

Meeting Minutes
Granite State Arts Academy Board Meeting
June 10, 2014
6:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Meeting Come to Order: 6:15

Attendance: Sarah Kelley, Amy Sevigny, Shelley Fox, Melanie Holden, Don Erdbrink (via telephone), Paul O'Neil, Wendie Leweck, Todd Abernathy.

Excused: Carol Dawson, Bianca Gynan

- 1.) Comments/updates by Chairperson: Paul
 - a.) Approval of minutes from past meeting – approved
 - b.) Notable progress and positive developments: dance floor, demo lessons, growing presence in community, etc.
 - Demo teaching lessons went well
 - Dance floor here and to be installed shortly- moving pieces up this weekend- Don, Paul and Shelley have the instillation instructions and will call company to discuss
 - Don will hopefully have studio up and running next week
 - Portable stage found
 - c.) Preliminary but pressing curriculum decisions/communications: Basic art curriculum reality (two in 4 years vs. 2 per year/semester)? Better clarity needed in communications to families.
 - Block schedule developed on charter set up for 2 right now
 - Discussion of 1 main focus of the art
 - Shelley discussed triple threat students (18 at this time)- music, dance, and theatre.
 - Suggestion of focus on 1 art per semester
 - Will need input of new hired staff
 - Need to work in advisory, monthly assembly (community) or more, student government
 - Decided that we need to stick with the original charter with focus on 2 arts per semester (1 for approx.. 6 hours per week and 1 for 3 hours per week)- will flexibility to collaborate with other art electives when needed for performances etc...

- Wendie and Sarah will draft working schedule/wording to place in student kits- to be agreed on by board
- d.) New staff and board member informational workshops. Public messaging must be more cohesive; suggestions for ensuring this.
- Discussed the need to be cohesive and “on the same page” regarding communication to the public
 - Informal workshop to happen with Shelley and all new members of the board
 - Wendie to lead (new board members/staff)
 - Discuss charter
 - Budget/financials
 - Melanie suggests that set date soon –to be good representative of the school
 - A list is being formulated of freq. asked?’s – Bianca is working on this- Amy will type up if needed. All will contribute with?’s they have been asked
- e.) Personnel/Contract matters:
- Vacation/personal days/professional days Official Calendar (community: board plus staff) to avoid need to emailing board to request times/days off.
 - Need electronic calendar – central shared Google is an idea
 - Office manager to manage for director
 - Sarah suggested that we have a paper block calendar until office manager up and running and then he/she will create
 - Draft Contracts for Teachers / Background Checks NOW!
 - Paul is drafting now
- f.) Part-time teacher training requirements
- Friday afternoon workshops- staff meeting and development meetings
 - Part time teachers 20/hr week- encourage them to come (and possible compensation)
 - (2) full time teachers to communicate with part time staff
 - working in progress with budget and time planning
- g.) Carol Dawson- needs to resign, as she is unable to meet the commitments at this time. Will continue to be active when able- Paul will forward email to us
- h.) Stephanie Libby- potential board member/consultant
- presented to board experience in grant writing and art integration
 - BA/MFA creative writing
 - Master’s education- July (thesis in art integration)

- Interested in education non profit management- starting program in July
- Volunteer grant writing
- Volunteer coordinator families in transition
- Interested in helping school

2.) Comments by Director: Shelley

- a.) Enrollment status – student kits, open house for students, families, staff
- Future students have been asking about school
 - 6 students in process plus 39 current students
 - Sarah discussed issues that we need to with lawyer for student issues- ie- permission to speak with outside providers
 - Sarah will put together a list of concerns to review with lawyer about possible declining a student admission
- b.) Hiring – Board Vote on Teacher Candidates/Nominees. Reference checks being conducted. Certification plans discussed by Shelley, others.
- c.) Wendie will discuss with DOE about certification requirements
- Shelley presented candidates
 - Rene Martinez – Dance/Math
 - Masters integrated arts (August)
 - 3 excellent references
 - Followed through with dance
 - Bill – English/Theatre (certified English)
 - References excellent
 - Arts integration
 - Curriculum experience
- **Sarah makes a motion that we accept Shelley’s proposal to make an offer to Rene and Bill- all approved**

Part Time:

- Kathleen – music teacher (letter of eligibility)
 - Strong candidate
 - Good references
 - Integrated arts program/project
- Dr. Jeffery Neer- (working of certification- has a plan)
 - Strong references
 - Highly qualified
- Todd- need plan for certification (Will vote on in future)
- Melissa will do mock lesson on Thursday
- Paul discussed budgeted offers
- Need to decide base salary based on qualifications

- **Sarah made a motion that we accept Shelley's proposal to make an offer to Dr. Neer and Kathleen O Boyle a part time position- approved**
- **Sarah makes a motion to offer two full time candidates a salary of \$45,000- (\$40,000 base with additional \$5,000 to compensate for no insurance)- approved**
- **Sarah made a motion we offer part time doctoral candidate \$21,500 and part time music candidate \$20,000- approved**
- Contracts will be drafted by Paul and Shelley and reviewed by lawyer- Shelley will contact candidates by phone, a letter of offer will follow as email attachment, to be followed by contract

d.) Derry cable to air an interview with the Director.

- Conducted- date will follow and will be available by youtube

e.) Purchase of Rediker software (school administrative software).

- To reasearch further, and explore other options
- Perhaps revisit in year two- suggested by Wendie

f.) Theatre staging located and reserved for purchase.

- Available at Hampton Acedamy for purchase for \$1,500 (comes with risers)
- Budget \$12,500
- **Todd made a motion to accept \$1,500 price tag on stage at Hampton Acedamy- approved**

g.) Start office manager interviews next week- 12 or so applicants – Wendie inhas been in communication with them

3.) Comments by Vice Chair: Don re: Facilities

a.) Door locks, door glass, Security, - have keys for door- need locks in music room to protect expensive equipment- Todd will audit current doors and make a plan. Window needed for dance room and theater room doors/walls. American securities- \$3,285 current offer -\$25 monthly charge

a. Todd made a motion that we move forward with security plan and approve the offer of \$ 3,285 to install that part of the system- approved

- Don will contact
- Don will price out intercom systems

b.) Bus hubs- First student –list of address were provided- routes are being designed- hope to hear this week

c.) Fire docs- Wendie will manage

4.) Comments by Business Manager:

a.) Student/Family Handbook approval – add technology section,

b.) Melanie will contact apple - We have educational account

- c.) Several suggestions were considered for the Student Handbook
Drugs/Alcohol policies.
- Transportation to medical facility – suggested by officials other than school staff.
 - Follow up session with School Counselor considered mandatory before student returns to normal schedule following suspension or other absence surrounding incident.
- d.) Dress code questions were raised by Melanie; it was agreed handbook adequately covers as drafted.
- e.) Technology policies were discussed; iPads or other tablet or laptop mandatory seemed the consensus. Attempts will be made to provide via scholarship (via targeted fund raisers) to students in need.
- f.) We finished with plan to vote on final approval of the Student Handbook via email, once latest edits are completed.

In emails update to the Board included:

- Amy – provided several options for obtaining grants for an AED unit.

Despite a very long meeting, there was insufficient time to cover several planned agenda items. Paul/others suggested that board meetings include food, refreshments, and that more frequent meetings could be held to shorten meetings to 2 hours or less. Also, updates can be handled via email where possible.

Next Board Meeting tentatively scheduled for July 1, 2014.

Adjournment: 10:05 PM