28	29

April 2019

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X
29	30			

April 22 - 26: Spring Recess

May 27: Memorial day

May 2019

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X	28	29	30	31

June 2019

M	T	W	T	F
3	4	5	6	7
10	11	12	☆	14
17	18	19	20	21

June 4: Spring Concert

June 6: Celebration of Learning III

June 12: Last Day of School for students
End of Third Trimester

2018-2019
180 Days Scheduled
1036 Instructional Hours Scheduled
Minimum Standard=990 Hours

Snow Days: 45 (7 days) instructional hours incorporated to accommodate unexpected school closures

Doors open at 8:20am

School Hours
Kindergarten
(M, T Th F):
8:30 – 2:45

Grades 1-8:
(M, T, Th, F)
8:30 - 3:00

Early Release
(EVERY WEDS)
Kindergarten:
8:30 – 12:45

Grades 1-8:
8:30 - 1:00

KEY

☆ Teacher In-Service, No School for Students

X Holiday / Vacation, School Closed

Early Release for Students, Teacher In-Service

First Day of School

Community Event

End of Trimester

Report Cards

Gate City Charter School for the Arts

BUDGET OVERVIEW: LU COLE NEW BUDGET - FY20 P&L

July 2019 - June 2020

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	TOTAL
Income													
4000 Revenue - State & Federal	0.00	0.00	329,800.00	0.00	0.00	329,800.00	0.00	0.00	329,800.00	0.00	0.00	109,932.00	$1,099,332.00
4003 State Revenue - Kindergarten	0.00	0.00	37,434.00	0.00	0.00	37,434.00	0.00	0.00	37,434.00	0.00	0.00	12,478.00	$124,780.00
4004 Differentiated Aid	0.00	0.00	0.00	90,738.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$90,738.00
40050 Title I-A	0.00	0.00	3,796.00	3,793.00	3,793.00	3,793.00	3,793.00	3,793.00	3,793.00	3,793.00	3,793.00	3,797.00	$37,937.00
40060 Title II - A	0.00	0.00	898.00	898.00	898.00	898.00	898.00	898.00	898.00	898.00	898.00	903.00	$8,985.00
40065 Title III - ELO/ESL	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$200.00
40070 Title IV	0.00	0.00	0.00	0.00	2,450.00	0.00	2,450.00	0.00	2,450.00	0.00	0.00	2,450.00	$9,800.00
Total 4000 Revenue - State & Federal	**0.00**	**0.00**	**372,128.00**	**95,429.00**	**7,141.00**	**371,925.00**	**7,141.00**	**4,691.00**	**374,375.00**	**4,691.00**	**4,691.00**	**129,560.00**	**$1,371,772.00**
4100 Revenue - Other													
40080 Free & Reduced Lunches	0.00	0.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	$0.00 $75,000.00
41025 GCCSA Fundraising	0.00	0.00	3,760.00	3,760.00	3,760.00	3,760.00	3,760.00	3,760.00	3,760.00	3,760.00	3,760.00	3,760.00	$37,600.00
Total 4100 Revenue - Other	**0.00**	**0.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**11,260.00**	**$112,600.00**
4200 Revenue-SPED													
42005 SPED Direct Supervision	0.00	0.00	5,010.20	5,010.20	5,010.20	5,010.20	5,010.20	5,010.20	5,010.20	5,010.20	5,010.20	5,010.20	$0.00 $50,102.00
4210 SPED Paraeducator Revenue	0.00	0.00	5,521.00	5,521.00	5,521.00	5,521.00	5,521.00	5,521.00	5,521.00	5,521.00	5,521.00	5,521.00	$55,210.00
Total 4200 Revenue-SPED	**0.00**	**0.00**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**10,531.20**	**$105,312.00**
Total Income	**$0.00**	**$0.00**	**$393,919.20**	**$117,220.20**	**$28,932.20**	**$393,716.20**	**$28,932.20**	**$26,482.20**	**$396,166.20**	**$26,482.20**	**$26,482.20**	**$151,351.20**	**$1,589,684.00**
GROSS PROFIT	**$0.00**	**$0.00**	**$393,919.20**	**$117,220.20**	**$28,932.20**	**$393,716.20**	**$28,932.20**	**$26,482.20**	**$396,166.20**	**$26,482.20**	**$26,482.20**	**$151,351.20**	**$1,589,684.00**
Expenses													
5000 Operating Expenses - Building													$0.00
5001 Rent / Lease	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,583.00	19,587.00	$235,000.00
5002 Insurance - Building	477.00	477.00	477.00	477.00	477.00	477.00	477.00	477.00	477.00	477.00	477.00	481.00	$5,728.00
5003 Telephone / Internet /WebSite	480.58	480.58	480.58	480.58	480.58	480.58	480.58	480.58	480.58	480.58	480.58	480.62	$5,767.00
5004 Utilities	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,832.00	2,838.00	$33,990.00
5009 Building & Grounds Maint	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,652.00	2,655.00	$31,827.00
5010 Supplies - Bldg & Grounds	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,060.00	1,070.00	$12,730.00
Total 5000 Operating Expenses - Building	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,084.58**	**27,111.62**	**$325,042.00**
6000 Wages - Admin Personnel													
6001 Salaries- Director	0.00	5,167.00	5,167.00	5,167.00	5,167.00	5,167.00	5,167.00	5,167.00	5,167.00	5,167.00	5,167.00	5,170.00	$0.00 $56,840.00
6002 Administrative	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,769.00	1,776.00	$21,235.00
6003 Director of Curr/Instr	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	$48,000.00
6005 Director of Student Services	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,666.00	4,674.00	$56,000.00
6006 Finance Manager	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,870.00	2,880.00	$34,450.00
6012 Assistant to Director of Operations	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,773.00	2,777.00	$33,280.00
6014 Admin Benefits	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	833.00	837.00	$10,000.00
6095 Fed Payroll Taxes - Admin	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,615.00	1,610.00	$19,375.00
Total 6000 Wages - Admin Personnel	**18,526.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,693.00**	**23,724.00**	**$279,180.00**
6100 Wages - Instructors													
6101 Salary-Lead Teachers -1	0.00	0.00	31,333.00	31,333.00	31,333.00	31,333.00	31,333.00	31,333.00	31,333.00	31,333.00	31,333.00	31,338.00	$0.00 $313,335.00

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	TOTAL
thru 8													
6102 Teachers Aides/Tutors	0.00	0.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,495.00	9,498.00	$94,953.00
6103 Salary - Kindergarten Teacher	0.00	0.00	3,641.00	3,641.00	3,641.00	3,641.00	3,641.00	3,641.00	3,641.00	3,641.00	3,641.00	3,644.00	$36,413.00
6104 Kindergarten Aides/Tutors	0.00	0.00	2,892.00	2,892.00	2,892.00	2,892.00	2,892.00	2,892.00	2,892.00	2,892.00	2,892.00	2,889.00	$28,917.00
6105 Substitute Teachers	0.00	0.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	$4,000.00
6106 Physical Education Teacher	0.00	0.00	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	$31,000.00
6108 Special Education Teacher	0.00	0.00	5,010.00	5,010.00	5,010.00	5,010.00	5,010.00	5,010.00	5,010.00	5,010.00	5,010.00	5,012.00	$50,102.00
6114 Teacher Benefits	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	$30,000.00
6116 Mental Health Counsellor	0.00	0.00	4,302.00	4,302.00	4,302.00	4,302.00	4,302.00	4,302.00	4,302.00	4,302.00	4,302.00	4,311.00	$43,029.00
6117 Behavior Paraeducators	0.00	0.00	4,731.00	4,731.00	4,731.00	4,731.00	4,731.00	4,731.00	4,731.00	4,731.00	4,731.00	4,740.00	$47,319.00
6195 Fed Payroll Taxes - Instructors	0.00	0.00	5,271.00	5,271.00	5,271.00	5,271.00	5,271.00	5,271.00	5,271.00	5,271.00	5,271.00	5,275.00	$52,714.00
Total 6100 Wages - Instructors	**0.00**	**0.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,175.00**	**73,207.00**	**$731,782.00**
62000 Wages -Specity Personel													$0.00
62010 Teacher - Art Program	0.00	0.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	$35,000.00
62020 Teacher - Music Program	0.00	0.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	$35,000.00
62040 Computer instruction	0.00	0.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	$2,500.00
62045 Technical Support	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.63	$5,000.00
62060 Title I Personnel	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	$30,000.00
62090 Cafeteria Coordinator	0.00	0.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	$6,000.00
62091 Library Stipend	0.00	0.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	$3,500.00
62095 Health Insurance Benefits	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	$10,000.00
62950 Fed Payroll Taxes - Spec Tchrs	0.00	0.00	914.00	914.00	914.00	914.00	914.00	914.00	914.00	914.00	914.00	915.75	$9,141.75
Total 62000 Wages -Specity Personel	**416.67**	**416.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,530.67**	**13,532.38**	**$136,141.75**
7000 Operating Expenses - Business													$0.00
7010 Instructional - Operating													$0.00
7002 Advertising / Marketing	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	$4,500.00
7003 Accounting	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	666.00	674.00	$8,000.00
7004 New Hire Expense	0.00	0.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	$700.00
7005 Travel & Entertainment	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	$500.00
7006 Postage/Prntg/Copy Services	0.00	0.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	$11,000.00
7007 Supplies - Instructional Prgms	0.00	0.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	$2,000.00
7008 Services - Instructional Pgrms/Workshops	0.00	0.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	$5,000.00
7009 Student Support Services	0.00	0.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	$2,500.00
7011 Insurance-Workers Comp	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	265.00	285.00	$3,200.00
7012 Legal Fees	0.00	0.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	$3,000.00
7015 Tech Support	0.00	0.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	$2,500.00
Total 7010 Instructional - Operating	**1,306.00**	**1,306.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,026.00**	**4,054.00**	**$42,900.00**
7030 Administration - Operational													$0.00
7031 Payroll Fee	458.34	458.34	458.34	458.34	458.34	458.34	458.34	458.34	458.34	458.34	458.34	458.26	$5,500.00
7032 Admin - Eqmt/Furniture	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	$500.00
7035 Admin - Software & Licensing	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	$500.00
7036 Office Supplies	0.00	0.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	850.00	$8,500.00
7037 Gifts for	0.00	0.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	$700.00

	JUL 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	TOTAL
Students/Families, et													
7038 Bank Service Charge	0.00	0.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	$200.00
7039 Dues & Fees	0.00	0.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	$2,500.00
Total 7030 Administration - Operational	**458.34**	**458.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.34**	**1,748.26**	**$18,400.00**
7050 Instructional-Equip & Supplies													$0.00
7051 Instructional Computer Equip & Supplies	0.00	0.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	$2,000.00
7052 Classroom Equip & Supplies	0.00	0.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	$5,500.00
7053 Text Books / Core Program	0.00	0.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	$6,000.00
7055 Playground Equipment & Supplies	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$1.00
7056 Cafeteria - Equipment & Supplies	0.00	0.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	$1,500.00
7057 Art Music Drama- Equip & Supplies	0.00	0.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	$3,000.00
7058 Audio Visual Equipment & Supplies	0.00	0.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	$1,500.00
Total 7050 Instructional-Equip & Supplies	**0.00**	**0.00**	**1,951.00**	**1,950.00**	**1,950.00**	**1,950.00**	**1,950.00**	**1,950.00**	**1,950.00**	**1,950.00**	**1,950.00**	**1,950.00**	**$19,501.00**
Total 7000 Operating Expenses - Business	**1,764.34**	**1,764.34**	**7,725.34**	**7,724.34**	**7,724.34**	**7,724.34**	**7,724.34**	**7,724.34**	**7,724.34**	**7,724.34**	**7,724.34**	**7,752.26**	**$80,801.00**
7100 Expenses-Other													
7106 Student Lunch/Snack/Milk Expense	0.00	0.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	$0.00
7107 Contingency	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	$17,000.00
7108 Grant writing	0.00	0.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	$10,000.00
7110 Membership NH Charter Alliance	0.00	0.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	$2,000.00
71125 8th Grade Activities	0.00	0.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	$3,500.00
Total 7100 Expenses-Other	**0.00**	**0.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**3,300.00**	**$33,000.00**
Total Expenses	**$47,791.59**	**$52,958.59**	**$148,508.59**	**$148,507.59**	**$148,507.59**	**$148,507.59**	**$148,507.59**	**$148,507.59**	**$148,507.59**	**$148,507.59**	**$148,507.59**	**$148,627.26**	**$1,585,946.75**
NET OPERATING INCOME	**$ -47,791.59**	**$ -52,958.59**	**$245,410.61**	**$ -31,287.39**	**$ -119,575.39**	**$245,208.61**	**$ -119,575.39**	**$ -122,025.39**	**$247,658.61**	**$ -122,025.39**	**$ -122,025.39**	**$2,723.94**	**$3,737.25**
NET INCOME	**$ -47,791.59**	**$ -52,958.59**	**$245,410.61**	**$ -31,287.39**	**$ -119,575.39**	**$245,208.61**	**$ -119,575.39**	**$ -122,025.39**	**$247,658.61**	**$ -122,025.39**	**$ -122,025.39**	**$2,723.94**	**$3,737.25**