



Granite State Arts Academy
Board of Trustees Meeting
September 11, 2018

Attendance: Leah Rogers, Don Erdbrink, Tony Polito, Jeff Marquis, Alison Gangler, Frank Sharlow, Michelle Barrow, Paula Trout, Jaime, Renia, Gerry Ruffo (Guest)

Called to order: 6:05

- Public Comment – None
- Approval of Minutes from last meeting: There were two sets of minutes from last meetings. Ms. Rogers made a motion to approve the minutes of the meeting from July 27th. Mrs. Trout seconded the motion;
Second motion: to accept the minutes from the previous meeting minutes with board members who are no longer present; Ms. Rogers made a motion to accept and Mrs. Trout seconded the motion. All approved.

Chair's Report:

1. Board Officers Elections and welcoming new board members:

- Vice Chair: Mr Marquis made a motion to nominate Ms. Rogers as Vice Chair; all approved
- Treasurer: Ms Trout made a motion to nominate Mr. Marquis as Treasurer; all approved
- Secretary: Ms Rogers made a motion to nominate Ms. Gangler; all approved

Comments from Mr. Erdbrink: He is happy that the board is taking a new direction and all excited about the collaboration and interest of the new members.

2. Enrollment / Budget Report

Currently, the school has 124 students enrolled; 6 are MA residents; from NH there are 118 students. The enrollment goal for this year was 135-140 students. Any new students will be pro-rated as they join through Christmas. Ms. Radziszewski explained the procedures to report student numbers to the state. For Nov 1 report, if students enter in October, the numbers and payments will be reflected in the summer/July; attendance will also count for funding from the state. Enrollment is tied to the budget. There was also an explanation and break-down of the Budget from Mr. Erdbrink and Ms. Radziszewski. Ms. Radziszewski explained to the board that a packet was sent home to all students containing forms which will help with art fee payments, ACH option, and transfer students.

An estimate of deficit for the year was discussed. Return of security deposit for lease of space in the building was not yet included in the budget calculations. There are sufficient funds in the rainy-day fund, but members of the board prefer not to use it. 7.1 students still needed to cover the deficit. Any thoughts from the board members:

- Ms. Rogers asked about the cleaning fees paid to Ms. Radziszewski's mother who provides quite a few services in addition to cleaning. She also does maintenance, installations, and some painting. The point was raised to include a description of all her services. Mr. Marquis agreed to work with this item in the budget and book keeping.
- Ms. Rogers also asked about line of credit and how to organize the paying down of the loan. Budget to be able to make principle payments from fundraising or other income streams.

3. Public Outreach / Improved Communication:

The board discussed scheduled Chamber Events. There will be a Chamber event at Rockingham mall, on October 25 in the evening, there will be a booth, outside of Lord and Taylor. Ms. Radziszewski suggested bringing some easels with artwork from the students; the idea was proposed that students participate in costume; also, the suggestion was made that some swag, stickers to give away, other ideas (money tree, interactive). Having a raffle would make it possible to gather people's names for future contact and keeping involved. Mr. Polito had an idea to put together a 30 min performance from sections of the Wizard of Oz.

The discussion continued to other Chamber events, such as the Pentucket bank event on Oct 12, in the evening in Haverhill. There will also be a Chamber event, Sept 19th at Castleton in Windham; this is a fun evening, mingling with people and getting more visibility in the community. It does require tickets.

Other suggestions were to attend a Ribbon cutting ceremony in Windham and Hidden Jewels to celebrate Women and high school aged students; this is an awards ceremony, celebrating how the nominees have made a difference in the community. This ceremony will be held October 10th, 11 am - 2 pm, Granite Rose; tickets are needed.

Other Outreach ideas: letter to other school guidance counselors; local car dealers; Ms. Radziszewski has been talking with Ford regarding the Ford Drives Us campaign.

4. Parent Outreach:

Ms. Barrow had ideas about raising money from events within each school department; suggesting a parent who would adopt a class and help with fundraising for that subject. Other ideas included:

- sending letters to parents to ask for donations, supplies, needs
- holding telethons, sending letters to request parent involvement through phone calls, involve young alums.
- designating someone to be a parent outreach coordinator and help with communication
- at the upcoming Open house to collect art fees using a credit card machine.
- Mr. Polito will be speaking with parents in the Cafe that evening; Art fees will be discussed that evening to direct parents to table to pay.
- Mr. Polito mentioned that the school is evolving to the next iteration where communication and planning of development program can be put in place; needed as a goal to get into place by the end of year

Action items:

- Jaime will develop talking points
- Mr. Polito would like to see a group of parents (5 in number) to start a committee to plan; within a month to get things going by the Oct, Nov and Dec open houses

5. Fundraising:

A discussion was held about fundraising events. The main event of the year, the Gala will be held on Mar 15th, 2019 at Castleton, Windham; 2018. Gala committee: Ms. Radziszewski and Jaime will be on that committee; request donations of practical gifts, sponsorships, dentists, hairdressers, etc.; additional work needed toward getting sponsorships for the Gala. Secretarial aspects of organizing the Gala can be done by Nancy; possible member of the committee. Ms Trout, Mr Marquis, Ms Rogers volunteered to be on the committee to start with. Date set for meetings: Friday, noon; Ms. Rogers will send out possible date suggestions.

Other fundraising ideas: (** items have been organized in the past)

**Games of Chance, **Braided Breads / Pie and Cookie / Yankee Candle, **Car Show, **Amazon Smile - dedicate portion of spending on Amazon to the school; smile.amazon.com to participate and funds will be deposited into School saving account once a quarter, **Parent Appeal, Walk-a-Thon / 5K, VIP Dinner, Golf Tournament, "GSAA Idol" competition

HoS Report:

Mr. Polito's initial summary for the year:

- Summarized what was completed in previous years, what was successful, setting goals for the next ten months
- Mentioned Parenting Program to support parents as they support their students at home: technology, homework help, drug awareness, varied topics
- Academic emphasis: increasing academic rigor; teaching the students that they need the academic commitment in addition to the arts focus; holding the students accountable; monitoring the students' work
- Introducing ideas to students about college prep already in the initial years, not just in senior year
- Admissions and Retention: outreach, communication, branding of the school's offerings, reach a greater audience; shift the admissions activities earlier in the academic year

- Diversity in the school: celebrate diversity; in Advisory on Fridays, help students to better understand diversity. Continue the feeling that the school is a safe, welcoming environment for all.
- Curriculum/Syllabi: greater enrollment and dual enrollment; Teacher Assistants, Extended Learning Opportunities and Independent Study
- Instruction is excellent in most departments and viewing improvements over time
- Standardized testing: scores are within the state averages for NH
- Continue to look at how we build the curriculum and improve it (Science and Social Sciences)
- IEPs and 504s are going well; looking at compliance rules with the government; tutorial programs in math
- Strategic plan, action plan which will be developed in the next meeting; meeting with NH DOE in December for renewal
- Professional development planning, teachers, curriculum; IB program in development - PD in October
- Improve student advisory period to provide the best possible as described in the school charter
- Increase in student activities, involving more students in service activities (40 hours of service over the 4 years)
- Building is a strength for the school
- Increase parent involvement in school activities

Teacher questions and concerns:

Mr. Sharlow reported that the teachers are wondering about retirement planning; they would like to get it going at the beginning of the year. It was discussed that Charter schools can band together to do insurance: waiting on info from Mr. Sutherton, Charter School leadership association of NH; meeting on 9/18; there will be more info for teachers then.

Adjourn: Ms. Rogers made a motion to adjourn, seconded by Mr. Marquis.