

Board of Trustees Meeting
March 17, 2015
6:00 – 8:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Board of Trustees: Paul O'Neil (by phone) (Chair), Don Erdbrink (Vice Chair), Amy Sevigny (Secretary, parent), Sarah Kelly, Mark Bograd (Head of School),

Teacher Representative: Rene Martinez

Guest: Wendie Leweck (business manager), Paul Sevigny (parent)

Parent guests: Renia R, Kate Russell, Scott Mullane, Paul Sevigny

1. Chair's call for 'Meeting Come to Order' with Pledge of Allegiance to the Flag : 6:09 pm
2. Chair's call for approval of minutes from February 19 Board of Trustees (BoT) meeting – Sarah made a motion to approve minutes- seconded by Don and approved by all.
3. Chair's introductory comments, incl. Board Membership
 - a. Applications by Scott Mullane/Feb 17, and Kate Russell/Mar 16- Discussed by Paul – we will have a brief closed session to vote on this. Scott spoke last meeting. Kate Russell spoke of her qualifications- she sent out her resume by email today, Kate spoke of her desire to help with community outreach. Don asked about her past outreach experience- Kate spoke of her past and current professional experience. Paul spoke of staggering board terms available. (3) 1 year terms open as well as 2 that end in August of 2015.
 - b. Sarah has announced her resignation and Derrek Wong has also asked to resign from the board. – Sarah will resign at the end of the meeting.
 - c. Paul discussed Renia's willingness to lead fundraising opportunities but that Stephanie will like to continue in her role as board leadership. Will address again after Mark's report
4. Report by Head of School -- M. Bograd (est. 20 min)*****inserted*****

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Head of School Report

Culture and Climate

- **After discussion of the school's financial situation, the staff is concerned, yet are professional and continuing to teach**
- **Students are looking forward to the last quarter of the year. Lots of activities coming up including school dances, Art Major performances in April and May and the spring musical - *The 25th Annual Putnam County Spelling Bee* on the weekend of May 29-31st-**
- ******Amended-*** after events of this week to include- the spring musical has been canceled for multiple reasons- email was sent out to families and kids- possible schedule for the fall**

- Possible date of April 17th and 18th – dance performance and other performances are being planned by staff for the upcoming months.

Curriculum

- Staff had first session with Kim Carter from the QED Foundation. She did a 2 hour overview of Competency Based Learning- funded through the grant
- We have set up 4 more PD dates with her including June 15th and 16th possible together with MC2 charter school
- Students have chosen their courses for next year. Once we attain access to Powerschool, we will create the schedules and set up a round 2 scheduling process to fill open blocks. The goal is to have Powerschool up and running by May. In grant money for March- this has been submitted and approved
- Preparing for State Testing – 11 grade only for Smarter Balanced on April 14, 15, 16 and NECAP Science on May 12, 13. Smart balance is a new federal form of testing.

Facilities

- Elevator and alarm system currently not working. Wendie has a call into Brookstone and the alarm company.- Elevator has been fixed- was as simple as a reset button. Wendie is speaking with Brookstone – low amp. –Brookstone owns this box and therefore is their responsibility

Staff

- Finished formal evaluations for teachers, Bianca, and Bonnie. I still need to complete Wendie's evaluation. Mark suggested that contracts and benefits will need to be discussed- Paul asked Mark what this date should be- Mark suggested that this should occur in April- this should be on the next months agenda at the latest. Mark will make recommendations and then board will approve.
- Need to discuss contracts for next year for teachers. Separate discussion for Bianca's contract, as she will begin her student teaching in January 2016- this will be a decision to discuss in a closed meeting.

Enrollment and Outreach

- Currently have 55 students and as of right now we only know of 1 who will not be back next year.
- Of the 21 accepted students who received letters and postcards to communicate if they will return, only 8 have said yes. A couple have said no- 3 tours yesterday- Saturday April 11th is next information session.

- **Our current number for the beginning of 2015-2016 is 63.**
- **We have 5 more tours and shadows in the next couple of weeks**
- **Our March 7th Information Session had 8 families attend**
- **Paul asked regarding enrollment- 55 students- Paul asked to Wendie what this decrease in # this year would do for our payments. Wendie has a meeting scheduled for tomorrow regarding this.**

*****end inserted hos report*****

5. Report by Business Manager – W. Leweck – Wendie was not able to hook this up to the tv to view. Wendie discussed community outreach- Rotary next week, to go to PACE in Plaistow.
 - Profit and loss presented- new category added (transfer). Wendie discussed payroll company has been switched to Peoples United Bank. Profit- reflects state funds that have come in this month. Paul Sevigny- asked if any further income is incoming from the state- this answer is no per Wendie. Paul Sevigny asked how much \$ will we be in the negative between now and July 1.- Paul O answered this as to by the end of June (-) \$103,000- Paul O. answered that this is the “elephant in the room” that needs to be discussed below in the fundraising . Paul Sevigny- discussed that the board should have a clear black and white message to the families. Paul O’Neil- discussed a plan to be fully transparent to the families. Paul Sevigny again discussed the importance of a load and clear message. Kate R. discussed essentially a private school education- and we should remind the parents of this. Don discussed issues of state funding.
 - Renia discussed breaking the # down for families per amount needed per week. Paul discussed process for communication to families- he sent out the draft slides.
 - Wendie discussed possible solutions- parent personal campaign plea- total raised thus far- \$ 560 over 3 days.
 - Wendie discussed her conversations with the DOE and grants unavailable until September.
 - Wendie discussed GAP loan- working capital available – unsecured loans, quick turn around time, possible barriers- 1 year of audited finances, application needs to be signed by chair and treasurer of BoT (no current treasurer).
 - Wendie discussed that Dana Shaw was here today to install additional phone lines- for the purpose of am meeting conversations and additional emergency phone lines
 - Also will have 2 new hard wired computers in lobby for student use during study time
6. Report by Teacher Representative – R. Martinez – Rene spoke regarding faculty- there is an obvious emotional component (looking both optimistic and realistic)- mixed feelings within the group. Rene spoke about questions from staff: contracts?, teachers creating curriculum ?’s, teachers want a unified message, teacher moral a concern.
7. Renia spoke to Rene as a parent- about her care for the teachers and her personal family.
8. Mark discussed from a hos – he is behind the teaching staff fully.
9. Committee Reports
 - a. Fund Raising/Marketing – by S. Libby (large fundraisers), R. Radziszewski (smaller fundraisers)- Renia will lead the smaller scale fundraising – (1)- private message/email campaign- that has brought in >\$500, (2) 50/50 campaign started today – 250 tickets at least (3)- mothers day raffle (4) fathers day raffle (5)- ice

cream social/art sale (6)- dine out – another parent is working on this (7) – May 23
fisher cats game.

- b. Wendie spoke to Donor kit- both in print form and e version – how to give page to be added to the website
 - c. Friday 2:00 and 5:00 pm- mandatory parent meeting
 - d. Admissions/Enrollment – via HoS Report
 - e. Personnel – via HoS Report
 - f. Facilities / After School Programs – D. Erdbrink
 - g. Finance – via BizMgr report
 - h. Curriculum – via HoS Report
 - i. Facilities –by D. Erdbrink
 - j. Governance –by P. O’Neil
10. Public Comment- see above
11. New Business- none- see above
12. Adjournment: 8:35 pm to closed session