

# Gate City Charter School for the Arts

## Board of Trustees Meeting

### Meeting Minutes

Meeting Date:

*“The mission of the GCCSA is to use an arts integrated curriculum ... 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.”*

Meeting Date: March 18, 2021

Time: 7:06 PM

Location: Remote Meeting using Google Meetings, NH

#### Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

#### Absent Board Members:

Felicia Doucette (Treasurer)

Jenny Hitzeman

#### Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

#### Attending Public:

#### Public Comments/Public Matters

#### Approval of Minutes from February 2021

**MOTION** (Sarah Thibeault/Neil Mahoney) Motion to accept the February minutes was accepted unanimously.

#### **Committee Reports**

PTO- Neil Mahoney- The PTO will be purchasing yearbooks for all 8<sup>th</sup> graders. Take the Cake contest had a good turnout for the unicorn cake with hopes that the next one will do well too. Our mascot contest is in phase 2, a survey will go out for students and staff to pick what our mascot will be. Teacher Appreciation is being planned as well as the end of school BBQ.

Curriculum Committee- Jennifer Blanchette-See Directors Report

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H/R Policy Committee-Jenny Hitzeman-Maternity/paternity policy is still awaiting info from finance committee.

PR and Community Relations committee- Sarah Thibeault- No meeting yet

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- Internet problems are being resolved.

**MOTION** (Sarah Thibeault/Neil Mahoney) Motion to accept the committee meeting reports was accepted unanimously.

#### Finance Committee Meeting

Astrid gave a review of the finance committee meeting minutes. We are applying for the max amount for the PPP loan submission dur 3/17. \$160,000 was received from ESSER2. Finance committee is hoping to have a budget for 2021/2022 in April.

**MOTION** (Sarah/Neil) Motion to accept minutes of the Finance Committee Unanimously accepted.

#### Old Business

Returning to school 2020/2021- The school is now offering hybrid schedule of two days of in building instruction. The Task Force will meet in April to start discussing the 2021/2022 school year.

Maternity/Paternity policy- no new update

PPP- **MOTION** (Neil Mahoney/Sarah Thibeault) Motion to move forward with applying for the maximum amount for the PPP loan was accepted unanimously.

2021/2022 School Calendar was presented for review and will be voted on at the April BOT Meeting

#### New Business

Charter Renewal- Congratulations we have received our 5-year renewal. Thank you to our amazing directors and staff for working so hard, a very special congratulations to Astrid for presenting to the Board of Education.

Role of Board Members- We are considering an amendment to the bylaws to allow BOT members to attend remotely and change term limits.

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**MOTION** (Neil Mahoney/Sarah Thibeault) Motion to move the last day of school to June 11, 2021, using unused snow day hours was accepted unanimously.

## **Directors Report**

### **Suzanne Wheeler-**

March has been a fabulous month for Gate City Charter School for the Arts. Great news receiving our 5-year charter. I need to commend my two co-directors for everyone working as a team. Astrid did a phenomenal job presenting to the DOE.

Hybrid instruction began on March 8<sup>th</sup> and it was a joy to watch the students arrive. They were so excited to be back in the building. As of this week I have not heard one complaint about wearing masks. The students have honored our 6-foot distancing policy and I want to give a huge shout out to our staff (all our staff, not only the teachers) for listening carefully to their walkie talkies and assisting in classrooms and bathrooms when needed.

More great news: starting this week Mr. Ryan Keller will be delivering direct services to Nashua students attending Gate City in our building. He will be here on Thursdays and Fridays from 8:00 A.M. to 12:30 P.M. As he services more than one charter school, the delivery of remaining hours will continue to be remote.

The Boys and Girls Club van began from the get-go and the Merrimack Bus started on the 15<sup>th</sup> of March. We are still waiting for the YMCA bus to begin.

Adjustments are made daily as needed. For example, we have one teacher who has been exposed to Covid. She taught remotely from home and her educational assistant was called to come in and cover the classroom.

All our staff have been flexible and understanding when any changes have been needed. Drop off and pick up has been improving daily with placards on each car's dashboard. The only minor challenge we have had is to remind/teach parents to complete the health survey form before 8:10. I have completed 15 meetings this month (IEP, Deliberative sessions, Referral meetings, 504 meetings, as well as review meetings). There have been some changes from 504's to IEPs and a discharge and additional IEPs. All have gone well.

Looking forward to continued Successes next month for GCCS.

### **Jennifer Blanchette-**

#### **Teacher/Staffing Plan**

1. K-3 plan
2. Letters of intent/working with Astrid.
3. Evaluations

Educational Format Plan 2021-2022

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1. Remote option potential
2. Project-Based Implementation
3. Arts Integration Implementation in every subject area

#### Math Re-Chartering Response Plan:

1. Math school groups based on skill gaps.
2. Whole school math time with all staff

#### Hybrid Planning and Implementation:

1. Worked with administration on hybrid policy and procedure creation.
2. Worked with administration on hybrid staff training and scheduling.

#### Field Trips:

1. All teachers designing a remote field trip.
2. 6-8 going to Nashua Community Gardens on the first three Wednesdays of April

#### Artist-of-the-Month /Writer-of-the-Month

1. Successful 6th community meeting was held.

#### Title I

1. Title I Math for 5-8 began.
2. Designed progress report for math.
3. Planning for math/reading activity nights for Spring.
4. Completed final evidence submission for the state.

#### State Testing:

1. Required this year. No exemptions for states.
2. Opt-out/exemption letter to be sent out next week.
3. No remote testing available
4. Regular length and grade level
5. Teachers all need administrator certification.

#### Recertification PLC:

1. Two groups to meet weekly: Alternative Certification and Traditional Certifications
  - a. One teacher submitted for original certification.
  - b. One teacher recertified.

#### 8th Grade Preparation:

1. Meeting with 8th grade reps to update administration.

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2. Potential Activities: Mel’s, Remote movie night
3. Graduation Date: 9th, Rain Date: 10th

## Professional Development:

1. March 19 PD
  - i.Suicide Prevention
  - ii.CATCH Multicultural Dance
  - iii.Art used for SEL/Staff Art Project
  - iv.WEVideo
  - v.EDPuzzle

## Staff Days Following School End

1. Goal Reflection/Evaluation

## Report Cards

1. Available April 2nd

## Celebration of Learning

1. Outside/combined option

Astrid Alvarado

## Current Enrollment

TOTAL: 141

Grade	Number of Students
K	11
1	16
2	18
3	14
4	19

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5	16
6	16
7	16
8	15

March 23rd will be our last information sessions to be held this year.

April 1st will be our Kindergarten Lottery for this school year. We currently have 34 students on our Kindergarten waitlist.

## **DOE Re-Charter**

Happy to inform the public that we were approved for our 5-year recharter. The DOE has requested the school come back in a year to check-in on some of our outstanding items. Revision/ further research into specific line items within the school's budget. Some of these items are to include but not limited to, lease agreement, cleaning services, and office supplies.

## **5-year Budget**

Worked jointly with Felicia to update our previous 5-year budget. This budget was updated to include the loss of students and therefore revenue that we are currently experiencing. Task for April will be to provide a more detailed budget for the following Fiscal year to include any increase in wages and more accurately updated line items with some further investigation based on the DOE recommendations that were provided to us on 3/11.

## **Audit**

Lynn & I have been working diligently to complete the 2018-2019 Audit that is overdue. There have been several hang-ups with this audit due to some inconsistencies that have been recorded within our QuickBooks account. Due to the initial findings from our new Auditing firm, we have had them complete a cash reconciliation report for us (approved this after speaking with Felicia). They have tasked us with following up with several of our invoice recipients to see if or when checks made out to GCCS cleared their account. As there were several payments that looked to be documented as a source of revenue for months into QuickBooks but were not able to be found when going back to complete the cash reconciliation. We hope to have this completed by mid-next week depending on how quickly we receive feedback. Our Auditors have written GCCS a letter that states they expect to complete the audit by mid-April. I am confident that the following reporting

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year should be completed by beginning to middle of June as there were several processes, we put into place for tracking our finances.

### **Policy & Procedure Manual for Hybrid Students**

A manual was created for students to ease our transition into hybrid learning. This serves as the school's central source of information for all policies and procedures related to Hybrid. This continues to be an ongoing document in which we can expect to update as additional information becomes available or guidance is updated in any way.

### **Acquiring PPE/Facilities**

We have acquired enough PPE for all staff and faculty to have KN95 masks, goggles, or shields who would like them. Staff came in on Thursday & Friday in March to update and make our facility student ready. This was an amazing feat for our staff and was an excellent staff building experience as well. Desks are placed 6ft apart with students having individual learning spaces. All classrooms and offices that are being utilized have air purification systems that can clean the air in the facility constantly. We have also utilized our space, and entrances within our building to space out our students to enter and exit the building safely, efficiently and with minimal disruption as possible.

### **School Calendar Updates**

Prior to the start of school, we altered the calendar to accommodate additional time that would be needed to provide our teachers with professional development to deliver a rigorous remote curriculum. As we typically factor into our calendar, we allotted 7 snow days for staff and students within that calendar. As we currently have only utilized 2 of those days, I am proposing that the last day of school for our students move to June 11th. I also propose that we include 2 additional teacher and faculty days on June 14th & 15th to include, but not limited to, clean-up, professional development, and analyzing math/writing goals.

Attached I have also included the proposed [21-22 School Calendar](#).

**MOTION** (Sarah Thibeault/Neil Mahoney) **Motion** for Non-Public RSA 91-A:3, II(d) Unanimously accepted.

**MOTION** (Sarah Thibeault/Neil Mahoney) **Motion** to seal the non-public minutes Unanimously accepted.

**MOTION** (Sarah Thibeault/Neil Mahoney) **Motion** to adjourn Unanimously accepted.

Next public meeting Thursday April 15, 2021, 7pm

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Meeting adjourned 9:48 pm