

# 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: April 15, 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)

Jenny Hitzeman

#### Absent Board Members:

Felicia Doucette (Treasurer)

#### Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

#### Attending Public:

Rebecca Boutin

#### Public Comments/Public Matters

#### Approval of Minutes from March 2021

**MOTION** (Sarah Thibeault/Neil Mahoney) Motion to accept the March 2021 minutes was accepted unanimously.

#### **Committee Reports**

PTO- Neil Mahoney- Yearbooks are being ordered and gifted to the 8<sup>th</sup> graders from the PTO. Planning for Teacher Appreciation is underway. It was decided the PTO will get white shirts made for all GCCSA students and each class will have a chance to tie-dye in their class color. The PTO is still thinking of a way to celebrate the end of the school year. We will be doing a big membership drive to hopefully get some renewed energy into the PTO.

Curriculum Committee- Jennifer Blanchette-See Directors Report

# 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.”*

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

PR and Community Relations committee- Sarah Thibeault- Mandy is working on calendar sample pages with student Artist of the Month artwork as well as advertisements. On May 21, 6-7:30pm GCCSA will be holding the First Annual Art show and auction. We are currently accepting artwork from teachers, students, and family of GCCSA. The event will be held outdoors and we are hoping to have Kona Ice attend the event.

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- See Director of Operations report

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

#### Finance Committee Meeting

No meeting this month please see Director of Operations report

### **Old Business**

PPP Loan-awaiting a signature to finish application.

2021/2022 School calendar- **MOTION** (Sarah Thibeault/Jenny Hitzeman) Motion to accept the 2021/2022 School calendar was accepted unanimously.

Role of Board members- Sarah will send out an email to schedule a time for a special meeting to look over the amendments to bylaws.

### **New Business**

New building committee- Astrid will reach out to the teachers to see if there is any interest in being part of this committee. Astrid spoke to Brady Sullivan about a building housed another school that was no longer operating, at 410 Amherst St., Nashua, NH.

**MOTION** (Sarah Thibeault/Jenny Hitzeman) Motion to accept the 5 day in school instruction schedule was accepted unanimously.

New BOT member- Rebecca Boutin was accepted unanimously as a new member of the Board of Trustees.

# 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.”*

**MOTION** (Sarah Thibeault/Jenny Hitzeman) Motion to accept Rebecca Boutin as a new Board of Trustee member was accepted unanimously.

## **Directors Report**

Suzanne Wheeler-

Word of the month ADAPT.

This month has used all the creativity and energy of all staff. When the governor mandated a 100% return to school starting on April 19<sup>th</sup> the spin began. One issue led to another issue and so on. Our staff has been working very hard to get GCCS ready for our grand reopening.

Classrooms had to be changed due to number of students and size of room. Jenn and Astrid worked tirelessly on scheduling and Lynn had many supplies that had to be ordered.

Parents have different opinions on openings, and I feel that what we have offered is the best of all worlds.

In addition to the regular I.E.P. meetings, amendment meetings, and updated meetings we have also had additional BOD meetings and many administrative discussions. Also, I had to meet with each district to determine if Extended Summer School was warranted for every student with an IEP. The definition is that if a child would regress so that placement would need to be changed then Extended Year program would be advised. As GCCS does not have a summer program, this would fall back to the home district.

Administrators, teachers, and some EA's have put in many extra hours planning, moving furniture, taping off areas, and setting up a tent and we all appreciate the hard work and hours they have voluntarily offered.

One of our biggest challenges right now is finding several proctors to join our staff in the afternoon to monitor students. I have contacted department of education at local colleges, but these students are entering final exam time. We are advertising on our school's sites and word of mouth but are having a challenge to achieve our goal. The hours are 12:00-3:00. Put the word out if you know of any capable people who love children and have time to give.

We will get through these times I am exemplary manner as we do all things associated with GCCS.

Jennifer Blanchette-

Field Trips:

1. 6-8 went to Nashua Community Gardens on the first three Wednesdays of April
2. Established new community partnership with Nashua Grows.

# 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.”*

#### Mentorship Program:

1. Began pilot of mentorship program.
2. Created calendar, record forms, guidelines.

#### Educational Format Plan 2021-2022

1. Remote option mandated for next year for medically fragile.
2. Survey revealed significant interest.
3. Limited plan option vs full enrollment

#### Full-Return Planning and Implementation:

1. Worked with administration on:  
staffing, planning, policies, responding to staff and parent communications/concerns/questions.
2. Worked to assist to ready facilities and order needed supplies.
3. Worked collaboratively to rework the entire instructional schedule.

#### Electives:

1. Expanded elective offerings to daily for in-person.
2. Still include remote students
3. Each elective will be 2X weekly last hour of instruction.

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

1. Successful 7th community meeting was held.
2. This month's all-school arts integrated book based on Eric Carle and Poetry Month

#### Title I

1. Progress reports delivered for each grade level math/ELA.
2. Planning for math/reading activity nights for Spring.

#### State Testing:

1. Tracked staff TA training.
2. Opt-out/exemption letter collection.
3. Readied/edited rosters
4. Prepped tech and assisted teachers with administration

#### 8th Grade Preparation:

1. Met with 8th grade parents to discuss opportunities to get involved.

# 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.”*

#### Professional Development:

1. March 19 held.
  - i. Suicide Prevention requirement met.
  - ii. Art used for SEL/Staff Art Project to be displayed at the school and/or art auction.

#### Report Cards

1. Reviewed and made available April 2nd.

Astrid Alvarado

#### Current Enrollment

TOTAL: 141

Grade	Number of Students
K	11
1	16
2	18
3	14
4	20
5	16
6	16
7	16
8	14

Proposed temporary change to admissions process: we typically have a rolling admission process throughout the end of the school year. Given the level of need that is involved in setting up spaces for in-person learning to accommodate mitigation strategies within the building, I would like to propose that we do not receive any additional in-person admissions from 4/19 to the remainder of the school year.

#### Intent to Return.

- We have received 109 responses in our Intent to Return. All but 2 families have stated that they would like to return for the 21-22 school year.

# 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.”*

- One of which is looking for a traditional Middle School experience, the other family has moved to a different home school district in which they prefer to move their students to.

### Facility Updates

- Purchased additional air purifiers for all classrooms and main space areas.
- Created individual learning areas marked at least 3ft apart and up to 6ft apart. Some classrooms have a larger space in between students than others. Based on space that was available.
- Segmented outdoor areas for use of mask breaks, recess, and any additional outdoor activities
- Outdoor classroom tent was built on 4/14
  - Still looking to set-up, a permanent classroom space to utilize it on a consistent basis.
  - I will be reaching out to Eric to install the Wi-Fi extender hopefully once he gets a spare moment.

### Action items completed for in-person.

- Purchased Google Education for Chrome. This enables better surveillance of our chrome books, more safety and security within the filters for the internet and a necessary to have State Testing allowed on those computers.
- Created FAQ document for families that had questions about full in-person learning.
- Set-up appointment calendar for signing up volunteers.
  - Item to complete ask PTO to create a raffle basket for volunteers that donate their time to help with in-person learning.

### Summer Camps

- We have gauged interest for summer camps and created descriptions for camps. Gemma Bates has worked diligently to create a brochure for our camps, and we will be discussing more options moving forward.

### Audit

- Currently working on completing the cash reconciliation process that Vachon & Clukay have requested.
  - This process involves reaching out to other districts to ensure that some of the revenue that was documented in our QuickBooks account but did not seem to be found in the bank account.

### Finances

# 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.”*

- This month we received our financial packet for the ESSR II Grants which allocated money to Gate City to be reimbursed for up to \$159, 878. These funds will be made available to recipients until September 23, 2023.
- From this grant, we will be able to pay for the additional staff that will be required to adequately staff the building for full in-person learning. We have also purchased many additional PPE for staff, air purification systems, general school supplies for students, etc.

## [April Newsletter](#)

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

Next public meeting Thursday May 20, 2021, 7pm

Meeting adjourned 8:30 pm