

SCS Board Meeting

October 6, 2014

Present: Tony Perra, Rhett Walton, Peter Durso, Kelly Arp, Stacy Eaton, Judith Lee, Zoe Bandola, Kara Maslowski, Marc Wood, Gordon Muench, Raina Ames

Receipt and approval of September minutes: unanimous approval.

Correspondence: none

Chair Report by Rhett:

Board Open Positions: Tony reported that 5 people volunteered for the board parent position and is very excited about this. He thanked all who applied, and wished that all could be appointed. He encouraged all who applied to volunteer in other places at the school: events, committees...just step forward and help the school. We don't succeed without volunteers. The last field day that we had boasted huge numbers of volunteers. Everyone is encouraged to be at this year's events, see the joy of the kids, feel the joy of volunteering. We need everybody. Even if you can't make it to the board meetings, any way you can volunteer, there is a guarantee someone will take you up on any opportunity you give us.

HOS Report by Peter:

- Seacoast Enrichment Program is in motion, spearheaded by Wendy Durham. Four offerings this term with high enrollment. The two parents are donating their stipend to the appeal drive. Bookmaking, artist birdhouse, creative writing. Eight students are needed to make the class go, but all classes will run nevertheless because parents are donating their stipends. Another round of new programs starts on November 4th.
- Curriculum news and teacher highlights: Brieghan is covering Egypt in her class. The class created paper from papyrus they grew, cut, soaked, etc. Theresa using ELA website, Jacki's class is in the middle of a Gilgamesh unit and studying different types of Government. The office received 72 visits by students with different ailments.
- Enrollment: Sept to October a little lower than expected
- Kylee revising parent handbook, STAR assessment program set-up
- Destination Imagination night was successful
- Computer Lab is up and running
- Oct 17 legislator visit with student and parent testimonials
- Merrowvista info night this week
- Jess and Christyn attended conference with Peter
- Governor discusses how NH education is evolving into progressive state...5th in the country

- Education is moving into apps and electronics heavily, devices are part of today's instruction in the classroom. Seacoast is doing things right, and needs to keep moving forward with technology.
- Ashland Public Schools: three tier program...K by itself, then 1 and 2, and 3, 4 and 5, and 6,7 and 8. Multiage classrooms. We should look at this. Three grades in one classroom. This school has won lots of awards for being progressive.
- STAR assessment will begin tomorrow for 7th and 8th graders.

Policies C and D for Vote

- 1) C-A Personnel Classification Policy: divides staff into certified staff and then classified staff. **Tony motioned to add Business Manager to classified staff as amendment. All in favor.** Maria stated that 50% of charter school teachers can work without NH certification or 3 years experience. **A teacher with three or more years teaching experience is considered certified by SCS definition for this policy. All in favor with Tony's amendment.** Later in meeting, Rhett suggested "teaching staff" and "administrative staff", or "teaching staff" and "supportive staff (see discussion in #3 below). **Rhett moved to change language in this policy from "certified" and "classified" to "teaching staff" and "support staff", to clarify confusion around NH DOE definition of "certified" which is different from SCS definition as stated in this policy. Motion passed. Rhett suggested taking out sentence "for purposes of this policy" in second paragraph. Everywhere where it says "certified staff" "teaching staff" and "classified" should be "support", or "teaching". Unanimous approval.**
- 2) Calendar governing renewal of teachers. **"Not be later than April 1st for Board approval at their April meeting". Unanimous approval.**
- 3) CA-R1 Personnel Benefits: Full time, part time, teaching staff, support staff. Tony asked for clarification on exempt (hourly) or non-exempt (salaried). Stacey suggested that there was certification clarification, Professional used for non-certified teachers, Certified used for NH certified teacher. Zoe pointed out that our school considers 3 years experience certified. By our policy 3 years make teachers certified according to SCS terms, Marc would like to use the terminology available to us, but is willing to consider changing terms. Suggestion: Teaching staff and non-teaching staff (as noted in C-A Personnel Classification Policy amendment above). Moved to revise C-A Personnel Classification Policy. Kara suggestion "annual teacher contract" OR "employee at will" contract. And Part-time not eligible for benefits. **Motion: adopt this policy with changing headers teaching staff and support staff, and we add under part time for teaching staff the same bullets as support staff except add "annual teacher contract" OR "employee at will" contract. Unanimous approval.**
- 4) C-C Employee Handbook. **Motion Rhett to accept. All in favor**
- 5) D-A Enrollment Policy Timelines. Judy sent something out about the 10% rule, no more than 10% from one school to another. This rule was repealed in May, 2014. This is under lottery guidelines throughout this policy. Strike every one. Paragraph about siblings, "or if a student does not meet the 10% rule", and keep "if space is not available, a lottery will be held". Take out whole last sentence of that section. Bottom sentence take out "and the 10% rule".

Questions: Is \$9000 appropriate tuition for out of state students? What if a teacher from Massachusetts has a student? What if that student has special education services?

Discussed changing the \$9000 tuition requirement. Kara suggested \$13,500, Stacey thought we should keep it affordable to get something rather than nothing. Peter stated a base charge of \$9000 with additional charges for supplies, etc. **Rhett motion to adopt with \$9000 and taking out all "10% rule" statements. Unanimous approval. Kara motions at the next meeting consider taking the 10% rule out of our bylaws, if it is there.**

- 6) Age requirement for Kindergarten. Peter and Jess had discussions. Most districts have gone to Sept 30st. Many of the very young children end up being held back. Weren't ready. Too open-ended as written. December 30th is our current cut-off. Peter said that we would be hard-pressed to find a NH school that still has the Dec 30th cut-off. Right now it says that people may enter with turning 5 Sept 30 or earlier, after Sept 30 or later will be looked at, and then March 30th is the latest. Proposal to drop last two dates. Proposal to drop the March 30th with administrative leeway to look at Dec 31st. Kara suggested changing all March 30th to Dec 30th. Peter expressed concern about having effective tools to know when kindergartners could enter at younger ages. Rhett presented the idea that kids near Sept 30th may be appropriate. Peter agrees. Stacey talked of people who may use the charter school if they miss the cut-off in their own district. Judy mentioned a scenario of younger kindergartner staying with us just for the year and then going to another school. Peter is concerned about upset parents because he can't tell how ready a student is at kindergarten age with one visit, there isn't an effective tool in place, guidelines would be needed and he isn't sure how easy a reliable tool would be. Stacey suggests Peter and kindergarten team research this and make a recommendation. Kara suggests the term be added "this is a rare occurrence". **Table this policy for next meeting is recommended by Rhett. All in favor.**

Retirement Plan Report by Tony: Last month was spent working on new members for board. Would like extension to next meeting for Retirement Plan Report.

Employee Growth Plan Report: Personnel Committee met, Peter reached out to many schools and resources. We aren't quite ready to present this yet. Charter schools are following DOE teacher evaluation plan. Separating EGP from renewal and non-renewal decisions, and from teacher evaluations. Rhett has withdrawn his rejections to this plan and is now in favor. Tony wants to take more time to incorporate all new information and to make Peter comfortable with it. Next month it will be presented.

Development and Outreach Report by Kelly:

Appeal Outreach \$7800, less than 10% of our families have donated. Have sent emails, flyers in backpacks, end date is Oct 16th, minimally invasive, but we will have to sell products in November and go door to door, and another selling fundraiser and raffle in spring, etc.

Legislators visiting on Oct 17th. Kelly has asked parents to email legislators to come visit. Kelly received 10 emails from parents. Judy and others are working on a 10 year celebration. Big anniversary style event next fall. 9-10. Student, parent, teacher testimonials. Marc asked about phone calling parents. He

believes the approach so far has been passive and phone calling is more assertive and immediate. Committee re-evaluative next month. Maria suggested email and students making youtube video asking for money. Kelly said parents talked about kids getting involved in making the thermometer rise. Kelly said you can only ask so many times. Kara suggested sending a link to parents from the phone call. Zoe suggested posting the names of donators.

Facilities Committee Report by Kara:

Major item. We are at a huge disadvantage because we don't have a 501c3 account. This directly impacts how we fundraise. Marc said the problem is that it takes 2 to 12 months. Kara is begging that this happen immediately. Maria has presented an idea of Friends of Seacoast Charter School being used because it appears to be still active. Parent purchased through Amazon for Seacoast Charter School, still active. No one knows where that money is going. Marc suggested both avenues...the Friends account while applying for new account. **Motion Tony: Submit paperwork for 501-C3 as soon as possible. Unanimous approval. Motion Marc: Motion to re-activate Friends 501-C3. Motion amended. Motion: Asking Judy to chair a "Friends of Seacoast" 501-C3 investigation account. Then report.**

Kara checked in with Brentwood First Chief was ¼ done with report, just back from vacation. Found nothing expensive and nothing unexpected at Grace Ministries building. Majority of things were light bulbs, maintenance, etc. Sounds positive, but no report yet.

Committee is meeting on the 16th, next Thursday at 5pm. Marc and Kara still working on the lease. It is going slow and they have been very busy.

New board member nominations: Professor Raina Ames, community member, her responses to questions include that she is the director of theatre ed at UNH, focused on arts-integration, wants to join committee toward curriculum and programming, cannot make meetings during rehearsals, has masters in gifted education, is teaching high school theatre English, has been on other boards, is on education theatre association, Kennedy Center Theatre festival. **Motion to nominate Prof Ames, discussion. Lots to offer, Kelly asked about what committees interested in...curriculum/programming. Unanimous approval.**

Tony: parent member nominations: 5 Applicants, asked same questions, all 5 gave thoughtful answers, time spent on all of them. Kara and Tony met and picked two of the five to interview. The separation of the two was based on continuing and previous committee work and overall level of involvement with SCS in numerous capacities. Interviews conducted today. Created a set of 10 questions for these two. **Non-public session request from a couple board members. Sited RSA 91-A3 C All in favor.**

Back in public session 9:13

Tony made the nomination, after 2 interviews today, would like to nominate Gordon Muench, 8 in favor, 1 abstention for lack of information (new member).

Treasurer's report by Marc Wood:

Standard cash flow analysis, from beginning is 2014-2015 forecast to budget through Sept 30th, then October-June 30th. 434K spent, 26% spent, exactly on plan. Most due to front loaded lease payments, the way lease payments are scheduled aligned to DOE aid now. From a forecast budget we doing fairly well. However, our 2014-2015 cash flow forecast is not a pretty picture. When you look at revenue to expenses we are spending far more than we are bringing in. The primary reason is because we approved a budget for 278 students and we have 249. Our expenses are for 278, we haven't changed the expenses though we only have 249. Increase enrollment. We want to plan for the number of students we think we're going to have. The plan that was presented to us was from info had at that time (278). The fact that we don't have those numbers two options: Bring people in, or reduce expenses. Kara suggested 5 or 6 kids under what we expect in the future, as Birches does. Peter is working on an expense reduction/management plan with Maria. Marc recommends having the recommendation by the next board meeting. Marc W. is providing feedback to Peter and Maria as they go. Some reductions easier than others. The \$167,000 number represents the difference between the budgeted enrollment and the actual enrollment. \$65,000 is the fundraising requirement. If it ends up being \$10,000, than the \$82,000 over budget becomes much higher. 5th bullet ending class \$2329, \$23,729, in June and July respectively. Line of credit will be maxed out, \$201K by July 2015. The last statement echoes our less than 10% of our donated families. To Marc, **the dollar figure is less important than the contributing parent participation.**

Next slide is a new picture. Last year ended stating we were moving in a positive direction. At end of 2012-2013 year net worth was -211,000 Last year our net worth was 153,000. End of July 2015, going in wrong direction going toward the -\$211,000. It will take two to four years to get out of this hole IF we spend within our means. Stacey asked about lunch program discrepancy - \$2000 loss. Marc clarified that it isn't a lunch program loss, it was a billing timing issue. In the end over time it balances out.

Marc gave Peter and Maria a target budget cut of \$100,000.

Our line of credit is capped at \$225,000, we will reach that at our current spending.

Gordon: We may be sick of talking about it, but, I don't think people are hearing it enough. We are in deep. **There is no way to proceed with our move without parent contributions.**

Action Items for next meeting: Growth Plan, 501C-3 Friends of Seacoast Charter School research report, Retirement Plan report

Next meeting: November 10, 2014

