Meeting Date: May 16, 2019

Time: 7:17 PM

Location: 7 Henry Clay Drive, Merrimack, NH

Voting Board Members in Attendance:

Jack Balcom (Chairman)

Jenny Hitzeman (Vice Chair)

Danielle Charest (secretary)

Adam Fredrickson

Bill Spinelli

Sarah Thibeault

Gene Kuzcewski

Felicia Doucette(7:36 arrival)

Absent Board Members:

Non-Voting Members in Attendance:

Rebecca Fredrickson

Suzanne Wheeler

Betty Mulrey

Attending Public:

Eric Charest

Sonya Cullen

Jack Cullen

**7:17 MOTION** (Fredrickson/Spinelli) Motion to approve Jack Cullen as a member of the Board of Trustees Unanimously accepted

Public Comments/Public Matters

No public comment

Approval of Minutes from April

**7:19 MOTION** (fredrickson/Hitzeman) Motion to accept the minutes from the April meeting. Unanimously accepted

Finance Committee Meeting

Bill gave a review of the finance committee meeting minutes. Budget for next year is based on 176 students.

Next meeting is June 13th

**7:30 MOTION** (Fredrickson/Cullen) Motion to accept minutes of the Finance Committee dated May 14, 2019.  Unanimously accepted.

**Committee Reports**

PTO- Sarah Thibeault

Field day was discussed at the PTO meeting by Debbie Christianson came to the meeting to talk about it.

The 7/8 semi-formal is tomorrow and there is a lot of donations for that

Teacher Appreciation week was last week and a lot of families

The 5k is in the works

Yearbooks sold 86.

“Pack the piggies” raised $530

The Great Closet Cleanout raised $203

The bylaws were approved so PTO is in the process of being approved

End of the Year BBQ is June 10th and will include an open mic night.

Curriculum Committee- Jack Balcom and Betty Mulrey

Next meeting is Wednesday May 22nd @ 3pm

H/R Policy Committee- Gene Kuczewski

No meeting was held

PR and Community Relations committee- Sarah Thibeault

Website was discussed

Gifts for volunteers were discussed

The art symposium was discussed, the students would be making meals for the artists again

Jenny spoke about the signs that are being put up advertising GCCSA.

Nashua Telegraph has been notified about some of the upcoming events to get coverage

Grants Committee- Jack Balcom

The meeting was postponed.

Facilities Committee- Adam Fredrickson

Adam resolved some of the issues that the middle school brought to him.

Eric Charest put in cameras inside the school and is waiting on the landlord to approve outside cameras.

The landlord is working on an issue with the outdoor lights to get them functional again.

Comcast service has been updated.

**7:59 MOTION** (Hitzeman/Fredrickson) Motion to accept the committee meeting reports was unanimously accepted.

**Old Business**

-Strategic Planning meeting

-A date was set for this meeting

-After hours school use policy

-An adhoc committee was set up for this that will seek teacher participation

-Health Insurance

-A quote was put together by Health trust. After much research, this was found to be the most

reasonably priced and the best policies. Rebecca’s presented a proposal for how this would work for

next school year. This was built into the budget.

-There was conversation about how the payments will be divvied up and also when the insurance

would start

**New Business**

-Board Nominations

Board Chair- Danielle Charest & Jack Balcom

Vice Chair- Jack Cullen

Secretary- Danielle Charest & Sarah Thibeault (pending recommendation for full term)

Treasurer- Felicia Doucette

Parent Rep- Sarah Thibeault and it also needs to be advertised

-Committee chairs are being deferred to the June meeting after elections

-Social Media policy- Rebecca reviewed the policy which was based on those of other charter schools

**8:57 MOTION** (Cullen/ Kuczewski) motion to accept social media policy unanimously accepted

-Budget

- Bill spoke about the budget. The first item he noted was the increase in revenue due to the increased differentiated aide.

He pointed out the fact that the largest part of the increase in expenses was going to salaries.

**9:39 MOTION** (Fredrickson/Hitzeman) Motion to accept the budget unanimously accepted.

Jack discussed a conversation that he had with the New England Institute of Art.

**Directors Report**

Suzanne

-May has been a month of meetings.

-With the school year nearing end there have been many IEP meetings.

-Budget and finance committee meetings have taken up a lot of the directors time

-Several meetings about student behavior took place

-Educational assistants evaluations were distributed and 1:1 meetings went well

-Students and teachers are looking forward to all the end of the year activities

Rebecca

-Marty Kelly Visit

-Projected Enrollment

K 17 (3)

1 20 (1)

2 16 (4)

3 20 (1)

4 19 (1)

5 20 (1) -3 on Wait

6 21 (1) - 12 on Wait

-Camp

-We are offering several weeks of camp again. Currently it looks like at least a few of the programs

will run, at least from a budgetary standpoint. I would like to discuss early next year the possibility of

subleasing our space to other programs over the summer for a possible revenue stream.

-Budget

- There has been a great deal of work done on the budget, admittedly, there was a learning curve. As

you can see from what was presented tonight, the largest expense increase was personnel related.

There is also a significant increase in revenue in every line item.

-Cameras and security grant update

-cameras have been installed inside the building.

-Newsletter

-These have been going out since February with news, photos, and highlights. This has been a great

way to showcase our success but is very time consuming, a parent volunteer has stepped up to help

out and design the newsletter for us.

-Safety Committee Meeting

-The safety committee has had its third meeting. We reviewed the recommendations from the NH

Department of Homeland Security earlier in the year. A large majority of the feasible

recommendations have been addressed. The ones that are outstanding are some staff training courses

which I will work to have staff participate in before the start if the school year.

-Issues with trash

-The waste management company has complained several times about items in recycling that do not

belong there. The dumpsters are locked during the day, and only our cleaners and the folks upstairs

access them. I have spoken to our cleaners and asked them to make sure only proper items are being

disposed of.

-End of Year Calendar

-Astrid Alvarado created an end of the year calendar with mist if the upcoming events in it.

-DOE 25s

-Our DOE 25s for the previous year were due on 9/1. I have many different forms and deadlines from

the DOE and never saw that one. They asked about it in December and I misunderstood thinking they

were asking for our audit report and told them it was in progress.I have made Lu aware that this is a

priority to get this back to the DOE in the next few weeks to avoid any other issues.

-Lead testing

-We are mandated to have our drinking water tested. We have initiated the process and are waiting on

collection containers. Once we receive them we will post the report on our website and make any

required improvements.

-Easter Seals Volunteer returning

-Last year we had two Easter Seals volunteers weekly. This year the volunteer did not show up often

due to scheduling and I believe outside issues. I reached out to Easter Seals to remind them that we

are interested in continuing to have them volunteer. They will be coming back again I believe next

week.

-Employee Reviews

-I have conducted reviews on Lynn and Michaelene, I still need to meet with Lu and do hers. Also I

plan to sit down with whole team for a year end review and planning session.

-Upcoming Tasks

-Contracts

-EOY reporting

-Accountability Report

Betty

-Teacher Appreciation week was wonderful. Everyone was very appreciative!

-Strategic Plan for 2018-2023 is being worked on

-i-Ready testing will begin next week

-Teacher evaluations are ongoing

-Staff letters of intent are going out

-we are awaiting results of the grants from recent application for Title Reallocation funds

-ELL testing for incoming students is completed

-Middle school had a great field trip to Andres Institute of Art

-Friday May 17 will be a 2/3 field trip to Beaver Brook in Hollis

-June 3 K/1 will also vist Beaver Brook

-Meteorologist Kevin Skarupa from WMUR will be visiting grades 3 & 4 on May 21

-7th grade play will be on May 22

-8th grade field trip to Mels will be on May 23rd

-May 29th is 8th grade Midsummer Night’s Dream performance

-7TH grade cause night is May 30th

-May 31st is field day

-June 3rd is Volunteer Breakfast and 8th grade day of service

-June 4th is spring concert at NCC

-June 5th is popcorn day

-June 6th is Celebration of Learning at which middle school will present STEAM fair

**9:40 MOTION** (Fredrickson/Hitzeman) Motion to adjourn unanimously accepted

Next public meeting June 20, 2019 at 7pm

Meeting adjourned 9:40 pm