



Granite State Arts Academy

Board of Trustees Meeting

February 5, 2019

6pm @ GSAA

Attendance: Don Erdbrink, Tony Polito, Jeff Marquis, Alison Gangler, Frank Sharlow, Robin Calitri, Paula Trout, Leah Rogers, Jamie McFarland, Michelle Barrow, Renia Radziszewski

Guests: Jim Hollingsworth and Karen Drago

Called to order: 6:02 pm

- Public Comment – Approval of minutes from last meeting after corrections
- Ms. Rogers made a motion to approve the minutes of the meeting from January 8th.

Mr. Calitri seconded the motion and the motion was carried.

Treasurer's Report:

1. Current Status of funds: See attached budget report
 - Adequacy submitted at 113, should arrive no later than 2/15/19
2. ACH update – What is collected? What remains collected? (in attached report)
 - Invoices were sent home with the balances
 - Ms. Rogers suggested calling those families of seniors who are behind in payments
 - Ms. Barrow offered to make the calls; make arrangement with them over the phone; equal payments until graduation
 - Mr. Erdbrink mentioned that the diploma can be withheld (not the transcript) if the Art Fees are not paid.
3. Current Enrollment: at 119
 - Two students (sophomore and freshman) are shadowing with intention to transfer to the school now
 - Other students are shadowing for the September entering class

Teachers Representative:

1. Painting Night Update
 - Mr. Sharlow discussed that the Painting Night classes could be held on Fridays, all of which are open in April
 - Details still need to be discussed, such as who to market the class to, adults or teens?
 - Also, Mr. Sharlow had discussed with Ms. McMahon about planning the summer camp, with art and dance classes every Tuesday for six weeks
 - This summer camp would target 7-12 grade students
2. Retirement savings plan:
 - Paul Landry is coming in on 2/15 to help with planning for the plan.
 - Mr. Erdbrink mentioned that Mr. Landry had found a plan with no fees for the school (**Non-Erisa**).

Chair's Report:

1. DOE Renewal Visit -Review
 - Mr. Polito's report was provided to the board with a description of the visit and in summary, the visit went very well
 - Every focus group had a different impression of how the visit went
 - The BOT members felt the conversation was very good and positive
 - Mr. Polito mentioned that he felt that the behavior of the team was very professional but also mentioned feedback from the students that somethings were not well presented
 - The DOE visitors were provided with binders containing all the documentation which accompanied the official application to the DOE
 - The experience of the team seemed to be varied and it was clear that there were many schools which needed to be observed in a limited time period
 - After the visit, Mr. Erdbrink sent a follow-up email to correct the information discussed at the Renewal visit that there are committees: fundraising, IB/Academics, Finance and three others, Personnel, Facilities, and Governance which meet less frequently
 - Mr. and Mrs. Hollingsworth mentioned that that they felt that too much time was spent in the parents focus group discussing individual student needs.
 - Mr. Polito will get a list of questions next week for additional answers, after which the preliminary report will be created.
 - The final report will be submitted to the DOE and the final vote about the school renewal will take place in March or April
2. Board of Trustees Handbook:
 - Mr. Erdbrink discussed the initiative to create a Board of Trustees Handbook

- The group discussed the three functioning committees: Fundraising, IB/Academics, and Finance; the other three committees meet as needed: Personnel, Facilities, Governance. The question was raised whether the school needs a Governance committee.
- Training for the trustees was also discussed and examples of other handbooks from other schools were shown to the group.
- Mr. Erdbrink would like to put together a committee to write the handbook for the board; the group would meet during the day.
- The templates for the handbook could be modified
- Mr. Erdbrink, Mr. Polito, Ms. Caron, and Ms. Rogers will meet to draft the handbook

3. Fundraising Update:

- Another meeting for the Gala will be held on Feb 11th at 12 noon
- Gala Update: A great deal of progress on sponsorships has been made and many contributions are coming in
- Ms. Radziszewski discussed that many donations of items have been made with as many as last year. There is a Sign-up Genius for contributions to the baskets raffled off by each class and the sign ups are going well. The fewest signups have been for the Senior basket with the Sports theme
- Other baskets will be: Restaurant gift cards, Beer basket, Scratch ticket basket
- Some checks are also coming with the donations and the funds are %8750 with the Chairman's challenge sponsorship
- Gala tickets are now on sale and the Gala will be publicized in the Chamber Friday Fliers until 3/15 as well as listed on the home page of the Chamber website.
- A discussion was held about whether to choose buffet or plated; this will be decided based upon price and availability
- Sponsors will be accepted until the last moment
- Another discussion was about the tickets for teachers; historically, tickets for teachers were always **free but spouses paid** or the proposal was made to encourage teachers to fill a table and then receive a ticket for their spouse for free
- The group discussed encouraging staff and faculty to attend if possible and to promote this at the staff meetings
- Mr. Polito and Mr. Sharlow will work together to make this clear to staff and faculty

HoS Report:

- The group continued the discussion of the DOE Renewal visit and Mr. Polito summarized that we have a good idea of what is being done well and where the school faces challenges
- The SAT course will be held in March and is open to students from other schools as well
- The graduation date is set along with the location
- A last item was discussed that Ovation Theater company would like to rent the school theater to have location to do plays. They work with 7-12th graders so this will give the school very good publicity. They will be performing Les Miserables in the spring

New Business *

Wrap Up and Adjourn:

Adjournment: The meeting adjourned at 7:20pm, Mr. McFarland made a motion to adjourn the meeting and this was seconded by Ms Trout; all approved and the motion was carried.