



Granite State Arts Academy
Board of Trustees Meeting
December 8, 2020 -- 6pm @ GSAA

Attendance: Don Erdbrink, Alison Gangler, Jamie MacFarland, Tony Polito, Lisa Peterson, Chris Michaud, Christine Caron, MaryJo Conlon, Frank Sharlow, Michelle Barrow, Jeff Marquis, Jeff Trout, Renia Friend

Called to order: 6:05 pm

Public Invited via Zoom Link

Public Comment

Approval of Minutes from Last meeting

- Mr. Polito made a motion to approve the minutes as amended from the November meeting. Mr. Michaud seconded the motion, all approved, and the motion was carried.
- Roll-call vote approving: Mr. Michaud, Ms. Conlon, Mr. Marquis, Mr. Trout, Ms. Gangler

Chair Report

Water Heater:

- The water heater for the bathrooms gave out last week. The school needs a new water heater, and the school is responsible for this cost. The piping is now complete, and the new tank has been ordered. Ms. Caron also talked about how the staff bathroom has no hot water and that it would be a good idea to ask for a quote to replace that heater in the staff bathroom as well. The board discussed that hot water heaters should be included in the lease. Mr. Michaud brought up that the conditions of the lease determine whether the school is responsible. The bill for these repairs will be discussed at the January meeting.

DAF Document – Policy Vote:

- Ms. Caron and Ms. Friend met with a person who is responsible for creating grants at the state level. He brought it to the school's attention that a document containing procedures for grants needs to be on record for the school. This policy contains standard procedures on how to set the rules for grants and bids, to ensure proper documentation and auditing.
- Jeff Marquis made a motion to accept the Administration of Federal Grant Funds Policy as amended. Mr. Polito seconded the motion.
- Rollcall Vote: Mr. Polito, Mr. Michaud, Ms. Conlon, Mr. Marquis, Mr. Trout, Mr. MacFarland, Ms. Gangler; all approved unanimously, and the motion carried.

Brooks Properties Refund:

- The school made the request to the landlord for the refund of the 10K from the security deposit. This payment is expected before the end of the calendar year.

Tuition Payment Policy:

- The policy clarifies the tuition policy for out of state students and the possibility of refunds if the student withdraws from the school during the school year. This is standard policy for most other schools. This policy only pertains to out of state students. Mr. Michaud asked whether there were any possible PayPal accounts or credit card fees that can be setup to protect the school in the case that a student withdraws without paying as agreed. There are currently no parameters on reimbursement if the student decides to withdraw. The board discussed whether to continue with the monthly payment option or not. Ms. Friend suggested drafting a Withdraw clause to handle the situation so that the remaining tuition can be settled with the school. Mr. Polito reminded the board that it is important to check with the MA small claims courts policies in the case of students from Massachusetts. The board decided to discuss this issue further at the January meeting.

Teacher Christmas Gift Cards:

- Mr. Erdbrink discussed that the board would like to ask for donations to be able to give the staff and faculty gift cards for the Christmas holidays. He asked that members email him by tomorrow morning if they would like to contribute and any checks should be made out to Mr. Erdbrink.

Special Account Donation:

- The foundation account that was setup by Mr. Erdbrink and his wife has regained its value and the foundation will be able to make a gift to the school of \$20,000 later this week. There should be additional amounts in the spring which Mr. Erdbrink hopes to tie to the Gala fund raising. The board expressed thanks to both Mr. Erdbrink and his wife for their generosity.

Treasurers Report / Enrollment and Admissions Committee – Michelle Barrow

Recent Fundraisers

Holiday Wreaths	\$579.00
Giving Tuesday	\$1,187.52

Ms. Barrow reviewed the bank balances.

Ms. Barrow mentioned that it would be a good idea to think of additional fund-raising ideas for the spring, on the chance that the Gala fund raising is impacted by on-going issues with the Pandemic.

Current Student Count 20/21

NH - 104

MA - 6

Possible New 3 may transfer?

Total 113

- Open house will be held on Friday and 10 people are scheduled to be visiting the school.

- There are 13 students applying for next year. These figures are lower than usual for this time of the year. Ms. Friend suspects that this could be due to the current situation of Covid-19. The board discussed that it is currently difficult to plan to increase the numbers of students interesting in attending because it is not possible to visit other schools and many families aren't considering changing schools right now. Mr. Polito suggested seeing how the interest in attending the school changes over the next two months. He feels that any improvement on the situation with vaccines and the Covid-19 issues will be beneficial to the school enrollment.
- The board discussed different grants, and purchases and that the PPP forgiveness has been submitted. The school purchased some iPads for the students and the cost is \$11,000. They will ship no later than 12/18/20 and this cost will come out of the operating budget. The cost could be reimbursed as per the grant policies.
- The application for forgiveness has been submitted for the PPP loan. Mr. Marquis discussed that Enterprise Bank and the SBA have 30 days to review the application.

DoS Report:

Remote Learning Update

- The school went remote mode last Thursday, 12/3. The student who had reported possible Covid-19 exposure, tested negative and the school reopened Monday, Friday, 12/11, the school will again go into remote mode until the Christmas break and again after Christmas break until January 11, 2021. Many parents have complemented the school on how the remote learning is being handled. The students seem to be handling the changes well.

SAT Scores: to be discussed in January.

Strategic Plan:

- Ms. Caron and Mr. Sharlow are looking at the goals for the Strategic Plan. They are analyzing what goals are currently being tracked and they added more detail on how to continue with these goals for upcoming years.

Facilities Committee – To be discussed in January.

Fundraising Committee

- Cookbook: Ms. Friend has emailed the proof to Mr. Sharlow. Transcribing from the Google format to the format needed for the book was time consuming. Mr. Sharlow has edited the cookbook to make place for the student artwork. The cover is complete so it can be uploaded as publicity to encourage pre-sales.
- Gala: Ms. Friend's mother will be sending out requests for donations for the Gala. The next meeting of the Gala Committee also needs to be scheduled.

- Other Fund-raising ideas: The board discussed perhaps contacting restaurants that are doing take-out. The board will discuss other ideas at the January meeting.

Teacher Representative

- Ms. Peterson discussed the amount of work done by teachers to be able to teach remotely, especially transferring all paper documents to digital format. She displayed an example of materials she transferred from paper format to completely digital format. In addition, she took many training courses over the summer, and subscribed to Adobe products to be able to manage these tasks. There are other benefits from this work: the materials will be available next year. Another advantage is that teachers are transferring this knowledge to the students as well, increasing the Tech education of the teachers and students at the same time.
- The teachers are all very appreciative of the Administration of the school during this time.
- The board all provided their own stories of how the students are receiving praise for their writing skills after they move on from GSAA which is a wonderful tribute to Ms. Peterson's dedication to the students, as well as the other teachers and how they are helping the students.
- Mr. Marquis mentioned that these tributes and testimonials from former students should be published on the school website. Ms. Peterson also discussed how the teacher collaboration together with arts integration are show points of the school.

The next meeting will be January 19th.

- Mr. MacFarland gave feedback to ask about the traditional mid-terms or finals week in other schools and whether it would be possible to prepare GSAA students for this tradition in the future. Mr. Polito agreed and feels that this is something that should be integrated into the school schedule. This would help students adjust to college in the future.
- Mr. Erdbrink discussed that in the future, he would like to start board training. He would like to shift the meeting to the 3rd Tuesday each month for the second half of the year to be able to accommodate the scheduling so that the school attorney can come to provide training.

Wrap Up and Adjourn at 7:43 pm

- Ms. Conlon made a motion to close the meeting. Mr. Michaud seconded the motion. All approved and the meeting was adjourned.

New Business *

* All new business items will be put in the agenda for and discussed at the next meeting