

Minutes
Granite State Arts Academy Board Meeting
May 13, 2014
8:15 p.m.
Conference Call Meeting

Meeting Come to Order: 8:17 pm

Attendance: Amy Sevigny, Don Erdbrink, Todd Abernathy, Paul O'Neil, Shelley Fox, Bianca Gynan and Wendie Leweck

Excused: Sarah Kelley, Melanie Holden and Carol Dawson

1. Hiring for Guidance, Teachers, Office Mgr --
 - a. Paul discussed teacher hiring, benefits options, and whether those interested in positions at the school should recuse them self from all portions of the hiring process or parts of it that may directly involve them.
 - i. One option is to keep educators involved in teacher hiring
 - b. Shelly discussed 2 possible full time candidates
 - i. William Viau- college prep and honors history teacher, well qualified, 9 years experience in theater, BA theater and Master degree qualified - currently works at Salem High school- would like full time (married with wife has insurance- twin daughters)
 - ii. Renee Martinez- dance and Math teacher with business experience- currently works at an independent school in NH, finishing Masters in integrated art- undergrad degree in dance (husband works for trinity high and currently has insurance)
- Shelly recommends that they both be hired full time and both coming back for 2nd interview on Thursday
 1. 4 other part time positions are available
 - a. science and math upper grades
 - b. Humanities
 - c. Music
 - d. Visual arts
 - c. Don discussed the need to establish and standardize benefits and salary for full time and part time teachers- would be the personal committee to draft these
 - d. Shelly would like to get a group of students together to do teaching demonstration for the candidates (this would be the third step to the interview process)

- e. Wendie discussed administrative staff and teaching staff are separate categories
 - i. **Don made a motion:** that anyone on the board of trustee applying for a position should recuse them self from any financial and benefit discussion on any new, current and future hires and should also recuse themselves from hiring activity re: any position they may applying for – Todd second the motion and the motion passed with 5 yes votes

Don discussed his work today of reworking of the budget , impacts and five year plan (spending less in some areas, more in others) – fiscal year begins August 1

- 2 teachers full time and 4 part time vs 1 teacher full time- difference \$5400 (fundraising goal approx. \$80,000)- more students would bring in more \$- approx.. \$24, 000 deficit
- Benefits for part time and full time discussion will not be discussed at this time – suggested that personal committee (Bianca, Carol, Paul, Don, Shelly and Wendie) should quickly meet and discuss guidelines for benefits, salary (Wendie and Don to input for budget reasons). The issue of health insurance offerings will need to be outlined and presented to board for approval. Bianca will draft email to above members to discuss asap. Shelly discussed the state pension plan issues- at this time this has been removed from the working budget. Need detailed job description, and compensation and package ranges for full time teachers, part time teachers, office manager, guidance and then brought to board for approval (those that are not recuse). The need may arise to consult a lawyer for guidance.

2. Schedule for hiring –

- a. Wendie discussed that we need to let qualified candidates know when a decision will be made
- b. Wendie discussed the guidance counselor and office manager positions- Personal committee will meet and draft official job descriptions so these positions and can be posted on web site.
- c. Shelly predicts that by the first week in June teacher interview process will be complete- Shelly is conducting a second interview on the 2 possible full time candidates above on Thursday. All discussed the timing of teacher hire process is crucial to get most qualified candidates

3. Fund Raising for large gifts –

- Wendie has a list about 12 parties that may be interested and marketing kits are ready to go out- board members should send

Wendie a list of possible donors that they have in their contact list
ASAP

- Marketing kits will come from business office and are all set to go-
more names/ contacts are needed!!
- Wendie will send the breakdown and benefits of donor \$ amounts via
email tonight

Adjournment: 9:37 pm