

*Unofficial Minutes, Subject to Board Approval

8/12/2013

Seacoast Charter School Board of Trustees, at the Seacoast Charter School Art Room

Public Meeting Minutes

Board Members In Attendance: Rob Wise (via skype), Stacey Eaton, Steve Liponis, Marc Wood, Matthew Broadhead, Kelly Arp, Jacki Rice, Bill Jordan, William Marmion (non-voting member).

At 7:03pm Vice Chair Stacey Eaton called the meeting to order.

Last meetings minutes:

Stacey wanted the resume and cover letter removed from the minutes. All agreed. Steve moved to approve as amended, Marc seconded, all voted in favor.

Chairman Rob Wise gave his Report:

On July 9 Will Marmion assumed the position of Head of School the school had no secretary, no business manager, and it took Will's heroic determination and effort as well as Bill Wood's and Marc Wood's work to get approval to set the school on the right financial track by establishing the financial bridge needed over the summer and until we receive the funding from Concord. Rob noted there are a lot of changes to be discussed – some are still in the works. The school's financial system needs improvement, and Marc is working on that with great success. The IRS issue has been moving forward and we have been looking at the Trust Committee recommendations which have been sent to committees and to officers.

The Head of School Report – Will Marmion introduced himself as the Head of School Will gave an overview of his professional background which included 12 years of administration experience, training principals in district and throughout the country. He then gave an overview of what has been happening since his hiring:

First, Will said he and community members teachers and parents have undertaken a beautification project. Just last Saturday Will said he couldn't believe the high level of turnout on a summer weekend. Will said the renovations will include the ability to have an employee presence at all times when entering the school-- he said this is best for the community and for building safety. Will is actively looking into facility usage and one thing has come up is to plan for 2 lunch periods with 150 students each this will be a more efficient use of the teachers and student's time as well as the use for the facilities. Will noted that the SAU has been supportive of fixing things around the exterior and interior.

Another decision that was made was to increase enrollment to 300 students now. Will received Department of Education approval for the increase. Will said we service k-8 and we needed the increase in enrollment to continue growing the school into the future. He hopes that we will have at least two classes in every grade and specifically we need to focus on growing the middle school program. Will also looked at the master schedule and decided the school needed

to move away from the combined class system and move toward a straight grade system. The decision has been made, but not all of the kinks and details have been worked out yet because the logistics are fairly complicated.

A number of parents voiced their opinion in favor of combined grades and their disappointment that no communication had yet been sent out about the decision. One parent was upset that they learned about the change from their 6th grade daughter. Another parent noted that it was a huge change and loss for the school but appreciated Will's hard work.

Will had expressed that an announcement will be made when the teacher assignments are finalized and that will be before the open house which is set for August 29 between 5-7pm at the school. Parents and students are more than welcome to come and visit the school, teachers, the administration.

Pertaining to facilities, Will said that the technological infrastructure needs to continue to be built, wireless internet, computers, and smart boards and digital projectors are all in the plans hopefully.

Arts integration is being implemented as per last year's excellent program. Will hired someone with dance background to help teach that component of the curriculum.

There was a question from a parent asking whether 5th graders will be eating with middle schoolers. The answer is yes, but their curriculum will be separate and geared toward 5th grade, not a middle school curriculum. Will said classes will be at about 22 per class. No more than 24 per class. Electives are split k-4 and 5-8. 5 assistants to be split among all classes.

Will emphasized that the master schedule is still being finalized and the announcement will be made when it is worked out.

Matt said that he supported going to straight grades because it modernizes the school and improves the instruction in the classroom by clarifying the curriculum. He had a question about funding – does increasing enrollment mean we have a corresponding bump in funding? Marc said yes the bump will be from equitable aid from Concord and is on a per child basis. Mat asked what about the fire code for the building – can we handle the bump. Will said that we have more than enough room to accommodate the extra enrollment.

Matt said that with respect to the communication issues, there has been very little in the way of a transition period and the monthly meetings are a great venue for parents to voice their concerns and to clear up communication issues.

Kelly voiced her opinion that these meetings are part of the communication system and encourages parents to come out to the meetings in order to be informed straight from the mouths of the people who make the decisions

Will said, in response to a parent question, that there will be two full time kindergarten classes and there will be a part time option. We receive \$3,700 for each student at the kindergarten level from the state.

Rob noted that Roberta had already made the decision to go to straight grades but wanted to phase it in.

Will noted that they are working to get up to speed on communication issues, he does not even have access to the distribution list yet and a newsletter is going out in the next day or so. He noted that he has never seen this many people come to the school during the summer, daily. Pulling weeds, etc. he said that this school is something special.

A parent said that he thought enrollment may suffer as a result of the switch from combined grades.

Matt has asked what the wait list is at and whether we should be concerned about funding. Becky and Will said that to their knowledge we have a wait list at every level. Will said that it will be unfortunate if we lose even one parent in this change, but he hopes to talk it out with parents, but he expressed that he will going forward.

A parent thanked Will, board and teachers for stepping up since there was so much turmoil at the end of last year. There is a lot of trust that needs to be regained, since communications were the route of last year's problems, she felt that will may need to over-communicate in order to correct for this.

IRS update:

Matt said that we have officially filed all of the paper work with the IRS. We are waiting for it to process and for the IRS to make an assessment and then we can petition for certain forms of relief or a reduction from some of it given that our financial situation is very tight.

Jacki asked whether past or present teachers are notified of SSA filings for amended W-2s and if so whether there is a plan how to let them know. Matt said he didn't know and will ask Attorney Barradale. Matt asked and Marc confirmed that the school is properly withholding and paying Social security taxes presently and going forward.

Marc gave the treasurers Finance Report:

SCS FINANCE REPORT

August 12, 2013



2013-2014 Financial Objectives

- Establish financial governance and management practices to close the fiscal year at or below plan at the aggregate level
- Develop a strategy and plan to pay off our Line of Credit debt by Q2 of the current fiscal year
- Collaborate with the Development Committee to launch a donation program that will enrich our children's educational experience
- Deliver financial reports and analysis that address the needs of the administration and community

YTD Financials as of August 10, 2013

Category	YTD	FY Forecast	% of Plan
Payroll and benefits	\$ 102,517	\$ 1,112,087	9%
Health Insurance (80%)	\$ 4,140	\$ 61,200	7%
Misc. Facility Costs	\$ 785	\$ 16,740	5%
Textbooks and Workbooks	\$ 515	\$ 10,024	5%
Cleaning Services	\$ -	\$ -	-
Science Equipment	\$ 521	\$ 521	100%
Workman's Comp/Unemployment	\$ -	\$ 21,400	-
Art Supplies	\$ -	\$ 6,000	0%
General Supplies	\$ 366	\$ 15,000	2%
Telephone	\$ 233	\$ 3,535	7%
Audit fee	\$ -	\$ 6,427	0%
Misc Administrative Costs	\$ 1,836	\$ 21,238	9%
NH Charter Association Dues	\$ -	\$ -	-
Misc. Instructional Supplies	\$ -	\$ 5,077	0%
Rent & Property Insurance	\$ -	\$ 127,311	0%
Legal	\$ 175	\$ 20,000	1%
Testing / Appraisal	\$ -	\$ -	-
<u>Other Expenses</u>	\$ <u>1,896</u>	\$ <u>28,338</u>	<u>7%</u>
Totals	\$ 112,984	\$ 1,454,897	8%

SCS Cash Flow Analysis
Increased Enrollment Scenario

	Aug-13	Sept-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	7/1/2015
Beginning Cash Balance	\$ 9,151	\$ 9,151	\$ 9,123	\$ 46,678	\$ 46,338	\$ 2,887	\$ 2,235	\$ 2,521	\$ 4,376	\$ 4,376	\$ 98,189	\$ 98,189
Cash Receipts:												
Fundamental A/C	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66
Dues	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66
Grant	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66	\$ 66
Total Cash Receipts	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198
Cash Disbursements:												
Health Insurance (FICA)	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413	\$ 64,413
Misc. Faculty Costs	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349	\$ 349
Yieldbooks and Workbooks	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24	\$ 24
Cleaning Services	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Science Equipment	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Misc. Supplies	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
General Supplies	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Telephone	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Misc. Instructional Supplies	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Rent & Property Insurance	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Legal	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Travel/Transport	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3	\$ 3
Total Cash Disbursements	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439
Cash Receipts (Total)	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198
Cash Disbursements (Total)	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439	\$ 64,439
Net Cash Flow	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198	\$ 198
Ending Cash Balance	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349	\$ 9,349
Budget Cash Balance	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328	\$ 2,328

* Figures are subject to change at beginning of month

Category	YTD	FY Percent	% of Plan
Health Insurance (FICA)	64,413	76%	76%
Misc. Faculty Costs	4,491	5%	5%
Yieldbooks and Workbooks	785	5%	5%
Cleaning Services	198	3%	3%
Science Equipment	31	0%	0%
Misc. Supplies	31	0%	0%
General Supplies	166	2%	2%
Telephone	239	3%	3%
Misc. Instructional Supplies	1,306	1%	1%
Rent & Property Insurance	31	0%	0%
Legal	174	1%	1%
Travel/Transport	1,509	2%	2%
Total	112,938	8%	8%

Financial Analysis:

- Fiscal 2013-2014 started with \$152K LOC due to exceeding prior year plan and cash flow timing
- YTD results through August 10 are in line with plan; roughly 8% of plan is expected
- There were no unexpected expenses of material concern for the July 1 through August 10 period
- Bank Fees in July (Other Expenses) are primarily due to interest and fees associated with the LOC
- Our final 2012-2013 10% equitable aid income should deposit to our account on or before August 16
- Large expenses related to building rent and Pinckney (Workers Comp & Liability Insurance) due in August
- Start of school supplies should be prioritized and assessed for critically prior to first 30% equitable aid income

Marc noted that 95% of income is equitable aid, given to us from Concord in four installments. No income from February to August creates a significant cash flow problem. The spreadsheet above provides a solution and plan for that cash flow problem and outlines when payments will be made.

Marc said that he will be planning monthly finance committee meetings and will be having bi-weekly meetings with optima bank who holds our line of credit.

Noted that supplies line should judiciously managed until first equitable aid payment in September.

Development committee:

Kelly stated that she has been taking meetings and have been working on building and outlining the goals and getting spotlight tours up and running to promote the school. There is will be a fundraiser planned for the spring.

PTO representative: there currently is none. Kelly said we would like one, but do not have one.

A parent spoke about how she wanted better organization surrounding the PTO. Rob said there is always a contingent of parents that want a PTO and said we should be looking to strengthen it.

A parent asked about money for the PTO if it is raised and where it ultimately goes. Matt said it is important to build the PTO but to make sure that it was separate from the Charter School and that it maintains its own identity free from the Charter School itself. In terms of donations, they can be made tax free to the school directly and will go into the general fund unless it is earmarked for a specific purpose. For instance if a donation was made towards the supplies line, then it would be used for supplies.

Will mentioned that he and several members in the front office have recommended a change in the school logo. Will said circulated the attached image and said that the change speaks modernizes the logo and makes it more marketable.

One Parent had mentioned that she likes the logo, but wanted to keep continuity with the old one by including the image of the hand print. 2 other parents agreed, maybe in the background. Dori explained that the hand image is not a high resolution image and was very difficult to use in the logo.

There were a number of parents that agree that the hand should be incorporated somehow and a former student spoke out about the logo and said it looked too corporate. She said that the school has been undergoing a lot of change, and she thinks it is too much change at once. One parent suggested that the kids be included by making it into a competition.

One parent said that now is the time to make the changes at the school and supported the logo change. Will said he was interested in keeping the hand as the unofficial and part of the culture and said that the motto "where education and the arts go hand in hand" was kept in the logo and echoes the sentiment of the image.

Matt suggests that it is a board decision to re-brand the school and because the decision on the re-branding will need to be made between now and the next board meeting (in light of classes starting so soon), he moved to authorize Will to make the final decision on the brand after consulting with

interested parents and teachers on the matter. Marc seconded. The vote was 7 to 0 with Jacki abstaining.

Technology Committee update: Marc said that the school and the teachers will be moving the website and emails to a Google platform. Will be cheaper, safer, and more efficient. Expressed the need to re-evaluate printer usage and cost as well.

Governance Committee: The committee will have a meeting between now and the next meeting to discuss (1) the trust committee recommendations delegated for its review, and (2) teacher, community member and parent nominations to the board of trustees. There have been little to no referrals of nominees to Matt. Matt invited teachers and parents to send potential nominees to him at mtbroadhead@gmail.com. He hopes that the governance committee will vote to propose an expansion of the Board as well. Matt noted that the teacher terms are up and nominees will be needed at the next meeting.

Public comment –

A parent said that he advocated for advance planning with respect to classroom assignments and for big events such as the winter concert or spring concert well in advanced. The parent wanted to know whether any such steps were being taken. Also he mentioned that he would appreciate teacher or administration communication in advance with respect to buying supplies for his children so that parents could start planning ahead. This would also help the school in their supply crunch.

One parent commented again that the board should have introduced him to the public. Matt agreed we should have done it ahead of the time, he thought that the board assumed that the public meeting was enough, but we should have authorized the chair or someone else to send a communication out from the board. We should think ahead. The minutes from last meeting were not posted online because Kim had left and there was no one with access. The minutes were available for inspection upon request at the school in compliance with the law. We will need to work through this transition period with the new administration.

It was noted by Steve that with Kim's leaving, the Board no longer has a clerk to receive communications. Kiley Smith was nominated by Steve, Marc seconded. She will start August 29th will said. All voted in favor of appointing Kiley Smith as Clerk.

Matt nominated Rob, Kelly seconded, to draft an email to the parents regarding updates to the school and send it out for distribution. The letter will also be placed in the newsletter.

Next meeting is scheduled for September 9, 2013, 7pm at the school in the art room. Motion to adjourn was made by Steve, seconded by Marc, and unanimously approved. Meeting was adjourned 9:48pm.

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