

# 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: February 18, 2021

Time: 7:02 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:

Kristen Capirotti

#### Public Comments/Public Matters

#### Approval of Minutes from December 2020

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

#### Committee Reports

PTO- Neil Mahoney-The bookfair will be online for the spring fair 3/22-4/4. The PTO's finances are in great shape and we are trying to figure out other ways to spend money. Discussion on Field Day 1 class at a time or new playground equipment for each classroom. We will be holding a savers fundrive in May. Looking into virtual events for the SEE Science Center. Virtual Talent Show is being moved to 4/17 it will be videos submitted by the student body with a premiere and watch party. The PTO is hoping to get the teachers involved to create hype. Phase 1 of the Mascot contest is underway. The PTO has a Take the Cake challenge to

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start in March as well as a trivia night. Discussion of ceiling tiles as a fundraiser and way to bring color and more art to the building.

Curriculum Committee- Jennifer Blanchette-See Directors Report

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

PR and Community Relations committee- Sarah Thibeault- Mandy and Paige have been working on the charter school MythBusters campaign. Paige is working on the slides that will be used for what they have named "MythBusters Monday" to start in March. Paige has been reaching out to some local businesses for donations for Raize Craze which will be held in late April early May.

Suggestions for businesses Altitude Merrimack

Haywards

Chunky's

A&E Coffee

Big Kahuna

Paige will also reach out to Krystal Cameron to find out some other local businesses to reach out to. There have been 9 new parent testimonials received that will be added to our Facebook ads and website. Greely Park Art show-Beth Ashton will ask students to be involved and send in their work for the student art show. Info sessions are being advertised through Facebook ads and the patch. We discussed possibly making postcard advertisements to have at the YMCA, Boys and Girls Club and both Nashua and Merrimack Library. Our Facebook site views has increased 40% in the last month. Our website views have increased 47% with 58 site clicks in the last month. We are planning an art show with an online art auction for May. The show will be an outside event. The auction will be online.

-Food trucks for event

-Beth will offer to students 16x20 11x14

-website for auction

-

-donations for raffle baskets for artists that submit work

-hoping for 40-50 pieces of art

-community paint event

-reach out to art studios for donations of art

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- See Directors report

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**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 need a new committee chair. New auditors were hired they work with 8-10 other charter schools in the state, so we are hopefully to get the 2019 audits done by the March 11 DOE renewal meeting. 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- Governor Sununu signed an executive order stating all public schools must offer hybrid learning/ 2 days a week of in school learning by 3/8/2021. The admin has asked to come up with an outline for hybrid learning and present to the board 2/25 at 11 am in a public meeting. A survey will be sent out to parents and care givers to evaluate how many students will consider hybrid learning.

Maternity/Paternity policy- no new update

#### New Business

PPP loan-Astrid reached out to our bookkeepers to get information about PPP loan to help with our current deficit. The bookkeepers said it was likely we could receive a PPP loan however there is a fee of 2% or \$600 for the application process. Neil will talk to his accountant about the fees.

2021/2022 school calendar-moved to March meeting

#### Directors Report

##### Suzanne Wheeler-

Although February has been a short month, it has been a challenging one. I will share a couple of examples using no names to protect their anonymity.

A parent requested adding additional direct special education services to her student's I.E.P. Both the home district team and I felt that was not indicated looking at test scores, teacher input, and an exceptional number of daily absences. As I explained the process to the parent and the

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case manager of the district was in total agreement with me, the mother threatened to report the district (not Gate City) to the DOE. She stated that she did not think this was legal.

A second example was from a mom who felt that I should write an IEP for her student. The child is achieving at grade level when she chooses to do her work. Her mother was very angry stating that she could not force her to join her class. She wanted one on one services to solve her problem. When I explained that the district team and myself felt that an IEP was not indicated she became extremely upset.

The last example I will share concerns a student that we have been worried about for some time. I have spoken to mom a large amount of time weekly to talk about strategies and her child's mental health. Mom has expressed her appreciation to Gate City teachers and me for the empathy we have shown and the accommodations we have made for her child.

There are more stories like this one, but I just wanted to make you aware that student services are about every student and that in addition to meetings very story is important and needs immediate attention.

This month I have had referral meetings, IEP update meetings, amended IEP meetings, meetings to access testing, and meeting with Brianna, and two information sessions. The information sessions went over well, and many attendees wanted their children's name on our enrollment list for next year. Astrid did a wonderful job presenting and Jenn and I were there and available for the Q and A that followed.

The three-member administrative team meets weekly and speaks to each other daily to catch up and remain a cohesive team.

### Jennifer Blanchette-

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

1. Successful 5th community meeting was held.
2. Recognized Writer-of-the-Month

#### Title I

1. Audit complete. 1 finding regarding annual report links. Corrective plan accepted. Corrective action complete. Website recommendations carried out.
2. Title I Math new hire.
3. Title I Math for 5-8 begins March 1st.
4. Parent Night held February 17th.
5. Coordinated with special education to create Title I Math schedule

#### i-Ready

1. Mid-year complete.
2. Report shows:  
Math: At Risk for Tier 3 17% Tier 2 45% Tier 1 38%

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Reading: At Risk for Tier 3 9% Tier 2 31% Tier 1 60%

Re-Chartering:

1. Aided in the creation/completion of re-chartering documentation.
2. Analyzed testing data to generate schoolwide goals.

Recertification PLC:

1. Two groups to meet weekly: Alternative Certification and Traditional Certifications

8th Grade Preparation:

1. Wednesday planning/fundraising committee
2. Parent classroom Google

Professional Development:

1. Suicide Prevention staff development planned for March 19.
2. Touch Math/Spire Math staff Development
3. CATCH training for wellness

Astrid Alvarado

**Current Enrollment**

TOTAL: 142

Grade	Number of Students
K	11
1	17
2	18
3	14
4	19
5	15
6	16
7	15

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8	15
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Information Sessions are scheduled for February 16th and March 23rd at 5:30 pm & 7 pm

\*We have had one family decide to return immediately that attended January's information session.

At the PR committee, we discussed sending a flyer out to YMCA to help gain more attention and participation in the information session in March.

### DOE Reporting

The DOE-25 financial packet is still in progress as there were some anomalies that need to be addressed after revision.

### Finance

We have established a relationship with new Auditors for the FY2019 Audit. The Audit will cost an additional \$500 from the \$6,000 that was budgeted for the 2020-2021 School year, for a total of \$6,500. However, the audit company, Vachon Clukay & Company PC located in Manchester, already work with many other charter schools in New Hampshire. This will hopefully become an easier transition and quicker turnaround rate of completion. I have requested to complete the audit by the March 11th (DOE date), they stated they will investigate getting this done as quickly as possible.

### Reopening Purchase Items

Items	Price (COST OF #)	Reasons
20 x 40 Fire Retardant Tent	\$4,983 (2)	Outdoor classrooms
Sanitizing Wipes	\$288 (12 per case X 5)	
Disposable Gloves (Non-latex)	\$36.78 (200)	
KN95 Masks	\$207 (60 per package x 3)	
Thermometers	\$135.28 (4)	
Disposable face masks	\$59.96 (4)	
Face Shields	\$41.88 (30 shields)	
HEPA filtration system	\$1,179.96 (8 systems)	Offices

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HEPA Large Filtration system	\$499	Cafeteria (up to 840 sq. ft)
Replacement Filters	\$48.99 (pack of 2)	
Large Replacement Filters	\$139 (1)	

## \*Reopening Questions

- What will the Board policy be regarding staff to be back in the building? What will the HR policy be regarding this matter? Will staff be required to file for FMLA or FFCRA (Families First Coronavirus Response Act) if they refuse to come in? Will teachers have the option to work remotely if they request? What is the legal responsibility as a school?  
[Families First Coronavirus Response Act: Employee Paid Leave Rights](#)

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

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

Next public meeting Thursday March 18, 2021, 7pm

Meeting adjourned 9:16 pm