

**Meeting Minutes**  
**Board of Trustees Meeting**  
**October 21, 2014**  
**6:00 – 7:30 p.m.**  
**16 Route 111, Building 4, Derry NH 03038**

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Board of Trustees - Membership:

Attendance: Paul O'Neil (Chair), Melanie Holden (Interim Vice Chair, parent) (on phone), Don Erdbrink (Interim Treasurer), Sarah Kelly, Amy Sevigny (parent rep.), Stephanie Libby

Excused: Bianca Gynan, Todd Abernathy

Guest: Wendie Lewek (on phone), Jennifer Correa (parent- 6:50pm)

1. Chair's call for 'Meeting Come to Order': 6:10 pm with Pledge of Allegiance to the Flag
2. Chair's call for approval of minutes from Sept 16 Board of Trustees (BoT) meeting – Sarah made a motion to approve minutes- seconded by Don- approved by all
3. Comments/updates by Chairperson: Paul
  - a. Leadership Transition recap- very smooth transition with professionalism on all parts- we have a signed separation agreement with Dr. Fox and Paul with continue to follow. Melanie shipped art work to Dr. Fox (process complete). Wendie and Paul will continue to work on final financial numbers. "Formal announcement" on web site- meet and greet tomorrow night (4:45- 8:00 pm- 2 sessions)
  - b. Board Bylaws proposed changes- Paul discussed Todd and Biannca are planning to step off the board- we want full representation (Mark, Wendie and any faculty representative) – we would like non voting faculty member- will need to change wording of current bylaws to reflect this. Paul will draft the change and propose the change to the board. Sarah suggested that it be possible for the chair vote. Wendie discussed that chair voting may be conflict of interest as chair often makes the suggestions- Wendie suggested that more research be done on this- Paul will research this.
  - c. Bianca has prepared a letter of resignation as well as Todd has expressed the same. Todd and Melanie have drafted a letter to faculty to ask for participation. Mark suggested that we have a student voice present (and to start with current student counsel)
  - d. New board members – possible vote on Deb Wheeler-Bean, Camille Marsinelli- they are not present tonight- Camille is not able to participate at this time. Deb is still interested but for the next several months she has limited availability. Stephanie suggested any new board member be presented with an "orientation packet". (Operational protocols, protocols, terms.) Paul suggested that we contact Ms. Wheeler-Bean again and confirm her interest again before voting. Perhaps a vote as an email. Sarah made a motion to table Deb's vote to join the board until we have further discussion with her. Reopen and perhaps email vote or next board meeting vote for her to join the board. Paul will reach out to her by phone – seconded by Stephanie and approved by all.
  - e. Board Treasurer, Vice Chair position – vote permanent placements- will need to discuss in the future when we have a replacement treasurer. Melanie is working on this.
  - f. Long range planning – list of key categories- Paul suggested that we need long range planning. Sarah discussed that a board and Mark should go on a retreat to "hammer"

out a long term plan and write strategic plan for 1,3 and 5 year plan. Mark suggested that this be done soon (February or sooner).

4. Comments by Head of School: Mark Bograd – Mark’s report has been copied in below and is bolded. Mark thanked board for the opportunity

Attached: Mark’s Report

**Board Report (by Mark) – with added discussion during meeting time (bullet points)**

**10/21/14**

**1. Culture and Climate**

**The majority of the students are enjoying the social aspect of GSAA. Some of the students are definitely taking advantage of some of the “looseness” of our daily schedule. So the faculty and staff will be working on adjusting the daily schedule to create less “down time” during the day.**

- **Mark meet with students Friday to set guidelines- new in school pass system, spoke about PDA, hanging out in cars, school dance**

**School spirit seems pretty good; I think there is excitement around the building in terms of the courses they are taking being aligned with their personal interests**

**Students are writing a school song, discussion on mascot**

**On Friday, I met with the students to discuss the structures that are in place that will be more enforced and new structures that will make this school enjoyable for everyone in the community. I have attached my presentation.**

**Halloween Dance – Students have done a nice job organizing the first dance. I met with them to create a proposal, which they did, and we have finalized the plans. Students may invite friends from other schools. I have designed a Guest Form where to be given to the visiting students that will have to be signed by the GSAA student and parent, the visiting student and their parents and the visiting student’s principal confirming that he or she is a student in good standing (not suspended, expelled or a major discipline issue). I also said I need to speak with the DJ they have to discuss the song list.**

**2. Curriculum**

**Teachers are continuing to use the Understanding By Design model that was first initiated. As a faculty, we discussed how they can use the UBD framework as the “umbrella”, but also modify their individual units and learning targets based on their methods of teaching. We are going to discuss moving towards a competency-based grading system that aligns**

with the Common Core and follows the direction the Department of Education's vision.

- Video shown- standards based grading- will need professional development \$- paradigm shift needed for staff, students and parents- Mark has done a study with colleges to discuss how they use standards based grading. Mark has been in contact with Robin to discuss IB program.

New courses moving forward – Graphic Design, Photography, PE, Health, advanced Math classes. These are just few courses that students and teachers have discussed with me for the future. In my discussion about staff, I will talk more about what would be needed to meet the needs and desires of our school

There have been discussions about bringing in the International Baccalaureate into GSAA as our curriculum for the future. This is something that I think we should investigate and see if this is appropriate for the demographics of our students. I would like the Board to also look at and possibly consider discussing the idea of becoming a Big Picture School founded by Dennis Littky and Eliot Washer. Here is a link to their website, [www.bigpicture.org](http://www.bigpicture.org) and a wonderful Youtube video, [https://www.youtube.com/watch?v=lsZXs4GW\\_D8](https://www.youtube.com/watch?v=lsZXs4GW_D8) from a presentation that Mr. Littky did to an audience of educators. I think a lot of his philosophy aligns with the vision of our school.

- Mark has coordinated a partnership with NH institute of art (they will be doing portfolio work with students)
- Mark has been in contact with U Mass Lowell
- Exploring other opportunities

### 3. Facilities

- Current lease is 6 years
- Foundation may own/buy school property
- Wendie spoke with Brookstone about the larger building- Wendie is going to do a walk through

A few things I have concerns with using this building as our school. Safety is a huge factor in running a school and I am very concerned that our windows do not open. There are two major reasons, one is the need for a second egress in case of emergencies (i.e. fire, evacuations), and the second is air quality. I understand there is an air filter system, but the need for fresh air is vital. Students, teachers, parents, and the community all get sick and I believe it is much better to cycle fresh air through windows than air filter system.

**Some of the rooms will not be big enough to hold classes as we grow. The students have complained about the size of the rooms already. We do not have a separate health office. I think it is wrong to have a young person lying in a cot in the teachers' room. As much as the teachers have tried to not walk in when a note on the door says that a student is resting, they have work to do in there to prepare for their classes. I understand that a wall was taken down in that room, but I propose we put the wall back up and split that room into two, with the health office on one side and the Guidance office on the other. We have already planned on having Ms. Levine's office move into the Computer Lab and the Computer Lab go to the second floor as Ms. Levine is contracted to be the medical supervisor should be on the first floor. I think that if we make the change in the big room to become Health and Guidance, we can use the current computer room as the teacher's room.**

**It is my understanding that we are getting a huge donation of lockers and possibly other school furniture from Duxbury, Massachusetts. Wendie Leweck and I will be creating a wish list and one of us will go down with the parent who is organizing this to pick out what we want. A couple of people have said they can get us a very large box truck to bring the school furniture back to us.**

#### **4. Staff**

**The current staff is amazing. They are so dedicated to their students and the school going above and beyond the call of duty to help get the school up and running. As we move forward and grow, it is imperative that we work to keep all of our staff and make the part time teachers into full time teachers. This will in turn allow us to create some of the new classes I spoke about in the curriculum section.**

**We have a wonderful opportunity to have Sheri Torosian add more hours to her day here at GSAA. She is currently teacher two classes and tutoring Spanish here part time, while also teaching at another school. She has the desire to teach only here. I have proposed to add more time under her contract or a supplemental contract so she can be our school tutor and VLACS coordinator.**

**Looking towards the future, I think we need to add another math teacher, a nurse (can be contracted with local hospitals), another secretary (could be part time), and an IT person. These are vital areas that need to be addressed.**

- Mark is developing strong relationships with the staff and stresses keeping our strong staff and adding more.**
- Danielson model- Mark is working on a self evaluation model with staff**

## **5. Financial**

**We are working within our budget. We have had amazing volunteers with the new school store donate items. I know there are fundraisers on the horizon and I've heard rumors of future donations. We will look at the current budget and spending to create a priority list of where we spend our money for the rest of the school year.**

## **6. Safety**

**Besides the windows, I have looked into the traffic flow of morning drop-off and afternoon pick up. We had some concerns from the Learning Path School about congestion in the afternoon. So we have designed a new traffic flow that will incorporate using the parking lot for Building #3. This is something we can do for this year and beyond as long as Building #3 remains empty.**

- **Plan to start 11/3**

**We will start conducting more fire drills, lockdown drills, and evacuation drills in the coming months. I need to sit down with my Administration team to go over our procedures for each of these drills and then connect with the local fire and police departments to help us with the coordination of our drills.**

**Student vehicles – We have had an issue with some students hanging out in personal vehicles during the break time. I have told the students that this is not safe and we, as a school, are liable for anything that happens within those vehicles. So no one, not even the owner, is allowed in his or her vehicle during the school day without permission.**

## **7. Enrollment**

**Currently we have 58 students from 17 different districts. We have received many inquiries about joining our school. There is one major factor stopping some families from joining us. The ability to continue playing sports for their sending schools. As we look at adjusting our daily schedule, we are going to attempt to shorten the day so those who want to play sports for their home team will be able to do so.**

- **In addition- Mark will send out**
- **Friday faculty meeting- discussed schedule- proposed change in schedule handed out- ? start Monday November 1.**
- **Mark to ask staff to define their flex time offerings and to give a 1 page explanation of the importance of change in schedule and flex time**
- **11/3 and 11/4 days- Mark is asking to make those into full time days and then Tuesday 11/25 (already early release)- formal**

**parent/teacher conferences-possible ptc wizard free software to schedule conference times- Sarah made a motion that we make 11/3 and 11/4 full days and make 11/25 a conference day- seconded by Melanie- discussed and approved. Mark will send an email out**

### **End of Mr. Mark Bograd's report**

- a. Monthly Report of the Head of School (curriculum, staff, enrollment, etc.)- see above (copied and pasted)
  - b. School schedule changes –see above- A new schedule has been developed by Mark and the staff- Mark will further discuss with staff- Sarah made a motion that we accept the proposed schedule change contingent upon a solid and structured plan by Mark and staff for the 9<sup>th</sup> period and role out plan to families with a goal of starting 11/3- seconded by Melanie- approved by all
  - c. Mandatory Policies: Incident Report and FAQs for same, Student Discipline, Bullying, and Drug/Alcohol (add to Handbook)- Mark discussed adding more structure in handbook- Mark will rework with the staff. Exploring RTI and PBIS program and behavior discipline plan- this is being discussed at Friday's staff meeting.
  - d. Personnel – S. Torosian from ¼ time (12.5 h/wk) to Part or Full Time 25 h/wk+ – this will be a board vote via closed session
5. Comments by Business Manager – Wendie Leweck \*\*At this point in the meeting, Ms. Wendie Leweck's was no longer on the call in system- several unsuccessful attempts by several board members to reconnect Ms. Leweck on the phone. Her report was not discussed at this meeting. Paul, Mark and Don will touch base with her in regards to current budget and report to board as needed
6. Comments by Bianca (not present at meeting- Mr. Mark Bograd discussed) - Alma Users Agreement / Google School, etc.- need to communicate together. Mark suggests that we need a fully integrated school information software system- he is exploring. ie: Powerschool, aspen. Staff will be using learn boost and alma for grades this year. Stephanie discussed needing to have a committee to compare programs. Mark will continue to explore and report back to the board.
- a. Time line- Feb. students pick classes, create teacher/ student schedules.
  - b. Mark will develop a plan for next school year. Admissions, lottery etc. –
7. Substitute list- volunteers need background check, all teachers have created emergency back up plans. Melanie makes a motion to pay our substitutes \$70/day- seconded by Sarah and approved by all. Mark will work with Bianca to have a solid substitute list.
8. Committee Updates (est. 15 min)
- a. Admissions/Enrollment – above by Mr. Bograd
  - b. Personnel - above, by Mr. Bograd
  - c. Technology – Discussed by Don- ongoing technology issues- Internet issues are still ongoing. TNT and Comcast have been in-? Line amplifier needed
  - d. Finance – not discussed as above
  - e. Curriculum - above by Mr. Bograd
  - f. Marketing and Fundraising – Ms. Stephanie Libby (board member)

- 'Go Fund Me' is live- November 30<sup>th</sup> is potential end date (\$1,215)- 12 donations so far. Reach out to larger community (Wendie and Stephanie)
  - Thank you list is being worked on now by Stephanie and Wendie for other donations
  - Donor packet- major solicitations presentation- will ensure message is consistent
  - Grants- Stephanie is feeling out needs.
  - Gala 1/31 at Brookstone – Amy will set up a committee to meet.
- g. Facilities - D. Erdbrink, Fee-for-services, IT- as above
  - h. After school lessons, etc. - Jen Correa will set up a survey to feel interest. Stephanie and Don will continue to work on this – with outreach to potential future students.
  - i. Governance –above by P. O'Neil
9. Public Comment Period – Jen Correa- discussed upcoming parent PTO meeting next week
  10. New Business -none
  11. Adjournment- Sarah made a motion we go into close session at 9:30 pm- seconded by don and approved by all
  12. Next meeting 11/18- 6:00 pm
- Meeting closed: 9:30 pm