

Board of Trustees Meeting Minutes
December 16, 2014
6:00 – 8:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Board of Trustees - Membership:

Paul O'Neil – via telephone(Chair), Melanie Holden (Interim Vice Chair, parent), Don Erdbrink via phone- (Interim Treasurer), Sarah Kelly, Amy Sevigny (parent), Stephanie Libby, Derrick Wong, Mark Bograd (Head of School, ex-officio member)

Excused:

Guest: Todd Abernathy, Wendie Leweck

1. Chair's call for 'Meeting Come to Order' with Pledge of Allegiance to the Flag : 6:13 pm
2. Chair's call for approval of minutes from Nov 18 Board of Trustees (BoT) meeting – Derrick made a motion to approve minutes – seconded by Don – approved by all
3. Chair's brief meeting introductory comments (full comments to follow HoS's)- not done at this time- to follow
4. Comments by Business Manager – Wendie Leweck (est. 20 min)
 - a. Financial Report –P/L by month for Year-to-date, Budget/forecast for the coming 12 months – Wendie discussed budget through end of fiscal year- actuals through November-lease will increase in January- Wendie and Mark are negotiating lower rate. Paul requested that cash on hand be in summary section of spreadsheet. Wendie discussed profit and loss- break down with details discussed. Wendie will need to create balance sheet (to include loans, lunch program). Start up loan funds discussed at length as to what is able to be used (start of school- books, art supplies, professional development). Stephanie discussed donor management database software - Stephanie will research this. We need school number for some grants. Sarah discussed grant-writing workshops at UNH in the summer.
 - b. Repayment of Leweck Loan (has been paid back); status update Erdbrink loan(s)- ongoing given March 2014 \$10,000- non interest- due to be paid back or renegotiated 3/2015. Don donated all the electric pianos (\$1,477)- Stephanie and Wendie will send a thank you for tax purposes
 - c. Vendor/Contractor services updates – Renia – 6 hours week/\$10hr (has broken leg)- has also been working from home- working very hard. Music assistant position still posted – will do some paid advertisement. Mark discussed issues with student placements from colleges. Mark discussed accreditation process. Mark and Derrick discussed town meetings- college presidents and politicians. Derrick discussed possibility of bringing in local retired members of the community for a variety of roles.
 - d. Dec 13 Open House Re-cap- went well- 60 people. Plan on another informational session in January (include students) – 3 applications so far. Quick informal gathering of information re: arts. Plan every 4-6 weeks. Mark and Wendie will plan on calendar tomorrow.
5. Comments by Head of School: Mark Bograd –*****;inserted*****
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Head of School Report

Culture and Climate

- Winter Arts Festival – December 18th at 6:30pm. This was organized by staff and will showcase all four areas of the Arts Program
- ELO's – currently the name of our 3:30 to 4:15 enrichment program – between 5 – 7 groups each day
- Semi-Formal dance on December 13th

Curriculum

- Proposed Bell Schedule for 2015-2016, developed by entire faculty
- Proposed School Goals for 2015-2016
- Re-dedicate to cross-curriculum work beginning after December break
- Reached out Kim Carter, Founder of QED Foundation to work with our teachers on Competency Based Learning. Depending on price, she will use for our curriculum professional development work. She comes highly recommended and works with a lot of Charter Schools

Facilities

- Met with Joe Friedman from Brooks Properties about our lease. We proposed extending the current lease agreement until September. We also discussed an expansion into part of Building 3. Joe said he would go back to the company with our requests and get back to us with what they can do for us.
- GoFundme money purchased 130 chairs for the theater. For \$300. The Visual Arts Department is preparing to create a mural for one of the theater walls. We are also creating an Art Gallery on the wall outside of the Board Room.
- We are working to clean out closets for storage space. We will be removing items from the yard sales and craft fair that are currently stored there.

Staff

- No changes, still looking for more substitutes

Enrollment and Outreach

- Open House – Had approximately 60 people, about 25 students
 - 3 New students starting between January 5 and beginning of second semester to bring us up to 59 students and possibly 2 more discussed it with me after the Open House
 - Open enrollment from December 1st through January 31st
 - Put advertising on dasher boards at Tri-Town Ice Arena in Hooksett
 - Road Show to the Birches and have reached out to other schools. Public middle schools have denied our request to present to their students.
- a. Monthly Report of the Head of School (curriculum, staff, enrollment, etc.) Thursday first showcase (run by teachers)- you tube channel to be created- Stephanie will video tape. ELO's – will be credit based next year (current enrichment block)- will be changed in

January. Semi- formal dance this past Saturday (no issues). Photo booth great. 3 goals as a school (staff is writing 3 goals for themselves)

- b. Curriculum- proposed schedule handed out (will be email and inserted) new block schedule with time changes for next year. Looking ahead to competency based grading. Cross curriculum work is now be highlighted in Friday sessions. Competency based learning- Mark and Wendie meet with SAU 10 superintendent- use a resource, mentioned Rose Colby (as a resource of competency based learning- Kim Carter)- meeting with her January 8- could be covered by grant- qed foundation for more information. Wendie spoke about theatre update- skirting. Goal of February for skirting and curtain to be complete. Stage lights. Wendie and Mark went to Birches, not able to get into public middle schools, will continue to explore. Funding – after year 3 of federal grant money will need to continue to be active. Melanie will look into being a host as secondary schools.
 - c. School schedule changes – update of # instruction hours and Holiday vacation schedule- 16 actual extra days currently available- is it to short of notice to change for next week? Consensus was yes it was to short of notice. Tuesday will be pajama day.
 - d. Mandatory Policies: status re: additions to Student and Teacher Handbooks- Mark is editing these currently – Student handbook changes will be sent out soon.
*****end HOS report*****
6. Comments by Don Erdbrink: Facilities and After hours programs- Facilities- server is installed in data room (64 gb can be programed remotely, move security, printer capabilities, possible public password), an additional server coming. Don spoke about after school programs. Will need someone to manage. Don sent possible offering via email- music, dance etc.. Melanie and Don to further discuss
7. Comments/updates by Chairperson: Paul
- a. Status of Closure of Separation from Dr. Fox- Done, Paul will still need to write letter of recommendation
 - b. Board Bylaws changes- voted and approved – Paul working on amendment to present- he is working on this.
 - c. Roles of administrative staff versus board members, PTO, BoT committees- be sensitive of time requests – perhaps added to operating protocol
 - d. Preventing team member “burnout”- be sensitive of requests
 - e. Faculty/staff Gala status (waive ticket fee?, etc.)- all in agreement that teachers should not pay but that significant others should pay. Board members are paying.
8. Comments from Fundraising Committee – Stephanie and Amy
- a. Update on Gala planning – update given by both Amy and Stephanie- ticket sales are low- continue to share
 - b. Update on GoFundMe – Stephanie discussed this just less than \$3000- chairs bought- campaign still open. Still to communicate through newsletter etc. Don will speak with Wendie about music cd’s for donors. Stephanie is printing out letters and will be sent out by the end of the week.
9. All Committee Updates (est. 2 min)
- 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
10. Public Comment Period- Wendie Leweck has asked to speak with board about working relationships- Wendie spoke about board conduct, state reporting, a reminder to work as

profession. Wendie was concerned about private retreats could present an issue (although members of the board discussed that previous retreat was held in compliance with legal advice with a goal of long term planning), potentially meet with our SAU would be necessary- Wendie will explore this more. Paul discussed that all closed meetings have proper documentation.

11. New Business- update on PTO from Jen C via telephone call- friends of GSAA registration with the state has expired- need 5 people to form a new organization. Currently they do not have 5 people to register their names with the State for tax purposes (articles of incorporation). Parents want to be involved but not sign documents. They have been using cash for school store, possible Friday night ski organization – no current way to collect funds. Derrick asked if it could be run through the school- Wendie confirmed we could do that. Mark and Wendie will post on web site- Jen will send update on meeting dates- survey results are available. Melanie suggested that by next year there might be more interest. Possible meeting Monday after school- will need announcement. After call- PTO was discussed as possible smaller fundraising (yard sales etc.) All possible programs must be approved by Mark and/or board
12. Adjournment: Sarah made a motion to adjourn, seconded by Melanie meeting at 9:45pm