



# Minutes

Board of Trustees Meeting  
Gate City Charter School  
for the Arts

**Date:** Tuesday, November 19, 2013

**Time:** 6:45 pm

**Location:** Beck's Creative Arts Center, 491 Amherst St, Unit 25, Nashua NH

## **Present:**

Karin Cevasco, Chairperson  
Rebecca Fredrickson, Vice Chairperson  
John Keicher, Treasurer  
Kurt Stuke, Secretary  
Mark Walsh, Performance Improvement Evaluator  
Robert Amrein  
Lisa Klein  
Dan Sinnott  
Lisa Ura Bollinger  
Bill Spinelli

## **Absent:**

**I. Call to Order:** at 6:48 PM by Karin Cevasco

**II. Quorum:** nine of nine members present (five required)

**III. Reading and Approval of Minutes:** 6:50 PM

- A. Kurt Stuke read the minutes from the previous minutes. A motion to accept the minutes was forwarded by Bob Amrein and seconded by John Keicher. The motion was accepted by unanimous consent and filed.
- B. Public Comment – no public attendees and therefore no public comments were entered.

## **IV. Treasurer's Report & Open Board Discussion**

### **A. Treasurer's Report**

- (1) The treasurer asked if he should post the Treasurer's Monthly Report to our Website. Bob Amrein observed that the posting should not post until discussed, reviewed, and approved within the following BOT meeting
- (2) Expenditures totaled \$9683 leaving \$50 within the checking account. The chairperson noted that although some of these expenditures were earmarked for spending, not all of the requested funds were actually spent, e.g. \$1000 was requested for High Bar BOT Governance training but will not be spent and therefore will be returned to the account.
- (3) The treasurer noted that there are many grant opportunities but without the 501c3 status we are precluded from applying.

### **B. Regulatory Tasks**

- (1) We have received our certificate number as a charitable trust as recognized by the state of New Hampshire (certificate #12805)
- (2) The chairperson confirmed submission of the 501c3 petition and expects confirmation within six weeks.
- (3) We have submitted the request for a bi-weekly payroll to the state's Department of Labor and should hear back shortly
- (4) We have entered into an official contract with Flegal Law Services; we have a subscription service and have paid for six months of service "up-front." Our contract is for unlimited emails and phone calls with Attorney Flegal for the purposes of advice related to our start-up concerns (i.e employment, real estate, etc) .

## **V. Old Business**

### **A. Liability Insurance**

- (1) The chairperson has asked Darlene Simmons and Health Trust to initiate the Educator's Agreement and the entity will be "bound."

### **B. Update on Business Manager**

- (1) We interviewed three candidates, offered the role to the third candidate, but the candidate rejected the offer.
- (2) A discussion of the most efficient way to address this role and its responsibility ensued; could the payroll and tax-related filings and tasks be assigned to a service? NCC Business Solutions was forwarded as a potential service provider.
  - a. Karin Cevalasco will contact NCC Business Solutions

### **C. Update on Director Job Description**

- (1) Kurt Stuke distributed a draft of the job description. The following observations were offered:
  - a. the job description refers to an assistant director but should refer to a curriculum developer
  - b. the Master's Degree is better expressed as a preferred skill
  - c. if necessary the salary could be increased by allocating funds from different budgets to accommodate a higher salary
  - d. under required skills, the senior leadership role should stipulate an educational leadership role and not just a senior leadership role
  - e. responsibilities should include experience with Response To Interventions (RTI) and Common Core standards
  - f. responsibilities should include fostering professional development
- (2) A motion was made by Bob Amrein to approve the job description as amended with additional revisions to be revised by Lisa Klein within one week. The motion was seconded by Rebecca Frederickson and accepted.
- (3) Kurt Stuke advanced the notion of using EdjobsNH.com to advertise the director position was finalized. A motion to post the director position to Edjobsnh.com once revised was forwarded by Rebecca Frederickson and seconded by Lisa Ura Bollinger. The motion was accepted by unanimous consent and filed.
  - a. Additional advertising sources discussed were Career Centers at Local Colleges/Universities, Craig's List and the Nashua Telegraph; any free sources were deemed as acceptable advertising sources

## **VI. Presentations**

### **A. Updates on Policies and Procedures**

- (1) Mark Walsh found two sources for existing policies: Great Bay and ASD Charter Schools. He found approximately 70 policies that will need to be ported over. Meeting a December deadline (as stated in the previous minutes) will be challenging but is a task that can be accomplished.
- (2) Mark asked for assistance in creating a review process for the set of policies.

### **B. Annual Report**

- (1) Karin Cevalasco discussed NHDOE accountability and compliance requirements. We are not obliged to start filing until August 2014.

### **C. Update from Marketing Committee**

- (1) Dan Sinnott & Rebecca Frederickson offered "Exceptional education through art integration" as a new tagline.
- (2) Dan & Rebecca discussed the "elevator speech" as forwarded on the document under separate cover and the benefits of using that article as a rear facing document.
- (3) Business cards are waiting for the new logo; the new logo should be available shortly
- (4) Website design services and improvement is needed. Rebecca mentioned a donations page, parent portals, newsletters, and social media as desired elements.
- (5) The committee created a list of local patrons and artists and will approach to initiate a capital campaign and school awareness

## **VII. New Business**

### **A. Finance Committee**

- (1) The fundraising goal is \$20,000 by next September. In order to reach that goal we need an established timeline with milestones. The marketing committee will put together a preliminary marketing plan for approval by the finance committee and have it ready for review by the Board and the finance committee by the next meeting.

## **VIII. Non-Public Business**

### **A. Update from Property Committee**

- (1) The committee has been working with Cushman Wakefield in evaluating locations. There is one location with 18,000 square feet in Nashua that is within budget. The committee has asked for costs of renovations, sketches of renovations, for the costs as expressed in a lease that would incorporate renovations, and for utility costs.

## **IX. Suggestions for Next Meeting Agenda**

- A. Job Description Completed, Posted, and Recruitment results
- B. Policy Evaluation Standards
- C. Marketing Timeline
- D. Final drawing & Costs from Property

## **X. Adjournment**

- A. There being no further business, Chairperson Cevalasco declared the meeting adjourned by unanimous consent.
- B. Meeting adjourned at 10:06

Respectfully submitted by,

*Kurt Stuke*

Kurt Stuke, Secretary