

Meeting Minutes
Granite State Arts Academy Board Meeting
July 1, 2014
6:00 – 8:00 p.m.
16 Route 111, Building 4, Derry NH 03038

Meeting Come to Order: 6:25 pm

Attendance: Paul O'Neil, Bianca Gynan, Shelley Fox, Stephanie Libby, Amy Sevigny, Todd Abernathy, Melanie Holden(by phone)

Excused: Don Erdbrink, Wendie Leweck, Sarah Kelley

1. Comments/updates by Chairperson: Paul
 - a. Approval of minutes from past meeting – Todd made a motion to approve minutes- Bianca asked for the frequently asked questions section to be modified, discussed, will be revised and sent as email for approval
 - b. Nomination/Vote - **Stephanie Libby for Board member – Todd made a motion to nominate Stephanie 2nd by Melanie seconded and majority approved nomination****
 - c. Dance floor installation status, code for doorways? Paul installed dance floor with Paul Sevigny on Sunday- will be finished soon (Paul to check with fire inspector and building inspector to check about rise in threshold/door jam)
 - d. Insurances- Paul is communicating with Cross Insurance – Paul will update by email and work with Wendie on Gen'l Liability renewal and other insurances for school needed within a few weeks.
 - e. Official internal GSAA Calendar (Meetings, Employee vacation/personal/professional days)- Posted on the wall now- electronic calendar also being kept by Shelley – office manager will continue in the future.
 - f. Email subject headings – Ex. GSAA_< Topic Heading – topic subheading>- please continue to use
 - g. Operating Protocols – Comments from Board- drafted by Paul and sent as email- please review. Meant to be a quick reference guide
 - Melanie suggests that if sensitive issues arise that Shelley needs to communicate to board- she will send to the chair and the chair will disperse to appropriate board members
 - Stephanie – pointed out on page 2 – section 3.2 change to 2015
 - Consider all reviewing and vote for approval at next board meeting
- h. Financial handbook for NH Charter Schools (per Shelley)

- From 2004 (we need annual budget)- Shelley will send- Paul put the requirements in the operating protocols
- A prelim version of the 5 year budget was sent last night by Wendie- please all review and add input
- Transportation as discussed in email from Shelley
 - FAQ's updated today about transportation- we will assist with finding carpooling and keep looking into bus/ carpool hubs
 - Bus perhaps in year 2 d/too costly for year 1
- Melanie discussed the need for a parent organization to help with fundraising (and they may be able to help with transportation too)

2. Comments by Director: Shelley ***printed update handed to the board**
 - a. Enrollment – see printed sheet for numbers
 - b. Hiring – teachers need contracts- at lawyers office- Shelley has been in contact with teachers to keep them updated
 - c. Art teacher- not acceptable last interviewed- email sent to local universities- 1 interview this week
 - d. Piano's to be picked up tomorrow
 - e. Todd and Shelley presented at the Salem Library 1-2 weeks ago
 - f. Wendie and Todd presented June 30 at Exeter Library
 - g. NH is changing from grades to competencies- combo of letter grade/competencies – Shelley: colleges will want to see letter grades as well
 - h. Shelley meet with at Marcia McCaffrey from DOE to form own competencies on arts- Shelley will develop
 - i. Software needed – will need to continue to explore
 - j. Substitute teaching- need to continue to develop a list
 - k. Curriculum - Funds for teachers for summer development hours
 - 1 week of work; \$25/h proposed (and most likely) as this is their average hourly wage based on salaries
 - Paul will work the numbers , send out and vote on email
 - l. “Meet Your Teacher” event July 21st 7p-8p
 - Introduce 7pm with short intro- teacher to go to rooms and meet with parents
 - Pot luck meal with board and teachers 5p- 7p

3. Comments by Business Manager – Wendie Leweck not available tonight (updates given by Melanie and Stephanie as below
 - a. Financial Report (budget overs/unders); accounting- Wendie sent a (stated as incomplete) budget version by email and we discussed above
 - b. Transportation- discussed above
 - c. Summer Programming-
 - Per Melanie- numbers are low- Joey Leweck has 2 music lesson students; 1 theater student signed up and Melanie has possible 4 meditation students; decision to proceed on theater, other tbd
 - d. Large gift fundraising
 - Stephanie and Wendie meet to discuss grants/needs

- Stephanie is actively looking at applying for 3-4
 - NH electric co-op foundation (\$500-\$7,500)-possible for physical education supplies
 - NH Charitable Foundation
 - Bob's discount furniture foundation
 - I pads per students – per Stephanie - possible crowd funding campaign to start soon (may be some fees associated with sites)
 - Possible grants for field trips
 - Stephanie will draft email of options for possible vote, as some fees may be associated. Stephanie has started a list of possible “big donors”
 - Email sent by Melanie- please review
4. Comments by Vice Chair: Don – not available
 - Security system being installed
 - Music room set up is believed to be nearly complete
 5. Comments by Amy – AED- need funding- Amy and Stephanie will continue to pursue this
 - a. Discussed the importance of buying through the State pricing and sticking with the Philips model to be consistent with other Derry schools and that Derry fire with offer free training on this model
 6. Updates from Committees: (– most was done above)
 - a. Summer Barbeque (August 9th)- Melanie is setting up in Sign-up Genius- Melanie will update by email
 - b. Bianca suggest that future board potential members that their resume/application be sent prior to vote
 - c. Stephanie, Melanie and Wendy are working hard on fundraising
 7. New Business
 - Paul suggests that every few months an update be sent to all donors- ie: news letter
 - Stephanie is working through options advertising donors
 8. Adjournment: 8:00 pm