



Granite State Arts Academy

Board of Trustees Meeting

January 13, 2022 -- 6pm

Via Zoom Link

MINUTES

Meeting called to order at **6:06**

In Attendance- D. Erdbrink, C. Caron, F. Sharlow, M. Henneberry, C. Michaud, J. Marquis, J. Trout, MJ Thomas, Chris Michaud, Mark Gross.

Absent-Kelly Fraser and Anthony Polito

Public Comment: None

Approval of Minutes from Last Meeting

-Motion made to approve minutes from November meeting by Mrs. Conlon, seconded by Mr. Marquis. Roll call vote: Unanimous Yay.

Treasurers Report / Enrollment and Admissions Committee

Mr. Erdbrink explained that the new Business Manager is going to be presenting budget projections for a few months out. The current projections show that we are in good financial shape considering the upcoming gala and lottery calendar fundraisers.

Enrollment Has dropped a little, probably due to covid. We are currently at 111. Mrs. Caron explained that we have been doing one or two tours a day and we are looking good for next year. Some of the students who left, left because they were not going to be successful anyway, not the right fit.

Audits We are in the middle of preparing for the annual audit from the state. Tuesday is the day the state will come in to audit how we spend federal funds. Hence the policies that we need to approve tonight. Some of the policies we need to approve tonight we were not aware we needed to have in place.

Chair Report

Procurement Procedures we voted on the procurement policy at the last meeting, we now need to have a procurement procedure in place. Mr. Erdbrink read over the procurement procedures.

Mr. Michaud question the thresholds of dollar amounts. Mr. Erdbrink suggested they amend those amounts. The rest of the board agreed to the change. The board discussed the process of obtaining multiple RFP's.

-Motion made to accept the amended procurement procedure by Mr. Trout, seconded by Mrs. Colon.

Roll call vote: Unanimous Yay.

Audit Policies

Travel Policy

Mr. Marquis mentioned that the policy does not mention submitting receipts. Mr. Erdbrink Amended the policy to reflect Mr. Marquis's suggestion.

Mr. Trout asked if, because the policy is concerning federal grants, does the policy cover other travel as well. Mr. Erdbrink explained that this would be our official travel policy covering all travel.

-Motion made to accept the Travel Policy by Mr. Marquis, seconded by Mr. Trout.

Roll call vote: Unanimous Yay.

Drug and Alcohol Policy

Mrs. Conlon mentioned we should clarify prescription vs. non-prescription drugs. She suggested we add, exception to those prescribed by physician. The board discussed verbiage and Mr. Erdbrink amended the document to reflect the mentioning of prescribed medications.

-Motion made to accept the Drug and Alcohol Policy by Mr. Trout, seconded by Mr. Gross.

Roll call vote: Unanimous Yay.

Procurement Policy

Mr. Erdbrink mentioned that when the board approved the procurement policy last month it did not include a conflict-of-interest section. This has been added to the policy.

-Motion made to accept the Procurement Policy Addendum by Mr. Gross, seconded by Mr. Michaud.

Roll call vote: Unanimous Yay.

Prohibition on Aiding and Abetting Sexual Abuse Policy

Mrs. Caron explained why we need this policy as a charter school.

-Motion made to accept the Procurement Policy Addendum by Mr. Michaud, seconded by Mr. Gross.

Roll call vote: Unanimous Yay.

Fixed Assets (Inventories) Policy

Mrs. Caron explained some of the policy verbiage and the need for the policy.

Mr. Michaud asked if we currently had systems in place to carry out this policy as needed. Mrs. Caron explained that we do a good job of tracking all our assets, i.e., spreadsheet tracking all computers.

Mr. Erdbrink explained that the new business manager is currently looking at and tweaking all our procedures.

Mrs. Conlon suggested we have a replacement schedule in place for computers.

-Motion made to accept the Fixed Assets (Inventories) Policy Addendum by Mr. Michaud, seconded by Mr. Trout.

Roll call vote: Unanimous Yay.

Time Effort Reporting/Oversight Policy

Mrs. Caron briefly described how the procedure works i.e., time on task forms for those who receive grant monies on staff.

-Motion made to accept the Time Effort Reporting/Oversight Policy Addendum by Mr. Gross, seconded by Mrs. Conlon.

Roll call vote: Unanimous Yay.

Allowable Costs Policy

Mrs. Caron explained the policy regarding the administration of grant monies, needs assessment etc.

Mr. Michaud mentioned that its basically a good due diligence policy.

-Motion made to accept the Allowable Costs Policy Addendum by Mr. Gross, seconded by Mr. Marquis.

Roll call vote: Unanimous Yay.

Rebranding – Updates

Mr. Sharlow showed the board several logo concepts. The board chose one grouping and asked that it be colorized, and new options be made with another symbol in the logo for comparison.

Fundraising Committee Updates – Gala / Lottery Calendar

Lottery Calendar

Mr. Erdbrink explained that the fundraising committee is working on a lottery calendar to be sold the end of February/beginning of March. The cost would be \$10.00 each. The committee is currently collecting items to include on the calendar. Mrs. Henneberry said that things are coming together nicely.

Gala

Mr. Erdbrink explained the committee is meeting every 2 weeks. The theme will be the 1980's. The date is May 6th. Mr. Sharlow is working on the save the date mailing. Mr. Erdbrink is currently looking for the mailing list from last year.

DOS

Mrs. Caron mentioned we are currently dealing with Covid-19 issues as best we can with all the exposures and infections with students and staff as well as all the changes in recommendations. We have roughly 20 to 30 students absent every day, either exposed or infected. We have received a box of rapid tests from the state. We have had about 15 students test positive since Christmas break.

We are starting to plan prom and SAT's.

We are postponing the Exhibition of Learning event due to Covid.

Showcases have been taped/streamed because we can't have audience members now.

Our students made 85 portraits of animals for the animal shelter as a fundraiser. It was very successful.

Mrs. Henneberry asked why students are not allowed to use the microwave at lunch time. Mrs. Caron explained that all students are eating at the same time and there would be too much of a gathering at the microwave.

Facilities Committee Update – Chris Michaud – HVAC System

Mr. Erdbrink explained that our heating system is very old, and we are responsible for all repairs, the landlord is responsible for capital improvement. There are 6 units on our roof that service our space. 4 of the units are original to the building which was built in the 1980s.

Mr. Michaud explained that the landlord is supposed to supply us with reasonable heat and a/c. His research has shown that the life of these components is 15 to 25 years, which means that 2/3 of our units are 40 plus years old and we should be compensated for repairs.

Mrs. Caron explained that during the recent cold snap we had no heat in portions of the building. She has reached out to other tenants, and they have verified that it is either too hot or too cold in their spaces as well. The repair man that recently came commented that he is surprised that the unit servicing our theater is still working at all.

Mr. Gross suggested we hire an HVAC company to do a written assessment.

Mr. Michaud and Mr. Gross are going to do further research on exact age of the building and the units. Mr. Michaud will work on drafting a letter to the landlord with a deadline of response requesting the replacement of the old units.

Teacher Representative – Lisa Peterson

Nothing to present

New Business *

Wrap Up and Adjourn 8:04

-Motion made to adjourn by Mr. Michaud, seconded by Mr. Trout.

Roll call vote: Unanimous Yay.

* All new business items will be put in the agenda for, and discussed, at the next meeting