

Board of Trustees Meeting
January 20, 2015
6:00 – 8:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Board of Trustees - Membership: Paul O'Neil (Chair), Melanie Holden (not available) (Interim Vice Chair, parent), Don Erdbrink (Interim Treasurer), Sarah Kelly, Amy Sevigny (parent), Stephanie Libby (on the phone), Derrick Wong (not available), Mark Bograd (Head of School, ex-officio member)

Teacher Representative is encouraged to attend- none attended

Trustee Candidate: Sharon Livingston to attend- not available tonight

No guests present

1. Chair's call for 'Meeting Come to Order' with Pledge of Allegiance to the Flag : 6:08 pm
2. Chair's call for approval of minutes from Dec 16 Board of Trustees (BoT) meeting – sarah made a motion to approve- seconded by Don and approved by all.
3. Chair's brief meeting introductory comments – Paul welcomed with a happy New Year
4. Comments by Business Manager – Wendie Leweck w/Paul for Financial Report – Paul reinforced that Paul and Wendie have been working hard and beyond work hours to fully complete the report and this needs to be addressed. Wendie has ongoing training session with consultant.
 - a. *NEW* Financial Report (with Paul) –P/L + Budget/Forecast spreadsheet and P/L (Quickbooks) – Paul states that P/L does not clarify what has be committed to spending – this requires the addition and reemergence of ongoing budget forecast excel spreadsheet. Looking at spread sheet- items for income on left (unchanged) with addition of cash on hand column (including 3 bank accounts totals). Grayed in boxes are fixed formulas. Quick books and excel tool needed to work together. Paul discussed academic and fiscal year July 1- June 30. Academic year 2015 spreadsheet includes staffing projections based on current projected class offerings. Paul discussed the need for complete report each month as done tonight to include highlight any items that are different from projected amounts. Highlight top expenses- with consistent format each month. Maintaining spreadsheet discussed – Wendie discussed possibly working from home one or so days a month as day to day distractions and interruptions to her office make it difficult. Paul and Wendie will continue to work together. Reality is we need long-term partnerships and fundraising. Wendie and Stephanie are planning on attending upcoming grant opportunities conference. Stephanie discussed possible donor night at the school. Stephanie discussed new board members should be better connected to the community. Paul discussed future fundraising session and plan (possible early February)
 - b. Payroll Service reconsideration- Wendie discussed possible switching payroll company- People's United has a payroll department that is less(\$61 per payroll) than ADP (78/per pay roll) . They offer an employee portal that each employee can go into request time off, check their pay etc. Background check is \$40 a month and this is a separate contract (this can be explored to see if this is offered through People's united. Sarah mad a motion that we switch Payroll Company to People's united from ADP effective immediately- seconded by Don- approved. Wendie discussed line of credit- Wendie spoke with Nicole (at peoples united) about a line of credit with a fixed rate plus prime- minus a e banking discount (5.25%)- use a

emergency back up only. Wendie will put an application in for a future vote based on results. **Sarah made a motion to authorize Wendie to put an application into People's united bank – seconded by Don and approved by all**

- c. Status update on Erdbrink loan and music reimbursement- Don discussed that Don will create a document that states that when money was loaned and when repayment is due with terms in writing.
 - d. Vendor/Contractor services updates – # pd. hours Renia (for cleaning services)- and 6 hours/week administrative duty and Music Assistant (still searching)- a couple of resumes have come in. Mark will continue to explore. Wendie discussed the importance of networking.
 - e. Upcoming Information Sessions (Open Houses) and other enrollment drive-tomorrow 1/21 6-8pm. Advertising to SCS and sent to Birches. Union leader and an article coming out this week to advertise open enrollment (Nutfield news), facebook and website. Wendie will reach out to carriage town news.
5. Comments by Head of School: Mark Bograd -*****;inserted *****
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Head of School Report

Culture and Climate

- Winter Arts Festival was a huge success – There was an overflow of guests. We will look to separate the departments for future showcases.
- Students and Faculty are working on performances for the Gala and our first Open Mic Night, which will be on Friday, February 6th. ? at Beantown or the school.
- Art students are creating murals for different walls around the building including in the Theater, around Wendie and Bianca's doorway and are working on others
- We have added 2 new students with open arms and they have adjusted as if they started the year with everyone. 1 more definite to start next week and possible 2 others from Epping area (transportation issues)- transportation blog site is being worked on .
- Mark had a school meeting this morning about choices/consequences.

Curriculum

- Met with Kim Carter from the QED Foundation who we will contract with to help us move towards Competency Based Learning. She was on the Board of Trustees for MC2 Charter School in Manchester, but is moving towards consulting through her business. She will be coming to our Friday, March 6th PD time to meet the staff. Possible partnership with MC2 . \$1500 per day 5-7 days of upcoming professional development- this is a line item in the grant.
- We have changed the daily schedule to 4X4 Block scheduling for next year. We have also changed the concept of Major and Minor to more of a college-based Major philosophy of requiring to earn 6 credits within one's major to graduate. Please see previously emailed Powerpoint.. Power point was displayed at meeting.
- Mark discusses possible haiku as new system

Facilities

- Contract to extend lease – Voted previously to extend lease and possible addition to building next door as needed and if possible.
- Working on redesigning theater with curtains, lighting, and other stage items- Wendie is coordinating this. Wendie discussed walls will be painted prior to Feb. performance, Bill's mother is making curtains. Tickets will be sold in advance online
- Met with Kurt Simeone from Tech Seed. This is an IT company who works with Hampstead Academy and The Birches Academy. His company does extremely well in the corporate world, so they are looking to work with schools as a discount. – this will continued to be explored. Very initial conversations. Don's contact has offered services.

Staff

- No change, I did get two resumes for part-time music teacher- being reviewed.

Enrollment and Outreach

- January 21st is the next Informational Session from 6pm to 8pm.
 - As of 1/13 we have 55 students and will be adding 1-3 more students starting second semester. 2 of the 3 are working on transportation issues.
 - As of 1/13 we have 26 applications for next year's 9th grade class. Possible change to registration- Sarah discussed that "application" left room for review of certain circumstances to make sure school is the right choice.
 - Interview process (Mark will interview all students)
*****End of inserted repost*****
- Monthly Report of the Head of School (curriculum, staff, enrollment, etc.)
 - School schedule changes and staffing
 - Other updates
- Comments from Fundraising Committee –
 - Update on Gala planning – Amy discussed # at 90 right now- absolute last day to let brookstone know numbers is next Tuesday.
 - Update on GoFundMe – Steph- go fund me is still open
 - Special Topics – moderated by Chair, Paul
 - Group to discuss the definition of the board's Teacher Representative- Paul sent email draft of roles and definition- continue to discuss
 - Promoting successful PTO- as discussed at last meeting they do not have 5 members willing to sign proper documents. Research possible Booster club- rules etc.
 - Targeted fund raising campaigns + family contributions in general- can not charge fees and or tuition- can do fund drives- will discuss at future fundraising meeting.
 - Bianca's Proposed plaque on the donated benches to honor our many, hardworking and selfless volunteers. Bianca suggests "We hope you find rest here in this place you have helped make possible. From our hearts to yours, we thank you."- Continue to explore cost. Wendie will explore donation and cost.
 - Status of Closure of Separation from Dr. Fox- Letter of recommendation sent. Done.
 - Job Titles for Bianca and Mark-
Paul discussed in email today Marks title and the reason for interim title- discuss in closed meeting.
Bianca- Mark discussed new possible titles- looking forward to the future we may want to keep the name as office manager. Mark will bring it back to us in the future.
 - Roles of administrative staff versus board members, PTO, BoT committees- no new items.
 - Comments by Don Erdbrink: Facilities and After hours programs
 - Music recordings as fulfillment to Donors- donors still need required – Wendie and Don will discuss in committee meeting with Stephanie and Kathleen.

- b. After School and Summer Sessions- Audio recording program ready to go – suggested \$180-\$200 per student (nets approx. \$1200) –possible two sessions-needs advertising and dates- Mark suggests Feb. 2nd as start date. To be taught by Bob Beal.
 - c. Song writing program in the future
 - d. 1-1 teacher. (need 3 students)
 - e. Dance –offered by Rene (Masters classes with different teachers) –Rene has offered to open/close- \$15- \$20 per person
 - f. Kathleen has shown interest in coordinating the entire program. Possible year round programs- will need to work details for payment
9. Comments by Vice Chair, Melanie Holden - Introduction of Sharon Livingston as new Trustee; Q + A between Ms. Livingston and Board- Both Melanie and Sharon are not available tonight.
10. All Committee Updates
- a. Admissions/Enrollment – above by Mr. Bograd
 - b. Personnel - above, by Mr. Bograd
 - c. Technology –above by Don
 - d. Finance - above by W. Leweck
 - e. Curriculum - above by Mr. Bograd
 - f. Marketing and Fundraising – above by S. Libby, A. Sevigny
 - g. Facilities – above by D. Erdbrink
 - h. Governance –above by P. O’Neil re: Bylaws changes
11. Public Comment Period none
12. New Business -next meeting date- 3rd week if Feb. 17th 6:00 pm
13. Adjournment- 9:13 pm
14. Sarah made a motion to go into closed meeting- seconded by Don and approved by all