

Board of Trustees Meeting
November 18, 2014
6:00 – 8:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Board of Trustees - Membership:

Paul O'Neil (Chair), Melanie Holden (Interim Vice Chair, parent), Don Erdbrink (Interim Treasurer), Amy Sevigny (parent), Stephanie Libby, Mark Bograd (Head of School, ex-officio member)
Excused: Sarah Kelly

Guests: Wendie Leweck, Rene Martinez, Derrick Wong

1. Chair's call for 'Meeting Come to Order': 6:14 pm with Pledge of Allegiance to the Flag
2. Chair's call for approval of minutes from Oct 21 Board of Trustees (BoT) meeting – Stephanie made a motion to approve- seconded by Don- approved by all
3. Chair's brief meeting introductory comments
 - Try to stay on time schedule
4. Comments by Business Manager – Wendie Leweck
 - Financial Report –P/L by month for Year-to-date, Budget/forecast for the coming 12 months – Wendie Presented fiscal budget and profit and loss. All reports reviewed by board. Future grant allocations discussed.
 - Stephanie discussed joining NH center for nonprofit, NH charter school association and Derry Chamber of comm. – will continue to explore
 - Mark and Wendie are still discussing with Brooks property possible renegotiation of lease and or availability of the larger building next door
 - Repayment of Leweck Loan and Erdbrink Loan
 - Leweck loan will be repaid as soon as possible
 - Erdbrink loan given March 24- with due date March 24, 2015- Don states this may be negotiated. – Return with no interest
 - Vendor services updates – Renia R proposal for cleaning contract-
 - Current cleaning service – has been some issues, currently not cleaning for us
 - 4 week/mo \$1000 and 5 week/mo \$1250- Don made a motion that we hire Renia R to replace our former cleaning service – seconded by Stephanie- approved by all after discussion
 - American Security company- working well now after some initial issues- Wendie will register with Derry Police
 - Proposed Contractor (1099) Hires (see below):
 - Admin Asst. – (Job description below) Renia R for 6 h/wk at \$10/h (11-2)- 2 days week as sub contractor. Possible as part time adm. Assistant at new fiscal year in July (will get 2 separate 1099 forms through this fiscal year)- Melanie made a motion that we hire Renia R through this fiscal year on a 1099 bases – seconded by Don and approved by all
 - Music Asst. – (Job description below) Assist Kathleen O. for 12 h/wk @ \$10/h- 1099 contract employee for the remainder of this fiscal year 3 hrs/day Monday-Thursday. Don will continue to volunteer as available to assist in this area in addition to above. Mark has possible contact. Wendie will list the job. Instrumental development. Melanie made a motion to add the music assistant position as above- seconded by Stephanie and approved by all

- Seating for Theater / coordinate with GoFundMe report (see Steph's comments)
 - Stephanie discussed current go fund me campaign
 - Performance scheduled for December 18- will need seating
 - Possible curtain and lighting at the closing school (Duxbury, MA)
 - A member of the board needs a govern PTO (Stephanie has offered to do this)- Stephanie will attend monthly meetings with the PTO
5. Comments by Head of School: Mark Bograd inserted below and bolded

**Head of School Report
November 18, 2014**

1. Culture and Climate

- **First dance a success**
- **Little Buddies program – Halloween parade**
- **More structure means less issues**
- **Semi-Formal December 13th**
- **Winter Concert – December 18th at 6:30pm (All arts program concert)**

2. Curriculum

- **Proposed credit requirements for graduation – currently 20 credit state requirement – Mark and staff will be working on future graduation requirements**
- **Course of study booklet being developed with sign up process to come**
- **Faculty will be working on elective courses that they want to teach for the 2015/2016 school year as we look to restructure the daily schedule.**
- **Our music department will be spending the day on December 2nd to UMass-Lowell's Life Ready program. We need parent chaperones. Don can you go as well?**

3. Facilities

- **A big thank you to Mr. Kronenwetter for donating his time and energy bringing us free lockers and chairs and other things from a school in Massachusetts**
- **School store and kitchen – issue with no door to lock as students are skipping class to hang out. Need specific door for that room. Looking into it. On hold for the next two weeks**
- **We now have permission to paint walls. The faculty will create projects for students**
- **Signage – Spoke with Joe Friedman – Just need a proposal as to what we want and where it would go and present it to property company**
- **Wendie and I looked at Building 3 and it could satisfy a lot of our needs including more classrooms, kitchen, gallery space, and science labs. A dream, but a possibility.**

4. Staff

- **The transition of Sherri becoming half time has been great.**
- **Adding Rania for 2 hours a day has given Bianca the opportunity to work on major projects with less interruptions**
- **Desperately need an instrumental teacher ASAP. Kathleen needs assistant.**
- **Bonnie will be looking into NAMI and ASCA workshops to give her more experience in the mental health areas.**

5. Safety

- **The change in pick up pattern has worked perfectly.**
- **We need to keep garage area clear at all times.**
- **We are at capacity in terms of donated items. We have no storage. We actually need the things in the showers removed. If you have a donation, please don't just drop off items, contact us to see if we can take it.**

6. Enrollment and Outreach

- **We currently have 56 students and adding definitely 1, maybe 2 starting in January.**
- **We will be taking some students and administrators to The Birches for our Road Show on Friday, December 5th at 1:30. We will also reach out to local middle schools and other charter schools**
- **Open enrollment will be from December 1st through January 31st.**
- **Open House is Saturday, December 13th from 10am to 12noon**

- a. Monthly Report of the Head of School (curriculum, staff, enrollment, etc.)- as above

- b. Student and Teacher Handbook - proposed changes: Mark will send all three revisions as soon as possible
 - 1. Co- Curricular policy – guidelines for participation in co curricular policy- Mark will send final revision by next board meeting for vote (perhaps an email vote)
 - 2. Attendance Policy- change wording- Mark will send with above
 - 3. Code of Conduct- Mark is working on this
- c. Mandatory Policies: Incident Report and FAQs for same, Student Discipline, Bullying, and Drug/Alcohol (add to Handbook)- Mark is working on this
- 6. Comments/updates by Chairperson: Paul
 - a. Thank you letters to former BoT members Todd A. and Bianca G. – Paul draft and signed by entire board
 - b. Recap of BoT “retreat” Nov 15- went well, solid vision in place, need to focus on fundraising and large donations
 - c. Closure of Separation from Dr. Fox- Paul is finalizing
 - d. Board Bylaws proposed changes- Paul is drafting changes to bylaws to include board member terms. - will present via email or at the next board meeting
 - e. New board member candidates and Board Officers- Derrik Wong- introduced and Derrik spoke of his experience on other boards and what he could offer- a discussion and vote to the board will occur in closed session
- 7. Comments from Fundraising Committee – Stephanie and Amy
 - a. Update on GoFundMe – Stephanie discussed that the go fund me is still live- slow response- please continue to share
 - b. Update on Gala planning - Amy, Steph- planning is ongoing
- 8. All Committee Updates (est. 15 min)
 - a. Admissions/Enrollment – above by Mr. Bograd
 - b. Personnel - above, by Mr. Bograd
 - c. Technology – Wendie, Don, or Melanie[est. 5 min]- no new issues
 - d. Finance - above by W. Leweck
 - e. Curriculum - above by Mr. Bograd
 - f. Marketing and Fundraising – above by S. Libby
 - g. Facilities - D. Erdbrink, Fee-for-services, IT- no new issues
 - h. Governance –above by P. O’Neil re: Bylaws changes
- 9. Public Comment Period- none
- 10. New Business: Don discussed that he has recently purchased a PA system and that the school will have availability to this
- 11. Adjournment: 8:51 pm- Board to closed meeting

Proposed Contractor (1099) Hires:

Admin Asst. Gen'l Job Description

Approx. 6 hours per week at \$10/h as contractor

Administrative Assistant to serve as support for all administrative staff, in particular Bianca and Wendie. Applies skills of covering front desk as needed including answering telephones, copying, envelope stuffing, filing, creation of flyers for fundraising efforts, posting of news and events on FB page and other appropriate pages, and various other tasks.

Music Asst. Gen'l Job Description

Approx. 12.0 hours per week at \$10 /h as contractor:

Music assistant to provide support to Music instructor, and direct students in Band. Manage song selection, student instruction, and report to Music instructor the progress made of each student.