

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: May 20, 2021

Time: 7:10 PM

Location: Remote Meeting using Google Meetings, NH

Voting Board Members in Attendance:

Danielle Charest (Chair)

Sarah Thibeault (Secretary)

Neil Mahoney (Parent Rep)

Rebecca Boutin

Absent Board Members:

Felicia Doucette (Treasurer)

Jenny Hitzeman

Non-Voting Members in Attendance:

Suzanne Wheeler

Astrid Alvarado

Jennifer Blanchette

Attending Public:

Grace Cavallo

Eric Charest

Public Comments/Public Matters

Grace introduced herself and explained why she was interested in joining the BOT.

Approval of Minutes from April 2021

MOTION (Sarah Thibeault/Neil Mahoney) Motion to approve the April 2021 Minutes to the June meeting was accepted unanimously.

Committee Reports

PTO- Neil Mahoney-The PTO purchased shirts for all the students and staff and are hoping to tie dye them as part of Adventure Day. The PTO is hoping to give out ice cream or popsicles to celebrate the end of the school year.

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- Mandy is continuing to work on the calendar, we will be sending out letters to local businesses to buy ad space. Raise Craze will be moved to March 2021. MythBusters campaign to be started May 23. Next meeting will be June 16.

Grants Committee- See Curriculum Director report

Facilities Committee- Eric Charest- Eric installed a Wi-Fi extender and now the internet works outside.

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

Finance Committee Meeting

Astrid gave an update on how the Esser II funds will be allocated. Astrid gave an update on the proposed 2021/2022 budget with the edits the board asked for including 145 students instead of 165 students, a 3% raise for staff instead of cost of living raise and the addition of a part-time finance person. The budget is set to be approved for the July BOT meeting.

Old Business

PPP Loan-Fits all criteria to be forgiven.

Approval of budget 2021/2022-will be ready for our July BOT meeting

New Business

Title Assurances-meet all criteria for using title grants and adhering to regulations. They will be signed for compliance.

410 Amherst St- We looked over a second draft of the test fit, there is an outside area that we will be able to use. We discussed if we want another office space for our next building.

Bedford, NH Space- This building is near The Copper door Restaurant. 20,000 square feet turnkey test fit. We will be forming a committee for a new building. Sarah will email teachers to see if any have an interest in joining this committee.

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Mask Policy- We will be keeping and adhering to our current mask policy. A new taskforce will be formed for the fall school year.

Revised 2021/2022 calendar- Astrid would like to keep the current pick-up and drop-off, the hours will still meet the compliance of hours.

Information Nights- Parents are being informed of what arts integration is and how the curriculum is woven with the arts.

Directors Report

Suzanne Wheeler-

It is hard to believe that year end activities are being planned when we just returned to school. You can feel the excitement in the building.

When the students returned to school from remote, some were timid, and the building was quiet. Now I hear the voices and they are happy and excited voices. What a difference a few weeks can make!

May has been a month of meetings. The teachers have been flexible and have been wonderful about being expected at their students' meetings. Jenn has been a tremendous help in finding coverage for these teachers.

We completed 12 meetings this month including evaluations, parent meetings, eligibility meetings, speech/language meetings, and transition meetings.

Phone communication with parent concerns were an important element this month.

All educational assistant evaluations have been completed and will be distributed next week. I will then meet with each assistant individually.

End of the year activities are coming up fast and furious. I think the students will enjoy the cocis-19 safe adventures.

Jennifer Blanchette-

Staffing:

1. Evaluations created and underway: truncated form with a numeric rating, narrative, and self-reflection component.
2. Individual meeting with teachers to begin upon completion of evaluations.
3. Intent letters completed.

Remote Proposed Plan 2021-2022

1. Remote option still mandated for next year for medically fragile.
2. Budget permitting, plan to proceed with 20 student programs.

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3. Trial of new remote tech to begin.
4. Proposed focus grades of 4-8
5. Planned interest survey.

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

1. 8th Community Meeting
2. Eric Carle Project

Title I

1. Parent engagement activity June 2nd 6-7
2. End of year student progress evaluations underway
3. Annual Program Evaluation students/guardians/instructors
4. Allocation for next year

Celebration of Learning:

1. Remote grade-level presentations 2x
2. June 3rd 6 and 6:30PM

State Testing:

1. ELA and Math completed grades 3-8
2. Science grades 5 and 8 scheduled for May.

iReady:

1. Testing window open.
2. End-of-year testing underway grades k-8.

Professional Days:

1. June 14th and 15th
 - a. Topics: Staff Culture, Data Review, School-wide Goal Check in 8th Grade
1. Graduation the 9th, BOT invited 7pm, RSVP please.
2. Events: movie night/game night, Mel's, Semi-formal

Title II and IV

1. Current in reporting

Curriculum Renewal/Acquisition:

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1. Mystery Science Renewal Grades 4-8
2. Curriculum planning: grade level meetings to bridge curriculum effectively grade-to-grade.
3. Curriculum renewal planned: Savaas, I-Ready, Kessler,
4. Curriculum acquisition proposed: Writer’s Workshop.

Astrid Alvarado

Current Enrollment

TOTAL: 142

Grade	Current Number of Students	Enrolled for Next Year
K	12	19
1	16	14
2	18	18
3	14	20
4	20	14
5	16	19
6	16	16
7	16	15
8	14	16
TOTAL		151

Facility Updates

- The outdoor classroom tent that was built on 4/14 was damaged by the April snow we had last month.
- We were able to receive a full refund for the tent built on 4/4 and were able to purchase 2 other tents for the price of one which worked to our benefit.
- As a spin-off to Field Day, Mr. G is putting together what we are calling “Adventure Day” to be held on Monday June 7th with a rain date of June 8th this event will include some activities that teachers are able to run on their own. We

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will have a staggered start time and every class will begin at the same station and rotate through the activities. Some of these will include freeze dance, painting station, a few recess games that Mr. G has been teaching students, etc. We are also hoping to partner with the PTO to complete Tie-Dye shirts and have ice cream for kids at the end of their rotation.

Summer Camps

- We have finalized these activities and are working on promoting them out to our public. They are attached to our newsletter, and we will be purchasing ads to help promote them along our social media accounts. In addition, we were able to place them with Merrimack Parks and Rec to increase visibility. We have asked all staff to share these on any all-visible locations that they may visit.

Audit

- After meeting with Matthew Muray from Vachon & Clukay, it seems as though the entries that were placed into QuickBooks were placed there by error and referred to other invoices that we had previously billed for.
- We were able to complete the 990 Tax document with Vachon & Clukay, while we will be submitting this document later than we had planned, Vachon & Clukay have stated they will cover any costs as it was presented to us with little flexibility to submit to the State.

Finances

- Worked on the budget this month and sent it to the Board for approval. The budget proposed is based on 165 students. I have included an additional budget that encompasses 145 students along with a finance position per the Board's request.
- The only request I was unable to fulfill is the Budget vs. Actuals, due to the bookkeeper from Acuity is currently on vacation this week and I have not been able to meet with them to ensure all entries are categorized to the proper ledger number.

Title Assurance

- Each year the Department of Education asks us to present to the Board of Trustees the general assurances for the Federal grants that we receive which are Title I, Title II, and Title IV. These assurances are necessary to receiving the grants. The document details that we, as Gate City Charter School for the Arts, will comply with all federal regulations that are aligned with this grant funding.

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MOTION (Sarah Thibeault/Neil Mahoney) to enter Non-Public Session under RSA 91 A:3 accepted unanimously.

MOTION (Sarah Thibeault/Neil Mahoney) to seal the minutes accepted unanimously.

MOTION (Sarah Thibeault/Neil Mahoney) to exit Non-Public Session RSA 91 A:3 accepted unanimously.

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

Next public meeting Thursday June 17, 2021, 7pm

Meeting adjourned 8:30 pm