Meeting Date: November 15, 2018

Time: 7:04 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Danielle Charest (secretary)

Adam Fredrickson

Bill Spinelli

Sarah Thibeault

Bill Spinelli

Felicia Doucette(via phone)

Absent Board Members:

Non-Voting Members in Attendance:

Rebecca Fredrickson

Suzanne Wheeler

Betty Mulrey

Attending Public:

Eric Charest

Kyle Finnell

Dev Merchant

Cheri Gratton

Michealene Koskela

Astrid Alvarado

Jen Berube

Public Comments/Public Matters

Astrid Alvarado talked about the funds raised by the middle school. She would like them to be held in a middle school account so they can decide how to allot their funds. Jenny responded by clarifying that the money has previously been held in the friends account but perhaps there could be a line item for that.

There was some discussion about how the expenses and income would be accounted. Bill Spinelli chimed in about reaching out to Lu to get that set up.

Kyle spoke about the confusion with pay periods after the staff meeting. There was some concern that a decision was made in regards to changing the number of pay periods.

Kyle spoke about the pay periods and how they have been handled previously. An email between Cheri and Rich Boardman was shared. He has requested that there be a meeting between the board finance committee and the teachers.

Bill spoke about the process and clarified that there was a miscommunication. He apologized for the misunderstanding. Cheri Gratton clarified that the pay system will not be changed therefore no meeting is required.

Approval of Minutes from October

**7:24 MOTION** Motion to accept the meeting minutes is being postponed to the end of the meeting so they can be reprinted to fix an error in the financial report.

Finance Committee Report

Bill spoke about the finance committee meeting. Our goal is to have the July September October financials by the next meeting. Rebecca added that we received our second installment of student adequacy today. Rebecca clarified that this is our payment based upon enrollment.

**7:30 MOTION** (Fredrickson/Hitzeman) Motion to accept the minutes from the November finance meeting was unanimously accepted.

**New Business**

PTAC- Jenny Hitzeman

-We had a successful fall festival.

-We are in the process of finishing up the planning for our vendor fair, there are 15-20 tables rented. Santa will be visiting, there will be crafts and fun and a holiday shop. The holiday shop was purchased by the friends committee so we have some options that are better quality/value. There will be a raffle that and the proceeds will go to the music department for the middle school to attend the trills and thrills trip.

-The 5k took place on November 4th and was a fun and profitable event.

Curriculum Committee- Jack Balcom and Betty Mulrey

-Betty Mulrey discussed bully prevention program that the teachers took part in.

-Field trips are in progress, the third grade had one last week. 6th grade has been learning about opera and ballet so they are going to the nutcracker in a few weeks.

H/R Policy Committee-

The info on policy amendment is under new business

Grants and endowment committee- Jack Balcom

-We recently received $5,000 grant for science equipment. Rebecca is working with Kyle to order some new equipment.

-We received $5,000 for Ella Anderson trust for Library shelves. New steel shelves have been ordered. ---We are working on some funding for drama.

-We are also looking for a way to meet the needs for some new flooring.

-Marsha is researching the good Karma fund.

-The annual campaign was discussed further and the wording was amending

Facilities committee: Adam Fredrickson

There has not been a meeting this month. However, Eric Charest and Julian Thibeault worked on the printers to resolve this issue teachers were having connecting from their laptop to the printers.

PR and Community Relations committee- Jenny Hitzeman

-Sarah and Jenny met and talked about doing a contest with the kids to create a new school mascot. They are thinking this would get our name out there if the public got to vote on which one.

-Merrimack does a holiday Christmas parade, we were thinking about maybe having a float at it.

-Holiday stroll in Nashua is coming up we are hoping to be able to have Mrs. Mason get some students to perform at it.

-There are some pens that have been ordered and will be available at these events.

-Sarah spoke about the importance of having someone knowledgeable about the charter school at these events to educate people on charter schools and our school in particular.

**8:04 Motion** (Hitzeman/Fredrickson)Motion to accept the committee meeting reports was accepted unanimously.

**Old Business**

-Board Nominees

There are no new nominees. Jack mentioned putting an ad in the paper. Rebecca mentioned that it will be posted on a few sites.

Kyle’s board application is still pending as the board needs to discuss it in non-public

-Renewal Questions

The renewal is broken up into many different categories. Different staff members are handling different aspects of this.

Some of the board piece of it is making sure the website is updated with the minutes and the financials. Rebecca shared the application for the charter renewal to explain the complexity of the process. Rebecca would like to have all the info in a binder for our site visit on December 19th. This site visit will include some other charter school leaders and some officials from the DOE. The visit will include interviews with staff, board members and parents. The process is still a draft so we aren’t sure what the process will look like when it is finalized.

-Health Insurance

Rebecca has made progress with obtaining information from some other charters about how their insurance works. We are in the process of collecting some quotes for what the impact this would have on the school.

2019-2020 School calendar is being moved to December’s meeting.

New Business

-Handbook Revisions

Rebecca spoke about the need for the handbook to be revised since some of the policies and procedures are outdated or not working.

Rebecca reviewed her proposed revisions.

**8:50 MOTION** (Fredrickson/Spinelli) Motion to accept the handbook policies with the exception of the last part “the following is being removed from the handbook completely” was accepted unanimously

Directors Report

There were many appeal letters from students using persuasive writing skills to have Rebecca consider the weather conditions and call off school. Kudos to Jenn Blanchette for getting the students so excited about writing with this assignment.

Rebecca asked Michealene Koskela to speak about some funding that is available to help cover free/reduced for low income classified families. This information is collected at the beginning of each school year and the payment will be sent out the following school year dependent on how many of those students are still enrolled.

**9:10 MOTION** (Fredrickson/Thibeault) Motion to enter Non-Public session under RSA 91- A:3 II (c) Personnel. Motion passed unanimously

**9:52 MOTION** (Fredrickson/Thibeault) Motion to Adjourn nonpublic unanimously accpeted

**9:52 MOTION** (Fredrickson/Spinelli) Motion to accept minutes from October accepted unanimously.

**9:53 MOTION** (Fredrickson/Thibeault) Motion to adjourn unanimously accepted

Next public meeting December 20, 2018 at 7pm

Meeting adjourned 9:53 pm