

**Granite State Arts Academy**  
Board of Trustees Meeting Minutes  
August 9, 2016

Attendance: Amy Seigny, Melanie Holden, Jason Swift, Rob Solomons, Judy David, Kate Russell, Don Erdbrink (on the phone), Anthony Polito (Head of School), Ken Dunne (for partial meeting)  
Guest: Bill Viau (staff), Renia Radziszewski (staff), and Deidre Smith(staff)  
Excused: None

6:12 pm- 7:00 pm- board members and HOS only had consult meeting with legal Patrick O'Day.  
Guests excused from board room

Call to order: 7:02 pm

Public Comment: None

Approval of Minutes from August 2nd- Kate made a motion to approve minutes, seconded by Melanie and approved by all

● Chair's Report

- Bank update- we have decided to proceed with Enterprise Bank to finance performance center construction. Don will be meeting with them
  - Consider changing payroll company- Judy will research this
- Piano update- they have been delivered
- Derry building update- Vending machines need to be relocated- Renia has an appointment with company tomorrow. A few spots to be painted. Dance floor needs to be moved
- Salem building update- Deidre lead this discussion
  - A consultant needs to come in to write operational and maintenance plan to avoid any future asbestosis construction related exposure. Brooks properties will be involved
  - Joy Perkins from the state of NH is in contact with Deidre- this building needs a LEA to be the contact person. Don suggested that this be a Brooks property person as we are 1 unit of a bigger building. Joe is meeting with Joe Freidman tomorrow.
  - A new dumpster should be coming tomorrow - current one is full
  - Fire wall construction - this needs to be done asap
    - Bid #1 \$6,500 - does not include doors (perhaps \$5,200\_
    - Bid # 2 \$16,400- includes the doors (5)- 4 days of work. Possible increased cost if dance room wall needs more construction
    - Bid # 3- \$1200 (materials) possible that a family member (grandfather of a student) has expressed interest and willing to donate labor. This

family member is meeting with Deidre and Renia at the school 8am tomorrow. Projected 3-4 days of construction.

- Deidre is pricing out other door options
- Kate made a motion to approve up to \$10,000 for final decision of above bids (Deidre, Renia, Don and Tony), seconded by Judy and approved by all
- Classroom doors
  - ? We need a window on each classroom doors. Discussion. Architect suggested that we do not. Can we switch the doors with the Derry building- this ? has been presented to Brooks properties. Windows would be ideal. We are on a time crunch and we need to get occupancy, we
  - Jason made a motion that the new construction occupancy priorities items be addressed first and that the doors without windows be replaced with door with windows by 1/2/2017- seconded by Judy and approved by all
  - Deidre will be in contact with a Salem school contact to discuss.
- Deidre discussed front of building sign- we need independent letters (Granite State Arts Academy) - We can leave a space for the new logo. Deidre will price this out.
  
- Renia - \$1196.00- 4 new laptops needed for new staff. Melanie made a motion to purchase 4 new laptops for above price- seconded by Kate and approved by all
- Renia discussed that \$ will be moved from operational budget to payroll to cover first payroll as adequacy will not be in before then.
- Logo discussion- DSD studios would like to create a new logo as a donation (the Viau family has contact with them). Don has been provided with this information. Amy suggested that we include the staff in the idea gathering. Kate suggested and offered to create a survey monkey to send out to staff and board to collect data
- IB Curriculum Cost Analysis - Tony recommended 2 meetings ago that we considering moving forward with investigation of phase 1 of moving forward with IB. Tony is meeting with our consultant Robin Calitri in a few weeks to discuss. Tony will be doing more research on this and will report to the board frequently of his progress. Feels we need more data to make a decision. Tony suggested that we also discuss AP classes (resources/costs). Dual credit/enrollment is also on the research table.
  - Melanie presented a cost analysis- application fee for phase 1- \$4000 (this would include orientation program for the HOS). This process would be initiated next spring prior to the next deadline of July 2017
- Tony has a list of policies/procedures that he is reviewing, modifying and developing to present to the board.

● Head of school report:

- Schedules- are be cleaned up. Tony is meeting with guidance 8/22. Schedules will be available to the students after this date. Schedules will be given at the BBQ on the 31st or the first day of school.
- Passing time being added in (will add a few minutes to the school day)
- Added lunch time will significantly lengthen the school day and will cause some scheduling difficulties via powerschool- Tony continues to work on this.
- Melanie is working on the advisory program- Meeting this week with staff.
- Health class- Tony is meeting with the science teacher this week to discuss
- Tony has met with a few group of kids and is very impressed with their ideas for advisory, school culture etc.. He is very excited after meeting with them
- Progress report was done and was found on a hard drive- this needs a board vote- we have an extension until 9/15
- Welcome letter from HOS was sent to the families
- Welcome letter is going out to the staff tomorrow - inviting them to plan agenda for the first week of school
- Thursday open house - to recruit new students. May be additional open house on 8/27. Will have rolling open houses starting in the fall
- Tony is meeting with Kim Carter to discuss plan for this upcoming year/costs
- Attendance and tardy policy will be presented by 8/24/16 to the board
- Tony would like a meet the teacher night in September- and would like time to explain the handbook and policies.
- Tony and Kate will develop a survey monkey to the parents
- Melanie suggested that Bill V. lead the discussion for faculty that all consistently use google classroom and rubrics. Bill has agreed to lead this workshop.
- Jason suggested that all teachers post to google classroom (lesson plans) to share with each other to help enhance arts integration.

● Budget report

- Judy is in contact with Renia to discuss
- Renia and Deidre will develop a list of \$ spent on new project and amount- #'s to date.
- Judy and Don will meet with Enterprise to further discuss the loan
- Some of the bank accounts will be transferred to Enterprise

● Judy needed to leave meeting at 8:44pm

Closed Session- Melanie made a motion to go into closed session @8:46pm based on RSA 91 A:3 (A-J)

Returned to open session- 9:27 pm

- Jason is still waiting to hear about equipment from NJ

Meeting adjourned 9:31 pm- A motion was made by Jason, seconded by Kate and approved by all

Next meeting date - 8/16/16 @ 6pm