Board of Trustees Meeting Minutes
Tuesday, November 10, 2015

Members Present: Tom Fontana, Rhett Walton, Kelly Arp, Marc Wood, Zoe Bandola, Brianna Moynihan, Raina Ames, Peter Sweet, Judy Lee, Tom Marshall (6:30)
Not In Attendance: Stacey Eaton

Meeting Called to Order at 6:01.
Meeting Minutes from October 13th, approved by all.
Correspondence: Becky Riekert re: concern with student on hiring committee for Development Position.
Inquiry of an applicant for the HOS position, Rhett responded he will contact him when it is posted.
Peter Sweet: e-mail re: board retreat

Chair Report: Tom F.
Nominated Brianna Moynihan as Vice Chair of Board, no discussion, All Approved motion. Congratulations Brianna!

501(c)(3) update: Paperwork that came back that needed additional information has been filed and sent back. Expected timeline six months to 1 year. Question was asked if contacting a Senator would maybe help speed up the process, will ask Renee from Seacoast Solutions her advice on this matter.

Meetings of Committees: Finance meets more during budget planning season, Technology at a standstill with limited funds, Other committees have met and will be reported on further in meeting.

The idea of a Recruitment Committee is currently tabled until we make decisions on enrollment and how to use facility.

BOT retreat: BOT and teacher members, possibly one from each grade level, to get a wider voice. Discussion of using a facilitator or not to have a neutral voice and to keep focus on meeting. Purpose of meeting to have extended time to have a short and long term plan for the school, recruitment and facility as possible topics. No votes would be made at the retreat, but at the following BOT meeting allowing both the staff and public to have input.

Retreat will be on Sunday, December 13th from 8:30 to 12. Peter will find a location and is looking into a facilitator for the retreat.

Head of School Report:
Enrollment at 211.

Applications are coming in for the lottery for next school year. The word is getting out that we are doing a good job of educating children.
Retreat discussion/focus: How are we going to grow? How many students can our facility have in the classrooms? Can't just do it by numbers, but individual kids and the makeup of the numbers. Process of students deciding to come have interview with HOS with the student and parents, so we have a balance and not to exclude. A past HOS would explain the academic expectations students would be held to and our limits in providing specific services.

Special Education has been an ongoing process. We are still working with some school districts to set up services.

Need to have a hearing at next meeting re: RSA 189:68, IV

States: "No school shall record in any way a school classroom for any purpose without school board approval after a public hearing, and without written consent of the teacher and the parent or legal guardian of each affected student."

Informational packet for updating Handbook:
Policies for Response of Threats of Harm, Management and Interventions, Weapons and Definitions
Would it replace our current policies? How would it look differently?
Question: With each new HOS over the past few years there have been changes in how we respond/report behavior, is there a way to incorporate what we have been doing and keep changes to a minimum?
The policies/process would be included in the handbook for next year and evolve over the year with input from teacher/staff and others.
Need to update to State and National definitions.

PACE: meet with Marion at State Level. They are working with SCS in this process. It will be a more natural assessment process and all the students taking the assessment will be the same throughout the State and some at the local level.

I love being here and would love to serve as HOS.

<u>Treasurer's Report:</u> Marc
October 2015-2016 Financial Analysis:
-Expenses through October are $501K, primarily payroll and benefits, health insurance and facilities
-Expenses through October are 34% of the total budgeted 2015-2016 expenses, on plan.
-Ending Cash Balance was $125K in October (included all funds raised through donations)
-The DOE released $337K equitable aid on November 9, 2015 (not reflected in October analysis)
-Donations remain a critical component of the operation budget revenue.

Donations remain critical, tight time frame is February - July. Need to raise $70k as in the budget, but $100K would be best.
The bank as approved a line of credit of $75K. We have not drawn on the LOC since August of 2013. (Correction 12/8/15, should read August of 2014.)

Facilities: Brianna
Pat Moynihan and John Woodman have meet to understand the roles of SCS and MP. Pat will speak to the staff at a teacher's meeting to explain the HVC system in the building. Winter renovations need to be done by the 19th when MP CEO is doing a walk through.
Bigger renovations will be done over the summer when there will be more time to complete them.

Development: Tom M.
SOS Fund $43K pledged currently. Need to get to $70K, $100K would be good.
Will send out meeting date for next week, how can we plan to reach out to other families.
Question: What percentage of families have pledged? There have been 35 families who have pledged the $43.5K, not including those who gave this Spring and already donated.
We currently have 150 families at SCS. A 90% rate would be good to see.
Only $6,000. collected to date. There are plan options for payment, full, half payments and monthly payments.
While this is a good start, it is still too early to tell if contributions will cover our shortfall. By the December meeting, we should have a better idea what our numbers are and if we need to entertain budget cuts.
Development Officer Position: 14 applicants, 4 phone interviews, 2 strong candidates. Looking to set up time for them to come visit school and teachers and have the hiring committee in place.

FUNraising vs. FUNDraising: need to set up some community events to continue community building.

Governance: Rhett
HOS search committee, will be posting the position in December. Zoe and Judy have volunteer to be on committee with Rhett, Rhett will ask for 2 parents and BOT member to be on committee as well. Will meet this month to discuss where to post position and next month.

Personnel: Raina
Met to start work on policy manual. Ours in currently not set up correctly to the national standard and work will be done to align it with the 12 major categories and subcategories that are needed. Trying to mainstream what we have to have policies and not procedures. Rhett will have an exit interview with Peter Durso.

Teacher Report: Zoe

The teacher are excited to be working with Jan C. a math specialist, to create unified goals at grade levels and school wide. They are currently setting up interviews with teachers and teams. They are excited and pleased with the SPED department and getting services for the students.

Public Comment:

Stephanie Harrison: transition has gone far better than expected. She has been able to volunteer more in her child's classroom, all looks like it is running excellent, kudos to all.

Update on Plowing: will be hiring plow company that has plowed here in the past, they know the hill and parking lot,they can also remove the snow with a loader as need.

Action Items:

-Check with Renee re:501(c)(3) outside help
-Location and facilitator for BOT retreat
-Hearing at next meeting for audio/video recording. RSA 189:68,IV
-Exit interview
-Thank you to Pat.

Next meeting: Tuesday, December 8, 2015 at 6:00.

NON-PUBLIC MEETING: RSA 91-A:3

Role call to go into non public meeting: Marc: yes, Kelly: yes, Rhett: yes, Raina: yes, Tom M: yes, Zoe: yes, Brianna: yes, Judy: yes, Tom F.: yes.

NO ACTION TAKEN

Meeting adjourned: 8:25 pm