



**Granite State Arts Academy**  
Board of Trustees Meeting  
January 19th, 2021 -- 6pm @ GSAA

**Attendance: Don Erdbrink, Jamie MacFarland, Tony Polito, Lisa Peterson, Chris Michaud, Christine Caron, Frank Sharlow, Michelle Barrow, Jeff Marquis, Jeff Trout, Paula Trout, Patrick O'Day, Mark Gross**

Called to order: 6:03 pm  
Public Invited via Zoom Link

### **Public Comment**

#### **Approval of Minutes from Last meeting**

Mr. Erdbrink suggests that the actual budget and balance numbers that are discussed in the meetings should not be recorded in the minutes to avoid publication of mistakes. Mr. Erdbrink suggests that minutes from the December meeting are amended to remove the budget numbers.

Mr. Michaud moves to keep specific financial data out of the public minutes going forward. Mr. Trout seconded the motion, all approved, and the motion was carried.

Roll-call vote approving: Mr. Michaud, Mr. MacFarland, Mr. Marquis, Mr. Trout, Mr. Polito

Mr. Erdbrink Made a motion to accept the minutes as amended. Mr. Polito seconded the motion, all approved, and the motion was carried.

Roll-call vote approving: Mr. Michaud, Mr. MacFarland, Mr. Marquis, Mr. Trout, Mr. Polito

### **Chair Report**

Brooks \$10k

- refund-received and deposited in a timely manner

PPP Loan

- In process of being forgiven.
- Mr. Erdbrink suggests looking into the 2nd PPP Loan that has been made available to see if we qualify. Unsure if the grants received count toward revenue for this purpose.
- Mr. Michaud commented that in the private sector, grants do count.
- Mr. Gross notes that if there is a loss looking at just one quarter from 2020 and 2019, we should qualify.

Senior Letter

- 4 graduating seniors have arts fees outstanding from all four years at GSAA.
- Mr. Erdbrink is looking for a consensus from the board about sending a letter to these families apprising them of the outstanding policy of seniors with outstanding fees not being allowed to participate in senior activities if the fees are left unpaid.
- The BOT had a conversation about how to get the seniors to pay the fees, with the options for payment during the pandemic hardship. Discussed the possibility of someone paying the fee, which was discouraged. Discussed offering volunteer work at the standard rate of \$25/hour to work off the debt.

Water Heater

- No repair has been made yet. The professional had a large job before Christmas was supposed to get back to us after the break
- Ms. Caron reached out again today.

**Treasurers Report / Enrollment and Admissions Committee – Michelle Barrow**

Current State

- The board discussed the current balances. All PPP money has been spent. We are retaining the monies from the PPP loan in the Operating Budget until the Loan is forgiven. Started loan forgiveness on 12-8-20 can and it can take up to 150 days
- We are waiting on Reimbursement from the ESSER Grant.
- Our next Adequacy deposit is on March 1, 2021.
- The Reserve fund now contains the returned security deposit, the proceeds from the sale of the Music Items, and the donation from the Erdbrink Foundation.

Current Enrollment

- 103 NH Students. 1 may withdraw, waiting on a meeting with the parents (to home school).
- 5 MA students. We lost 1 between last meeting and this meeting.
- There are no students in the pipeline for enrolling this year.

Arts Fees Status

- Of the 108 currently enrolled students, 58 are paid in full, 18 are on a full waiver, 4 are on reduced, 14 are enrolled with ACH, 3 are on PayPal, and 10 are on no plan.
- There are 4 seniors with fees outstanding from all four prior years.
- There is one sophomore with 1-1/2 years of fees outstanding.

21/22 Enrollment If we retain the current enrolled in grades 9-11

- Grade 12: 24
- Grade 11: 30
- Grade 10: 33
- There are 23 Possible Freshman Incoming

Comparing where we were at this point last year:

**2021-2022 School Year**

Grade	Applications	Unresponsive	Accepted	Summer W/D	After start W/D	Retained
9	73	36	37	0	4	33
10	46	12	36	2	4	30
11	38	8	30	4	2	24
12	35	8	27	2	4	21
<b>Total</b>	<b>192</b>	<b>64</b>	<b>130</b>	<b>8</b>	<b>14</b>	<b>108</b>

**2021-2022 School Year**

Grade	Applications	Unresponsive	Accepted	Summer W/D	After start W/D	Retained
9	20					
10	33					
11	30					
12	24					
<b>Total</b>	<b>107</b>					

- We lost 2 seniors to the HiSET exam. They were done with school and COVID was their last straw.
- Mr. Michaud Mr. Gross inquired about how we think our enrollment will be after COVID diminishes. Ms. Caron thinks we will have trouble getting the anxious students returning.
- Mr. Polito inquired how many remote vs. in-person? Ms. Caron states about 30 students are fully remote, although there are another handful doing remote while quarantining. Around 25 of the fully remote students are anxious kids and 6 have high risk family members.
- Mr. Polito clarifies that he was asking how many days has the school been 100% remote. Ms. Caron estimates that we have only had about unscheduled 20 remote days so far this year.
- Mr. Gross inquired about our traditional, non-COVID class size. Ms. Caron replied 15-20
- Mr. Gross inquired about how we plan to get enrollment up. People now have knowledge that something like COVID can repeat and thinks that schools with smaller class sizes could be an appealing sales point. As more school stay closed, parents are keeping our kids home.
- Ms. Caron states that we're getting kids not doing well because they didn't like school we can't fix them.
- Mr. Michaud thinks we have a good handle on the target market. We should focus on target market to advertise toward these students to enroll them. Our teachers are doing better than the competition, and we should use teachers like Lisa Peterson, Frank Sharlow, and Jenna McMahon in these promotions as incentive.
- Mr. MacFarland inquired as to our enrollment goal. Mr. Erdbrink replied that the charter is for up to 180, but the building size limits us to 150. Our break even point is 124 students enrolled with no fundraising. Without PPP this year, we would be in trouble.
- Mr. Michaud suggests that the BOT create an enrollment committee.

### **Board Training/ Discussion – Attorney Patrick O'Day**

Roles and Responsibilities of the Board of Trustees (BOT) and Director of School (DOS)

#### 1: General

- BOT governs, DOS manages day to day.
- BOT doesn't run the school, but make sure it runs well.
- DOS Advises the BOT and manages the school.

#### 2: Policy

- Policy is the per-view of the board, school creates protocols. Charter have flexibility. BOT should review on a regular basis (poss as a subcommittee) to make sure they stay up to date.
- BOT adopts policy
- DOS suggests and implements policy

#### 3: Board Meetings

- Meetings are BOT meetings, not admin meetings or a public forum. RSA 91a. right to know laws require minutes of the meeting. Negotiating contracts not public. "Hear what we have to say, meetings are public."
- BOT is in charge of the meetings.
- DOS serves as a resource.

#### 4: Budget/Finance

- Numbers should approve and monitor the budget, but day to day is administrative.
- BOT established criteria, approves and monitors.
- DOS Prepares, administers, monitors, and details.

#### 5: Fundraising

- Fundraising is a shared responsibility with the BOT and DOS. There are different types of contributing.
- BOT is responsible for championing and supporting, contributing via in-kind or donations.
- DOS is responsible for raising non-grant and NHDOE funds, seeks opportunities and organizes. Admin level writing grants, looking for opportunities, Creating Ideas.

#### 6: Instruction/Curriculum

- BOT Establishes criteria, approves and monitors. Curriculum changes could be a board decision.
- DOS recommends, oversees staff efforts.

#### 7: Personnel

- Personnel is Admin not BOT. BOT job descriptions and positions, not people.

- BOT Establishes criteria, and approves rejects.
  - DOS Interviews, recommends, hires, evaluates, promotes, and trains.
- 8: Community relations
- BOT creates a positive image and recruits students. Members only have authority during the meetings, not any other time. The power comes as a group.
  - DOS creates a positive image, recruits students, and handles direct communication such as advertising and coordination of events.
- 9: Student Services
- BOT adopts policy for care and control, hears appeals on suspension/expulsion.
  - DOS recommends and implements policies, along with directing students.
- 10: Facilities
- Facilities: Developed policies for build use. Lease. not monitoring.
  - BOT develops or adjusts policy to stay within the diff laws.
  - DOS implements policy, writes procedures, maintains the building, and follows the lease.
- Discussion
- Look at list see what we as a school need to do better. Set the high level goals
  - Mr. Erdbrink states that board training will occur every other meeting. Members should email Mr. Erdbrink with suggestions for topics for Patrick to Cover.
  - Mr. O'Day leaves the meeting at 7:10.

## DoS Report

### Late Assignments Policy

- The Late Assignment Policy has been done in per-view of the teacher to this point, but kids are using teachers vs teachers to finagle extra time beyond their policies. The staff has put together a set of parameters for school wide use as follows:
  - "It is each student's responsibility to access Google Classroom regarding missing assignments or makeup work due to absences from the class. Students will be given one day for each day's excused absence to complete missing work without penalty.
  - All missing work will receive a zero. Late work will be accepted only up to 5 school days after the due date with prior permission from the instructor. However, each day an assignment is late, 10 percent will be deducted.
  - After the fifth day, the assignment will no longer be accepted, will be considered missing, and receive a zero.
  - Students with IEP or 504 plans that have questions about late work should contact your Case Manager.
  - For extenuating circumstances approved by the Director of School, late submissions of projects may or may not be subject to a deduction of points, and/or letter grades.
- Mr. Polito Made a motion to accept the policy as amended. Mr. Michaud seconded the motion.
- Roll-call vote approving: Mr. Michaud, Mr. MacFarland, Mr. Marquis, Mr. Trout, Mr. Polito Mr. Gross

### Remote Learning Update

- We came back in-personas of 1/11
- There have been no exposures at school over the last 2 weeks.
- Kids and teachers happy to be back.

### SATs

- Oct/Nov spring makeup results, taken by only 19 students, two days after coming back from our school's first COVID exposure and 2 weeks of remote learning.
- One student scored 1400!
- 26% of text takers met both English and Math benchmarks.
- 37% met neither benchmark
- English
  - 62% Met the benchmark (12)
  - 21% new approaching the benchmark (4)

- 16% are Strengthening their skills (3)
- Math
  - 26% Met the benchmark (5)
  - 16% new approaching the benchmark (3)
  - 58% are Strengthening their skills (11)
- As a school, we are doing good on English, Math needs improvement when compared to state
- Ms. Caron compared these results to the same student's PSATs, and all but two improved in both English and Math improved, one of which has not been regularly to school, the other didn't take test seriously.
- We have SAT prep classes for both Math and English.
- We have already implement improvements to our Math program, but it will take time to show the improvement. Consumer math is now only an option for seniors.
- New tracks for Math included Pre-Algebra > Algebra > Geometry > Pre-Calc.
- Mr. Polito gives accolades to Lisa Peterson for the success in English. Future in Math looking good. There was a personnel issue last year which has been dealt with. Over the next 2-3 years we should see improvement with the changes.

### **Strategic Plan -- 2020-21 Goals Update**

Ms. Caron and Mr. Sharlow share a document showing their progress on Year 6 goals.

- Black is the original goal. Blue is rewritten to match what is actually happening. Red is what is happening to support the goal.
- These goals are being retroactively written for this year (Year 6). Years 7-10 will be created over the summer.
- To be redressed at the next meeting.

### **Facilities Committee Update – Chris Michaud**

Progress

- The security deposit was returned from Brooks
- A report was emailed to the board members, but there is more research to do.
- BOT allow members to confidentially request data from agents and landlords for potential sites May have to divulge name of GSAA with confidentiality agreement for discussion with potential land lords.
- Mr. Erdbrink suggests that the Facilities Committee get info on how Brooks is doing, how much open office space they have available.
- Mr. Michaud plans to research occupied buildings on registry and to see if buildings are actually occupied.
- The building lease up in 2029.
- Mr. Michaud Made a motion that the Board of Trustees allow the Building Committee members to confidentially request lease and purchase data from various agents, owners and landlords to help us identify potential GSAA school sites. Mr. Polito seconded the motion, all approved, and the motion was carried.
- Roll-call vote approving: Mr. Michaud, Mr. MacFarland, Mr. Marquis, Mr. Trout, Mr. Polito, Mr. Gross
- Mr. Gross states that the office market is soft, will be getting softer, and won't recover for 5-6 years.

### **Fundraising Committee – Update**

Cookbook

- 32 books sold, raising \$358.44.
- The book was released 3 weeks before Christmas, but the students were not informed, only the parents. A re-release is planned for Mother's Day with more advertising.

Gala

- A Gala meeting is scheduled for next Friday at 1:30.
- We are not getting the usual donations.
- May need to push the date out. Looking for a later date

3k Color run?

- Need to look into this. It seems like a good fit for the school.

**Teacher Representative – Lisa Peterson**

Nothing to update

**New Business \***

The next meeting is scheduled for the third Tuesday the month, February 16, 2021 at 6:00 P.M.

Possibly the creation of an enrollment committee as suggested by Mr. Michaud

**Wrap Up and Adjourn at 7:44 pm**

- Mr. Trout made a motion to close the meeting. Mr. Gross seconded the motion. All approved and the meeting was adjourned.