

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

Attendance: Amy Sevigny, Stephanie Libby, Paul O'Neil, Wendie Leweck, Sarah Kelley, Don Erdbrink, Melanie Holden, Shelley Fox,

Excused: Todd Abernathy, Bianca Gynan

Guest: Deb Wheeler-Bean, Paul Schofield (parent), 1 other unidentified parent

- Chair's call for 'Meeting Come to Order' with Pledge of Allegiance to the Flag: 6:07 pm
- Chair's Call for Approval of minutes from Aug 19 Board of Trustees (BoT) meeting – Sarah made a motion to approve-seconded by Melanie-approved unanimously
- Comments/updates by Chairperson: Paul
 - Opening with GSAA 'Key Highlights' and 'Top Concerns'
 - Paul discussed successes and shortcomings of opening
 - Top concerns - guidance hiring attempts – Shelley to update below
 - Intro to tonight's Meeting Agenda and format, timings/goals-Roberts rule meeting discussed-we will continue to follow this format-for meeting efficiency, open comments will follow
 - Presentation of Rev 3 of the "Board of Trustees Committee Responsibilities rev3" and "GSAA Operating Protocols rev3" and Bylaws. Ongoing working document-more will be added to grievance and discipline sections
 - Committee responsibilities discussed- more to be delegated to committee's
 - IT will be added to facilities (specialists to bring in) – discussed that software etc. be consulted by curriculum -Melanie makes a motion that IT fall under facilities- seconded by Sarah – motion amended by Sarah that we create an IT committee to operate as a board committee – seconded by Melanie- approved unanimously
- Comments by Director: Dr. Shelley Fox
 - Parent's Info Night recap summary
 - 40-50 parents, q/a session (transportation concerns, text books), Jennifer presented Google docs classroom, and online lunch ordering- great job, attendance talk by Bianca, PTO and DI information tables, VLAC demonstration in computer lab
 - Enrollment update (opened at 64) fluctuating- 2 students are touring this week. Last count, 62 students - a few students left due to transportation, long day.
 - Shelley updated on how the school days are going: academics, advisory, student council (Lessons on Roberts rules of order), arts, Friday meetings
 - Mandatory Policies: Incident Report and FAQs for same, Student Discipline, Bullying, and Drug/Alcohol (add to Handbook)
 - Shelley drafted a safety report/incident report with faq- board will review and approve in future by vote (but as soon as possible)- Sarah made a motion that we accept this as an temporary form to go to governance committee for further review-seconded by Don- approved unanimously
 - Shelley has been working on a general in house policy for minor behavior incidents with the staff- current 3 step practice with student giving back to the school- will be presented to students
 - Drug/alcohol –policy / procedure needs to be developed by governance committee-some details are in the student handbook

- Bullying- policy/procedure needs to be done asap by governance committee
 - Preliminary report will be sent to board within 2 weeks-
 - Personnel - recent developments and current status of 'School Counselor' search and hiring- Sarah and Dr. fox have been interviewing with one strong candidate at this time- further details to be discussed in private discussion to follow.
 - Bow High school offered college fair- approx. 12 kids are going (Monday the 22nd)
 - Comments on curriculum
 - Assessments are ongoing, Dr. Neer and Ms. Matinez have offered to tutor before school.
- Deb Wheeler – Bean - Introduced herself and discussed previous role on the board. Wants to return to school board, as she believes in mission and value of school. Discussed her time limit issues d/t commitments. Deb will submit her application to the board.
- Comments by Business Manager – Wendie Leweck
 - Financial Report –P/L by month for Year One, budget/forecasts
 - 4 documents presented by Wendie- July profit and loss detail, August profit and loss detail, July 1 – September 16 profit and loss detail and income and expense by month chart/graph
 - Projected budget discussed
 - Each board member should have a goal of raising \$1000
 - Marketing materials are still being revised and printed (Melanie, Todd, Stephanie and Wendie)
 - Theatre room needs work- hopefully with go fund me site to be up and running soon
 - Vendor services updates, upcoming purchase plans – teacher computers, etc.
 - Security system- some issues ongoing- back to fix panic button today (in Wendie's office, and Bianca's office) – video recording x 15 hours (front and back door)
 - Panic button may need to be installed in Shelley's office as well as guidance office
 - All staff should know where panic buttons are located
 - Ongoing IT issues- TNT needs to be recalled per Don- will need to go to IT committee – Wendie will send a list to Melanie and Melanie will coordinate and IT meeting
 - Teacher computers- need to be ordered- IT committee will make final decision- return to board if greater that approx. \$4, 000 budget
 - Wendie has a contact that purchases computers for local school systems- Melanie will discuss and report back
 - Master Tasks List update- Wendie will email
- Committee Updates
 - Admissions/Enrollment – above by Dr. Fox
 - Personnel - above, by Dr. Fox
 - Finance - above by W. Leweck
 - Curriculum - above by Dr. Fox
 - Marketing and Fundraising – S. Libby
 - Saturday Derryfest- needs volunteers 10-5pm (sell t-shirts, promotional materials)
 - amazon, good search, teracycle account ect. Ongoing-
 - Yard Sale – October 4th 9am-1pm – donations needed
 - Newsletter coming
 - Grant opportunities being explored

- September 26th- ? go live with go fund me- go fund me reward levels discussed
- Gala to be planned
- Governance committee with need to write policy for public domain
- Facilities –
 - D. Erdbrink, - fees for additional services for marketing and fundraising – discussion and planning is ongoing- will be a good revenue source when up and running- Stephanie and Don to discuss soon!
 - Bianca and Wendie had a meeting with Derry police to discuss lock down procedure- ongoing work on this with final plan to be in place soon
- Governance –above by P. O’Neil
- AED updated by Amy- letters requesting donations sent to local cardiologist- no response as of yet- 1 lead on possible grant- Amy will continue to explore
- Public Comment Period- Paul Schofield- asked a question about advanced students- Shelley discussed that assessments are ongoing and advanced students will be challenged in the classroom
- New Business: October 21, 2014- next meeting
- Adjournment of open session: 8:30pm
- Meeting adjourned to move to board close session to discuss personnel issue- closed session meeting adjourned at 10:35 pm