

Board of Trustees Meeting
February 19, 2015
6:00 – 8:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Board of Trustees - Membership: Paul O'Neil (Chair), Don Erdbrink ,Sarah Kelly, Amy Sevigny (parent), Stephanie Libby (on the phone), Derrick Wong (on phone),Mark Bograd (Head of School, ex-officio member)

Teacher Representative Rene Martinez

Trustee Candidate/guest : Scott Mullane

Guest: Jennifer Minicucci (parent)

Not available: Melanie Holden

1. Chair's call for 'Meeting Come to Order' with Pledge of Allegiance to the Flag : 6:11 pm
2. Sarah made a motion that we approve meetings from January 20, 2015 meeting- seconded by Stephanie – approved by all
3. Chair's introduction
 - Melanie Holden has requested option for a Leave of Absence from the board due to complicated family issues- she would like to retain her membership. Discussion regarding amendment 3 to GSAA Boart of Trustees Bylaws for standard length and other LOA procedures - a 3 month LOA term (For Melanie a start date 2/11/2015). Sarah made a motion that we grant Melanie Holden's LOA for 3 months – seconded by Don and approved by all.
 - Policy drafted by Paul O'Neil as amendment 3 to bylaws (sent to board)- Sarah made a motion to accept amendment 3 today to the bylaws- seconded by Don and approved by all.
 - Discussion on amendment 1 and 2 of bylaws- Amendment 2 contains terms of board members- needs to be corrected to reflect Stephanie's 1 year term- Paul will correct. These amendments have been approved in the past.
 - Board candidate Scott Mullane introduced himself to express desire to join the board- Paul discussed that his application has been accepted and the board will review.
 - Discussion regarding title of Don's interim treasurer – Don has discussed stepping down from this role and resume as vice chair. Sarah made a motion to accept Don from stepping down as treasurer- seconded by Stephanie- approved by all. Paul will continue to fill in in this role until treasurer is found- advertised in the newsletter. Stephanie suggested that we send a letter to local CPA's/accountant - Stephanie will draft a letter. An assistant treasurer is also needed. Derrick discussed the need for well-qualified candidate with strong business data analysis.
 - Sarah made a motion to accept Melanie's resignation from the Interim Vice Chair role – seconded by Stephanie and approved by all
 - Sarah made a motion to reinstate Don Erdbrink as Vice Chair- seconded by Stephanie- approved by all.
 - Paul formally recognized our teacher representative, Ms. Rene Martinez.
4. Report from Head of School Mr. Mark Bograd- inserted see below
Board of Trustees Meeting

February 17, 2015

Head of School Report

Culture and Climate

- **Despite all the snow days and delays, students and staff are taking it in stride.**
- **We have had numerous visitors and shadows and everyone is making them feel at home- welcomed to the community with open arms**
- **Week before February vacation is Spirit Week, which will end with a winter festival on Friday with fun outside and inside activities. – canceled due to cold weather- will do after vacation in March- organized by a student Katie**

Curriculum

- **March 6th, Kim Carter will be meeting with the faculty to begin the process of Competency Based Learning.**
- **Staff has developed new courses to add to the Program of Studies for next year. They will develop a curriculum during the rest of the Friday PD times and through working with Kim Carter to be prepared for the 2015-2016 school year. More training will occur at the end of the school year. Current year schedule possible end Friday June 12th with teacher workshop days June 15th and 16th. Friday afternoons will be used to work on curriculum (cross curriculum) – Friday afternoons. – Professional development time. Mark discussed program of studies will be given to the students tomorrow and they will be able to go online to ick classes. Mark and Bonniw will prepare schedules. Mark discussed powerschool options for \$9,700 first year and 3,500- 4,000 year after. (includes scheduling, live grades, state reporting). Mark is looking at submitting as start up fee funds.**
- **Proposed 2015-2016 School Calendar.- sent by email to the board and discussed – Possible snow days will be added to the calendar. NO wiggle room for snow days as the day has been shortened.**

Facilities

- **Staff, students and volunteers prepared the theater for Almost, Maine- came out great. Next performance end of May**
- **Bonnie and I were able to create a master schedule for all of the classes we are going to offer without having to do any new construction.**

Staff

- **Began and finished formal observations of all teachers**
- **Summative Evaluations using the Danielson Model will be written during February vacation**
- **Summative Evaluation for Administration will be written during February vacation**
- **All evaluation will be completed and sent to BoT prior to March 17th BoT meeting**
- **Contracts – need to discuss benefits packages as part of new contracts along with Cost of Living increase for all staff except for Head of School and School Business Manager**
- **Investigating Benefits options for staff – Mark has discussed with other charter leaders and will continue to explore. Rene discussed teacher's point of view. Rene will present in writing the formal questions of teachers.**

Enrollment and Outreach

- **Currently have 57 students. 3 new students began at the beginning of semester 2. We had approximately 30 applications for next year. Of those:**
 - 21 definite attending**
 - 13 Maybe – tried to contact, waiting for return call/email**
 - 7 future potential – includes current 7th graders, transportation issues, possible future consideration**
 - 1 current 9th grader in Epping who wants to transfer now, but transportation issues intent to return cards will be sent to current families.**
 - **We will have our 3rd information session on Saturday March 7th from 10am to 12pm.**
 - **Mark discussed current schedule with 45 min. enrichment block not working well- Mark proposed ending day at 3:30 pm for the remainder of the year although staff will be here until at least 4:15 for tutoring, clubs, musical rehearsal etc. To start after February vacation. Mark will send out an email. Stephanie asked if this will affect snow day extra hours- Mark answered that it will only affect it by a few days but we still have wiggle room**
5. Report by business manager- Ms. Wendie Leweck- P/L projected on screen and discussed. Excell spreadsheet then projected and discussed- still a working document – A follow up email will be sent to families regarding art fees to ask those families that have not donated. Lunch income is higher than the output- Renia and Wendie are working on that. Grant money in at the beginning of the month. Powerschool possibility needs to be worked into the budget- if possible break down into payments- will need to discuss with representative. Wendie meet with CPA this week regarding document- he suggested that the document starts with balance as per books for a clearer picture. Stephanie discussed ongoing fundraising plan to be more detailed in the future with a break down on specific funding numbers. Don discussed this as a fundraising target- and know when this is a critical # (at what year). March 3rd and March 5th is the voting at the State house regarding the new HB bills. Paul suggests that a time frame is established to meet possible 4 x year to discuss budget in detail. Mark and Wendie have been meeting frequently.
 6. Vendor contract update by W. Leweck – roof was checked by Brooks property and ok- they will rake as needed. Amended lease was signed today- lease of \$1 sq/feet until September. Funds from events (will go back to department for line item event)- \$1000 cap) – ie: \$661 profit after expenses for theatre performance. Gala netted \$7,540.
 7. Public comment - Scott discussed that he has started to prepare for the golf event and potentially has paperwork drafted.
Jennifer asked during the discussion about the possible funding increase from the state- this vote is in the near future as above.
Jennifer discussed 4 committees are recommended for other boards.
 8. Special Topics moderated by Mr. Paul O'Neil
 - Title change for Mark Bograd- dropping the interim from his title- letter to amend contract to reflect this. Paul read this out loud to the board- discussed compensation review at next contract renewal. Sarah made a motion to present this letter and change in title to Mr. Mark Bograd effective immediately- seconded by and approved by all. Mark was presented with the letter

Title change for Bianca Gynan- Presented as School Administration Services Coordinator. Simple job title change with no change in compensation. Stephanie made a motion to change Bianca Gynan's job title change to School Administration Services Coordinator- Paul will draft a letter of congratulations and amendment to contract.

- Don Erdbrink loan discussion- partial forgiveness of \$2000 and terms of repayment were discussed. Wendie will represent to the bank and report back to the board. Discussed that would leave \$4000 of repayment. – Don and Wendie will continue to negotiate this depending on banks response. Stephanie will prepare a tax thank you letter. Equipment repayment possible from grant \$- will continue to explore.- Don and Wendie will work together. This loan is affective the potential line of credit with the bank- the bank needs more information and terms for this loan.
- PTO discussion (Stephanie discussed an email from Melanie regarding potential new members). Stephanie will set up a meeting as the PTO board liaison with interested parents.- Stephanie will report back to the board
- Bianca's proposed plaque- will continue to explore and readdress in April/May
- Dr. Fox separation- Paul finalized with letter of recommendation. Paul discussed that if state or legal needs to more information, all inquires need to be referred back to the board chair. Wendie discussed that she felt appropriate to release information. Suggestions made that Paul, Wendie and Patrick O'Day (our lawyer) will meet to further discuss for potential future issues. Formal written instruction on this from the board has been sent and acknowledged by Wendie.

9. Committee updates

- Gala and fundraising - feedback discussed by Amy. Stephanie discussed cost of time/effort ratio. Discussed what we could do in the future. Stephanie discussed the upcoming strategic fundraising plan dates- potential dates sent send to board and Wendie – ongoing process. Stephanie discussed that goals should be based on mission and strategic plan. Derrick discussed the critical timing and that we do not have a lot of time to develop a plan yet a solid plan should be in place prior to this meeting. Stephanie will draft a preliminary plan and forward to Derrick for review. Wendie discussed fisher cats game-100 ticket-, upfront cost is \$400 - to sell for \$8-12 – music students to perform (potential dates in May) – Wendie will contact the representative. Stephanie has completed letters and thank you for gala.
- After school programs- Don discussed Master Dance program. Bob B. is no longer available to do audiovisual program. Don has another contact that he will connect with Mark – resume forwarded. Private lessons still need to be developed. School department coordinators need to develop programs as well (like dance program). Rene discussed dance master class series- flyers were handed to board members for distribution. Enrollment has been slow.
- Committees may need to be reorganized – and reflected so in bylaws
- New Business- Next business next meeting March 17th – 6:00 pm

- Meeting adjournment- motion made by Sarah to adjourn meeting – seconded by Stephanie and approved by all. 9:30 pm