

*Unofficial Minutes, Subject to Board Approval

7/8/2013

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

Public Meeting Minutes

Board Members In Attendance: Rob Wise, Stacey Eaton, Steve Liponis, Marc Wood, Matthew Broadhead, Bill Jordan, Kelly Arp, Jacki Rice, Kristin Larrabee.

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

Minutes from June 10, 2013 were approved unanimously.

Stacey asked for Steve to describe some of the duties of the Chairperson. He described the duties involving the signing authority, in addition to running the meetings, he indicated that he was available during school hours in case he was needed for some situations.

Jacki asked how much time he would spend on duties of being a chair. He said about ten hours a month. On occasion he would need to be at the school during business hours.

Rob had asked Stacey whether she would be interested. She said that life commitments would prevent her from spending the time during the days and most nights. Matt and Bill were asked and expressed the same sentiments.

Rob Wise said that seeing that there were no other candidates that he would offer to step into the position but that he needed significant help to get up to speed on what the job entails. He expressed reservations about his ability to perform the job adequately given that he has been on the board such a short amount of time. Stacey and Steve had said that they will offer to help him get up to speed and will help with the transition. He expressed interest in serving only until the January election. Rob was nominated by Kristin, seconded by Jacki. Rob was unanimously elected as chairperson.

William Marmion was introduced by Rob who led the head of school search committee. His resume is attached to the minutes. Rob mentioned that the committee fully recommended him for employment. William took the opportunity to discuss his background and experience and how he was excited to the opportunity to work at SCS. He also mentioned that he is moving up here from Florida to be closer with his family.

Matt asked a question regarding his experience with limited finances. William relayed how he has been used to working on very limited budgets and has developed experience in working within them and seeking funds from alternative sources. He noted that our school as a budget that is approximately 95% salaries. This should be closer to 88% which means that grant writing and finding alternative revenue sources are a must and that with his considerable experience with this aspect of school funding he hopes to improve that figure.

Bill asked about wearing different hats in light of limited budget. William is very comfortable in this position – has done it before - he has written curriculums, taught, and has been the “disciplinarian” in addition to plunging toilets. He has no doubt that he will tackle what needs to be done.

Stacey asked William how he will handle the fact that there are new teachers. He said that SCS has a good infrastructure in terms of core teachers. He will learn from them and will collaborate throughout the year to ensure that the level of instruction does not suffer. He plans to attend (and even participate) in instruction in every classroom throughout the year. He believes that a good head of school is a hands-on one.

Stacey asked about his elementary school experience. He said as curriculum director he had experience directly in the classroom evaluating teacher talent at that level.

Jacki asked about Charter drafting. He drafted the charter for a grassroots school that would help to tackle gang violence; however, the charter was not approved because of the proposed school size was smaller than the state wanted.

Jacki asked about his philosophy on school discipline. He said he believes high expectations, that he believed in accountability. However schools at this age level should hold no grudges and be able to forgive some conduct. He acknowledged that at the elementary level he instituted a "stop and think" program which invited students to think critically and logically about their behavior and to come up with alternative ways of better expressing themselves.

William was asked what he anticipates he would need help with. He said that he anticipates that he will need some time to get up to speed on the culture with the students, teachers and parents.

When asked about conflict resolution, he emphasized that problems should be solved in a collaborative manner.

Steve asked about arts integration – what it means to him. He sees the arts as the hub of the wheel which extends into the different subjects that surround it. He explained that arts can be used to explain and even enhance a child's understanding of every subject and will do his best to uphold this aspect of SCS's charter.

William was asked and knows about the IRS situation and is prepared to tackle it when called on.

Steve asked about school safety. William used to be responsible for emergency management at his prior school. He was red cross trained. Emphasized the importance of safety and enacting effective policies and procedures as well as teacher training.

At this time the parents that were in attendance at the meeting were offered an opportunity to ask questions.

Kelly – last head of school was hired with an understanding that she would be a short-term hire. She asked about his intention of how long he would like to stay. He said that he was at the last school district for 18 years and that he is not one to switch jobs easily. He said he is committed to be here for a long time.

Parent - Looking at Florida law she said that there seemed to be a lot of support for their charter schools, but there is basically none here – was he OK with that? William said he knew of it, but that he will strive to apply his experience and to use was support he can. He also said that as much as he can be he will be an advocate to improve the state's assistance.

Kelly Arp – asked about finances for the position. She said this is low pay for a head of school – why do you want this position? William admitted that he had received other offers, even some teacher offers that are more money, but he wanted a head of school position. The commute is also good for him.

Bill moved to go into private session. Steve seconded. Roll call vote all voted to go into private session.

Rob said that more than 35 resumes submitted for the position. He was one of seven that were offered interviews. 5 interviews were actually conducted and William stood out above the rest. Rob recommended highly recommended William because of his experience, confidence, and out-going nature would make him perfect for the position.

Rob said his references were very good. Specifically his former supervisor, a superintendant, said he is a great employee and is “take charge” kind of guy.

Steve had only reservation that he doesn’t come from arts integration background. Stacey said the staff can bring that to the table. Matt said that he seems to meet the needs of the school right now, i.e. a focus on the business, curriculum, and discipline.

Bill moved to hire William as head of school, Marc seconded. Kelly asked whether anyone had any further hesitations. Bill asked about whether he has experience running a school and whether that may pose a problem. Jacki said he didn’t seem to have too much in the way of experience with elementary age students. Kelly said he did have a behavioral plan and classroom observation experience. Rob said he struck him as a quick study.

A vote was taken and William was unanimously approved as the head of school.

Stacey moved to return to public session. Marc seconded. Matt recapped the minutes in public session and announced the board’s decision to hire William as the head of school.

Stacey asked for an update on the IRS situation. Matt said that he received a proposed statement from Attorney Barradale that will be attached to our IRS filing. He read the statement and asked that the Board review it for accuracy. There was subsequent discussion regarding how the matter came to the Board of Trustees this past March. Specifically, Jacki asked about whether a spouse of a teacher approached the head of school or whether a teacher had initially approached the head of school at a staff meeting which then led to the investigation and subsequent disclosure to the board. After the discussion Matt moved to change the first second of the third paragraph to be consistent with Jacki’s recollection of when the issue was raised to Roberta at a staff meeting in February or March of 2013. Marc seconded. The board statement that was approved unanimously and reads:

“Part 4, Line 25 - Explanation of Determination of Correction

This explanation applies to Part 3, Line 8 - Taxable social security wages. The amount of the difference is \$ _____.

Seacoast Charter School (hereinafter, the “School”) was established in 2004. Based on advice it received early in its existence, the School has not treated its teachers as employees for purposes of the OASDI portion of FICA taxes, but it has treated its teachers as employees for purposes of federal income tax withholding and the Medicare portion of FICA taxes. It has reported its teachers’ wages on Forms W-2, but has not withheld or paid the OASDI (Social Security) portion of FICA taxes on such wages. Ostensibly, that treatment of the School’s

teachers was based on the exception to the definition of employment found in Code Section 3121(b)(7)(f), as the teachers are participants in the New Hampshire retirement system. That treatment was never challenged by the payroll tax companies that have prepared the School's payroll tax returns, nor by the accounting firms that have audited the School's financial statements.

The issue of the proper payroll tax treatment of the teachers was raised to the Head of the School by one of the teachers in February/March of 2013 at a staff meeting. Following up that query, the Head of the School obtained information from the Controller's Office of the New Hampshire Department of Health and Human Services, Office of Business Operations, Bureau of Finance, which serves as the acting State Administrator for the Section 218 Agreement between the State of New Hampshire and the Social Security Administration (hereinafter, the "State Administrator"), that the treatment of the teachers is governed by said Section 218 Agreement. After receiving that information, the School sought the advice of a tax attorney as to how best to proceed given the fact that the School is not in a position to pay any payroll tax deficiency that will be assessed.

The tax attorney has had communications with several Government officials, including the State Administrator, about the coverage of the teachers by the Section 218 Agreement and about whether there are any ongoing programs that would allow the School to pay any payroll tax deficiency that will be assessed in installments. The School is not eligible to participate in the Voluntary Classification Settlement Program because it has not classified its teachers as independent contractors. The School is also not eligible to be considered under an informal program through the Federal, State and Local Government Group within the IRS based in Washington, DC, because it cannot pay all of any payroll tax deficiency that will be assessed up front. Accordingly, the School must file amended Forms 941 and take its chances that an arrangement can be worked out that will allow the School to continue its operations, and not close its doors."

Matt moved to authorize People's United and/or Attorney Barradale to prepare amended W-2s, whichever is cheaper and to authorize attorney Barradale to file the paperwork for the second quarter of 2013. Rob seconded. Unanimously approved.

Matt moved to (again) authorize People's united to make the necessary payroll adjustments to ensure that starting at the next pay period that the correct fica withholdings and contributions going forward. Matt noted that the Board has already authorized this action back in April or May, but noted that they are requesting a fresh authorization for some reason. Rob seconded. Unanimously approved.

Jacki gave a personnel committee report. Jacki noted that there is still one teacher opening. They had several candidates but they having taken other jobs. They are still looking. Stacey suggested that the post the position on EdJobsNH rather than just schoolspring. Jacki said they would look into it. William noted that he would like to be as involved in the hiring process as would be permitted. Stacey suggested that we could call the university directly for candidates who had just finished up their student teaching.

Jacki noted that the committee is finalizing a policy regarding exit interviews and developing a mentoring program for incoming teachers.

Bill gave a report from the trust building committee: [see attached] The tasks are assigned to officers and committee members to review and then comment on at the next meeting regarding the feasibility of implementing them.

To: SCS Board of Trustees
From: Ad Hoc Trust-Building Committee
Re: Implementation recommendations
Date: July 5, 2013

On June 10 2013, the Seacoast Charter School Board of Trustees adopted recommendations from its Trust-Building Committee and charged it with implementation recommendations. The following are the Trust-Building Committees recommendations of implementation, separated by the original four categories.

1. Communication and Transparency. We recommend:

- a. that the Board Chair decides whether the "all call" system used for emergencies is utilized to advertise Board Meetings. The Trust Committee recommends email/newsletter notification for regular Board meetings, and use of the "all-call" system for special/critical meetings and off-schedule meetings
- b. that the Board Chair ensures the Board Meeting Agenda is included in the Seacoast Charter School weekly newsletter. We recommend occasional newsletter messages from trustees as well.
- c. that the Secretary of the Board defines and documents a process assuring the SCS office secretary has all public proceedings minutes in a clearly marked binder within the required time frame and that the minutes are also forwarded to the web master to publish on website following RSA 91-A:1-a Definition of Public Proceedings, and RSA 91-A:4 Minutes and Records Available for Public Inspection, as well as to make sure a process is in place to ensure that minutes are submitted to the Department of Education as required. We suggest that the Governance Committee add a bylaw to the Board Secretary's job description that assures this.
- d. that the Board Chair defines and documents a process assuring all Board and Committee Meetings are posted in the appropriate timeframe (RSA 91-A:1a Definition of Public Proceedings) with the date and location at least 48 hours in advance of meeting in two locations.
- e. that the Board Chair create the structure of Board Meeting agendas to allow public comment during meetings allowing input before decision-making when appropriate.
- f. that the Outreach Committee be responsible for installing a comment box and for defining a process for the comments to be shared with the Board of Trustees.
- g. that the Board Chair establish a process and procedure that allows community to easily communicate with the Board up to 24 hours before a Board meeting.
- h. that the Development and Outreach Committee facilitate a collaborative School Administration and Board sponsored Seacoast Charter School orientation.
- i. that the Development and Outreach Committee create additional community-building events to celebrate the Seacoast Charter School Community and promote active engagement.
- j. that the Tech committee engage an in-house person to manage the school's website.

2. Financial Management and Oversight. We recommend:

- a. that the Finance Committee establish a recommendation for a Board Audit Committee that provides governance over the annual audits of the Seacoast Charter School's financial management processes, procedures and practices, in accordance with RSA 194-B:10, II
- b. that the Finance Committee review the current audit and payroll firms' effectiveness and scope.
- c. that the Board Chair appoint an advisory committee to create the scope, and execute on, an internal audit of the Treasurer's financial administration processes, procedures and practices.
- d. that the Finance Committee approve a third-party audit of fundraising earnings to assure funds have been and are properly handled in accordance with 501(c)(3) IRS tax law.

- e. that the Finance Committee enhance budget presentations by including prior year budget and expenditures and current year budget, forecast and expenditures at the aggregate and line item levels.
- f. that the Finance Committee provide a detailed financial report, including grant reports, at least quarterly at the Board meetings and make the reports accessible to the community.
- g. that the Head of School make available to the school community, in a transparent way, the Quarterly Reports that are due to the New Hampshire Department of Education, in accordance with RSA 194-B:5, IV-a
- h. that the treasurer create, review and document processes, procedures and practices, of the Treasurer's administration of financial affairs

3. Board and Administrative Personnel. We recommend:

- a. that the Board Chair is accountable for establishing proper training and education for the Board (e.g. New Hampshire's Right-to-Know law, Board member assimilation binder, webinars, suggested reading) for the Board to be effective.
- b. that the Board Chair assures that Board Committee Chairpersons recruit community members to participate in committees and generate a feeder pool for the Board and leverage peer charter school boards by attending their meetings and engaging in discussions related to challenges and opportunities.
- c. that the Outreach and Development Committee create and conduct an annual Community Opinion Survey (COS) to solicit feedback from the Community on the effectiveness of the Board.
- d. that the Governance Committee facilitate an annual 360 degree Board self-evaluation survey that measures the effectiveness of the Board by the Board.
- e. that the Governance Committee publish an organizational chart of Board members and Administrators, including Board Officer Designations, committee chairs and members.
- f. that the Governance Committee review, and enhance as appropriate, Board Officer Roles and Responsibilities as outlined in the Seacoast Charter School Bylaws.
- g. that the Head of School review and document detailed Roles and Responsibilities of the Head of School and Business Administrator roles, assess for gaps and make recommendations for improvement.
- h. that the Board Chair create annual Board objectives and measures at the Board and committee levels and establish processes to review measurable results on a bi-annual basis.

4. Teacher Morale. We recommend:

- a. that the Finance Committee reassess the 2013-14 Seacoast Charter School Budget to ensure it adequately funds academic rigor expectations and provides a safe environment for teachers, students and administration, and invites teacher input.
- b. that the Board Teacher Representatives ensure adequate teacher representation in the Board decision making process and keep teachers informed of the board's actions and decisions.
- c. that the Trust Committee create a mechanism for tracking progress of implementation of approved recommendations.

Marc then gave a report on the budget:



SCS 2013-2014 BUDGET REPORT

July 8, 2013

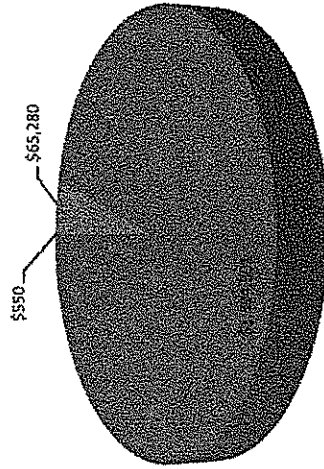


2013-2014 Budget Executive Summary

- The budget was prepared with the assumption of full enrollment for the 2013-2014 school year; 243 1-8 and 33 kindergarten for a total of 276 students
- Income is nearly exclusively sourced from Equitable Aid from the State of NH; \$5,450 per pupil 1-8, \$3,725 per pupil kindergarten totaling \$1,394,301
- Teachers and Support Staff, including associated expenses (i.e. FICA, Retirement, Benefits Program) make up 68% of 2013-2014 expenses
- Other notable expenses include Administration salaries and associated expenses (i.e. FICA/Medicare, Retirement, Unemployment Compensation) and Building Rent (including maintenance) totaling 22% of 2013-2014 expenses

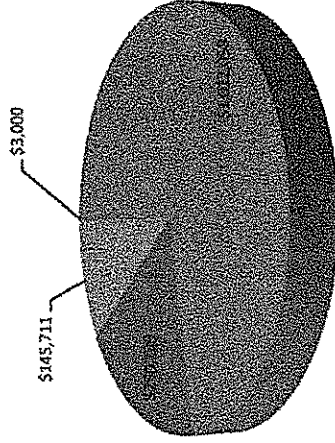
Aggregate 2013-2014 Income & Expense

Total Income



- Local Revenue
- State Grants
- Interest on Investments

Total Expense



- Instructional Program & Support
- General Administration Support
- Oper. & Maintenance of Facility
- Oper. Of Non-instruct. Services

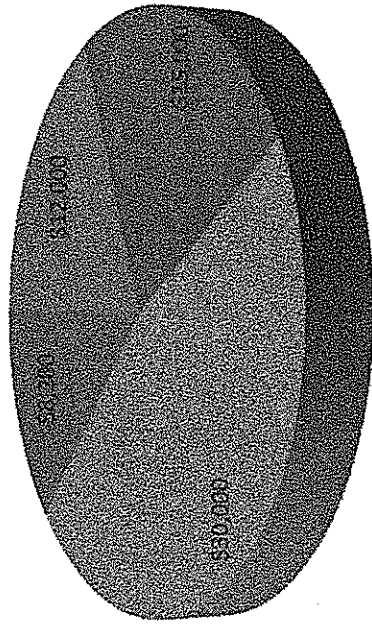
Total Income		Total Expense	
Local Revenue	\$65,280	Instructional Program & Support	\$1,012,058
State Grants	\$1,394,301	General Administration Support	\$250,189
Interest on investments	\$550	Oper. & Maintenance of Facility	\$145,711
Total Income	\$1,460,131	Oper. Of Non-instruct. Services	\$3,000
		Total Expenses	\$1,410,959

High-Level Financial Notes:

- The 2013-2014 expenses are flat year over year
- Budgeted surplus (excluding holdback) is \$58K
- Income is highly dependent on Equitable Aid – 96%
- > 91% of expenses are directly attributable to salaries and non-discretionary facility operations
- The IRS liability and related legal fees are budgeted at < 3% of the total expenses at \$40K

Note: Instructional Program & Support includes Instructional Program-Expenses, Student Support Services and Health Services expense categories

Local Revenue Income



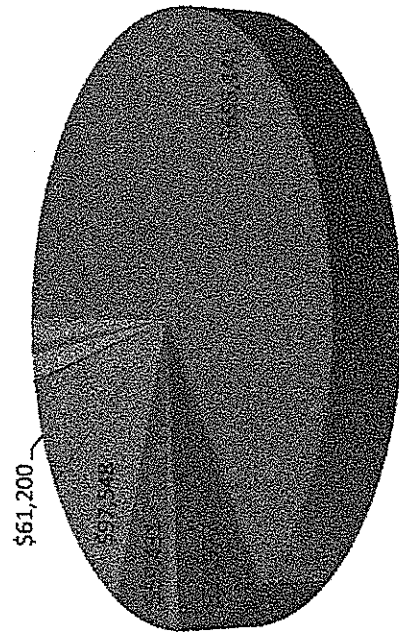
- Indiv./Bus. Contribution
- Annual Appeal Don.
- Dev. Fundraising
- Annual Art Supply Fee

Financial Notes:

- Local Revenue makes up 4.5% of the total 2013-2014 income
- Fundraising and Donations remain a critical component of the overall SCS budget
- The cumulative Annual Appeal Donation and Development Fundraising estimations equate to \$163 per pupil
- The Annual Art Supply Fee translates to \$50 per pupil at a 60% participation expectancy (50% historical participation)
- Increasing donations and fundraising proceeds should remain a priority for the school to continue to provide high-quality instructional programs

Local Revenue	Income	% of Total
Indiv./Bus. Contribution	\$12,000	18.4%
Annual Appeal Don.	\$30,000	46.0%
Dev. Fundraising	\$8,280	12.7%
Annual Art Supply Fee	\$15,000	23.0%
Total Local Revenue	\$65,280	

Instructional Program & Support Expenses



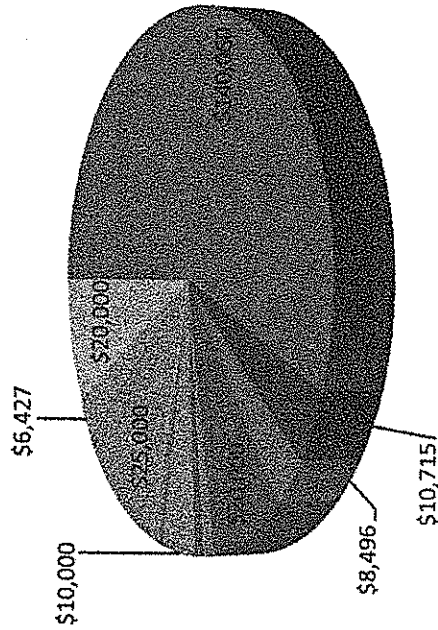
- Salaries, Teachers
- Salaries, Support Staff
- Instructional Supplies
- FICA Expense
- Retirement - Teachers
- Workers Compensation
- Benefits Programs
- Teacher Substitutes
- General Supplies
- Art Supplies
- Textbooks & Workbooks
- Furniture & Equipment
- Health Services-Supplies

Financial Notes:

- Instructional Program & Support Expenses are 72% of the total 2013-2014 expenses
- Salaries and associated expenses are 95% of the Instr. Program & Support expense category
- The budget accounts for 16 teachers, 1 part-time kindergarten teacher and 5 support staff
- The ratio of student to teachers/support staff is 12.5:1 for the 2013-2014 school year

General Administration Support Expenses

- School Administration, Salary
- FICA/Medicare Expense
- Retirement-Admin
- Unemployment Compensation
- Contracted Services-Board Mgmt
- Postage
- Development, Postage
- Advertising
- Printing
- Supplies - Development
- Technology Support
- IRS Obligation
- Bank Fees
- Audit
- Legal Services

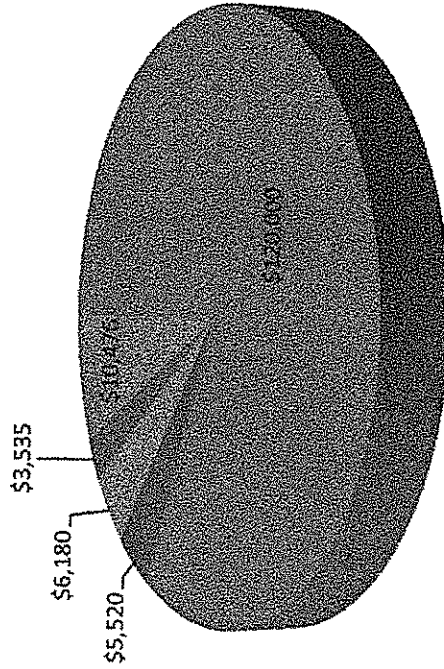


General Administration Support	Expense	% of Total
School Administration, Salary	\$140,060	56.0%
FICA/Medicare Expense	\$10,715	4.3%
Retirement-Admin	\$8,496	3.4%
Unemployment Compensation	\$20,000	8.0%
Contracted Services-Board Mgmt	\$2,678	1.1%
Postage	\$1,339	0.5%
Development, Postage	\$536	0.2%
Advertising	\$1,000	0.4%
Printing	\$10,000	4.0%
Supplies - Development	\$1,071	0.4%
Technology Support	\$2,600	1.0%
IRS Obligation	\$25,000	10.0%
Bank Fees	\$268	0.1%
Audit	\$6,427	2.6%
Legal Services	\$20,000	8.0%
Total General Admin. Support	\$250,189	

Financial Notes:

- General Administrative Support expenses are 18% of the total 2013-2014 expenses
- Salaries and associated expenses are 72% of the General Admin. Support expense category
- The budget accounts for HOS, Business Administrator, Administrative Assistant and Custodian

Oper. & Maintenance of Facility Expenses



Oper. & Maintenance of Facility	Expense	% of Total
Rent - Building	\$120,000	82.4%
Facility & Grounds Maint.	\$5,520	3.8%
Property Insurance	\$6,180	4.2%
Telephone	\$3,535	2.4%
Building & Grounds - Supplies	\$10,476	7.2%
Total Oper. & Maint. Of Facility	\$145,711	

Financial Notes:

- Oper. & Maintenance of Facility expenses are 10% of the total 2013-2014 expenses
- Rent and maintenance expenses are 86% of the Oper. & Maintenance of Facility expense category

Prior Year Budget Comparison

	2012-2013 Budget	2013-2014 Budget	%Difference	Total Expense	2012-2013 Budget	2013-2014 Budget	%Difference
Total Income							
Local Revenue	\$59,981	\$65,280	8.83%	Instructional Program & Support	\$1,063,195	\$1,012,068	-4.81%
State Grants	\$1,431,724	\$1,394,301	-2.61%	General Administration Support	\$217,408	\$250,189	15.08%
Interest on Investments	\$0	\$550	-	Oper. & Maintenance of Facility	\$176,697	\$145,711	-17.54%
Total Income	\$1,491,705	\$1,460,131	-2.12%	Oper. Of Non-instrud. Services	<u>\$2,500</u>	<u>\$3,000</u>	<u>20.00%</u>
				Total Expenses	\$1,469,800	\$1,410,959	-3.35%


Income Analysis

- 2013-2014 Income 2.12% less than prior year
- Budgeted ~ \$5K increase in Indiv./Bus. Contribution
- Equitable Aid less \$20K due to strategy to shift student population for sustainability (i.e. 15 addl. kindergarten)
- Enrollment and fundraising/donations are critical to meet income projections

Expense Analysis

- 2013-2014 Expense is 3.35% less than prior year
- Teacher salary increases offset by new staff salary projections and reduction of 7/8 grade due to demographic changes
- Writing interventionist and Reading Specialist roles eliminated and Support Staff reduced by one to offset liabilities (e.g. IRS obligation, legal fees)

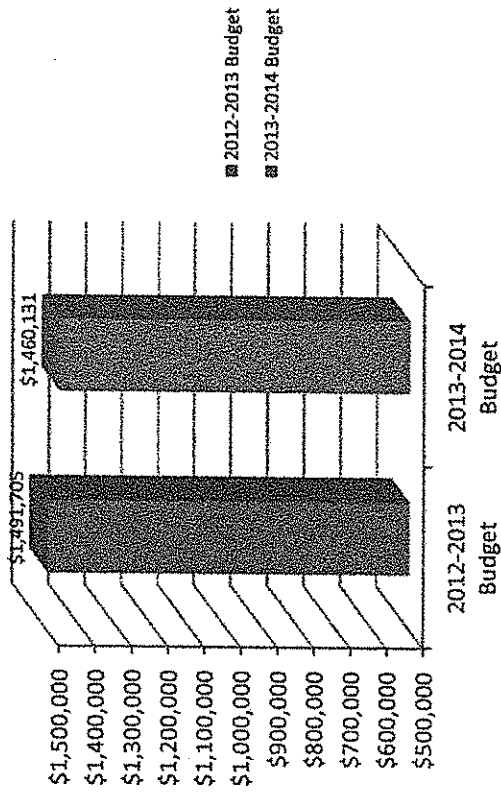
Note: Operational budget does not include REAP or any other grants that are not part of the day to day operational budget



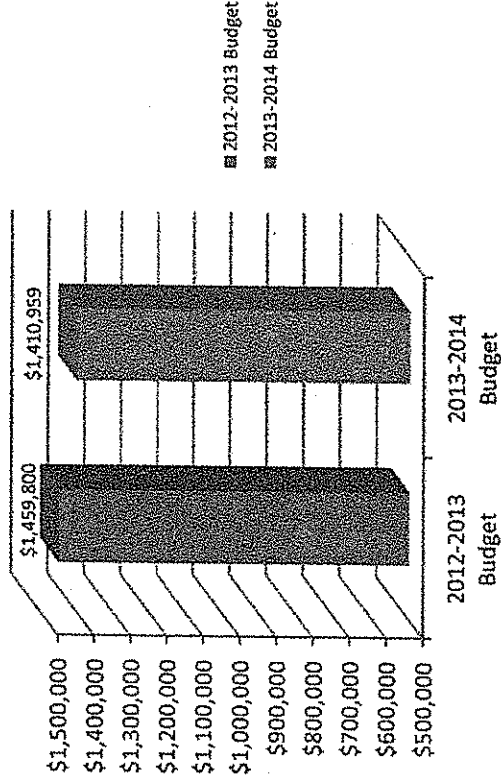
Appendix

Year Over Year Budget Graphs

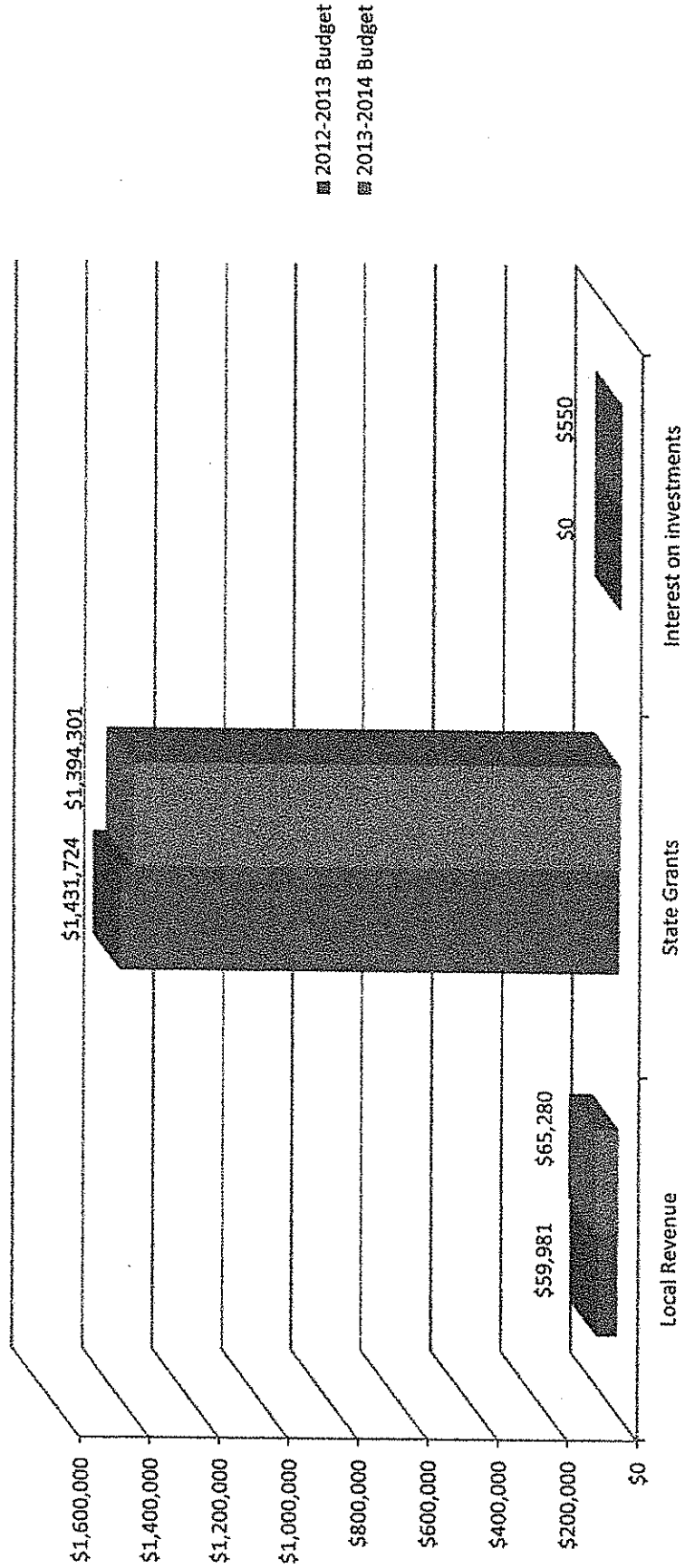
Total Income Comparison



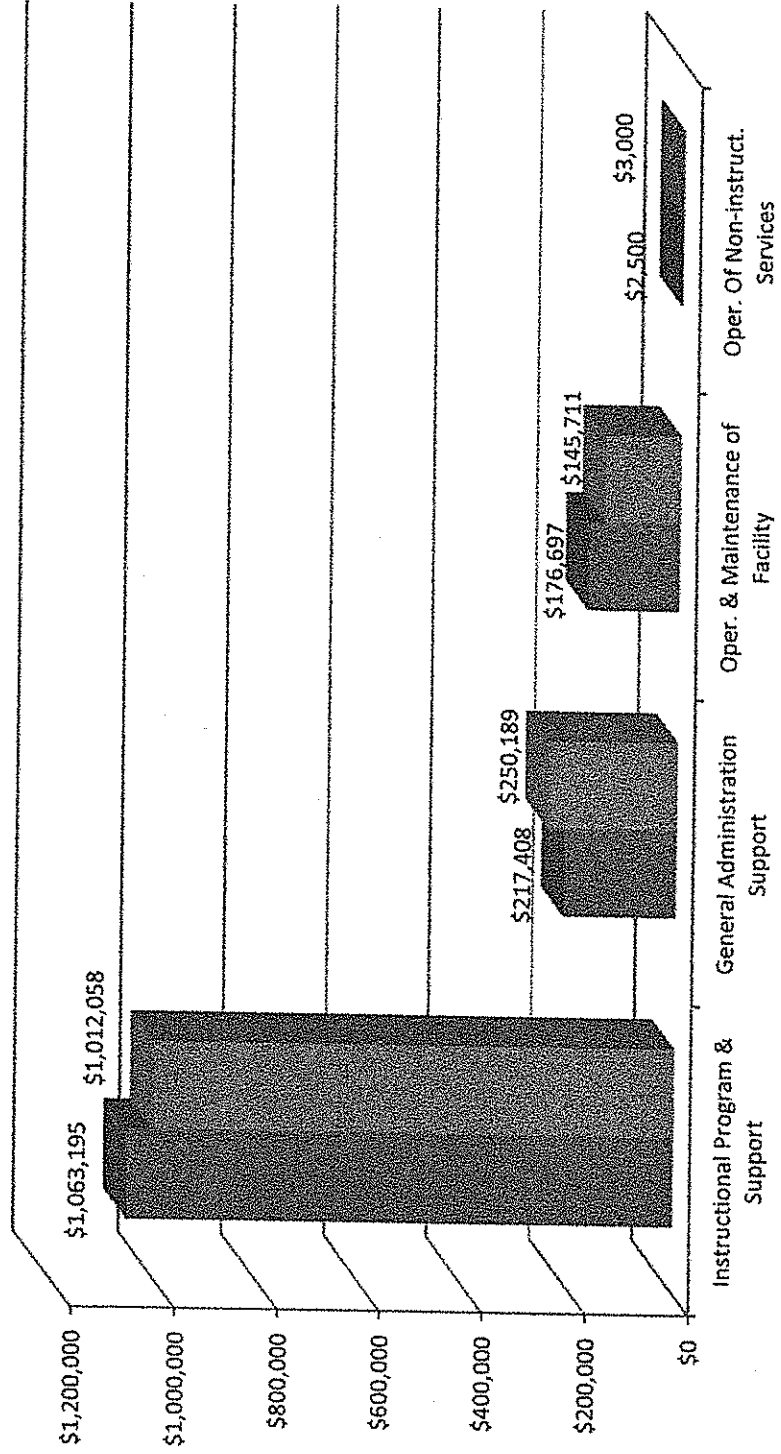
Total Expense Comparison



Year Over Year Income Comparison



Year Over Year Expense Comparison



■ 2012-2013 Budget

■ 2013-2014 Budget

Kelly Arp gave the following report regarding her experience conducting exit interviews: [see attached]

Exit Interview Details and Intent



Process:

- Completed 30 - 60 minute interviews with all 6 exiting teachers
- Interviews consisted of a consistent set of questions, conducted face to face by 1 to 2 Board of Trustee members

Desired outcomes:

- Document key themes/trends among teachers leaving SCS
- Identify areas of opportunity
- Formally “thank” teachers for their service

Executive Summary of Findings

The Good...

- + Teachers embraced the Arts “charter”
- + Appreciation for flexibility of teaching style and ability to take risks
- + Universal love of students

The Opportunity...

- Δ Lack of faith in school leadership and organizational structure
- Δ Belief that SCS is financially unsustainable
- Δ Lack of formal teacher development programs
- Δ Inadequate support and resources
- Δ Deep rooted anger and distrust stemming from IRS fallout





Appendix



Questions:

- What did you like most about working in a charter school?
- What are our schools biggest strengths?
- How was the support system; peers, administration, parents, students?
 - Who offered the best support? How?
- Where did not give you enough support? How could it have been better?
- What was the least satisfying aspect of your job?
- What specific factors contributed to your decision to leave? Could these issues have been avoided?
- Would you recommend this school to family and friends as a place to send their children? What about as a place to work?
- What are the schools biggest weaknesses?
- Do you feel as a teacher there was a safe, positive opportunity for your voice your opinions or concerns and for those to be heard?
- What else would you like to tell me that I didn't ask?

Matt commented that these questions should be shared with the personnel committee for use in their formalized exit interview policy.

The meeting was then opened for public comment:

Rhett – he pulled a document from the State department of Ed website which shows the per child average spent on education in this state and that the amount was around \$9,000 which is more than four thousand per child higher than what charter schools receive. He was outraged by this and feels stirred to action and was advocating that parents take action on this as well. This level of inequity is unbelievable and that we should be writing our representatives to have this change. He feels that William will be a capable asset and advocate for the school. Rhett said that Wednesday July 17th was the school's PTO meeting and he encouraged everyone to attend. Rhett expressed concern over the continued use of multi-grade levels because he felt his child did great last year but did not learn as much this year.

Rebecca suggested that Rob join the school board association. She liked multi grade level classrooms and has thought that it has been good for the school. She felt that the newsletter should contain information regarding the new teacher's degrees and certifications. She also commented on how she did not like that the board explanation letter to the IRS made a reference to a teacher's spouse and said that it insulted the teachers. Rebecca said that, for the first time in a long time, she felt that the board is turning around and that things seem promising for the school.

There was a question about enrollment and staffing. It was explained that we are losing a reading specialist because we are no longer eligible for the REAP grant.

Jenny – as a parent she too feels encouraged that positions are being filled and hopes that training will bring people up to speed. She noted that with respect to the 7th/8th grade position charter schools have an ability to think outside the box when it comes to their talent pool to search in. She asked that the school should look beyond specifically math or science certified candidates and look for talented individuals in those areas to bring on board.

Public comment was closed and Stacey asked for action items for next meeting. Kelly asked that the facilities committee bring a report to the next meeting regarding a facility search.

Kelly asked if there was a phone tree for the board. There was none but that maybe we should look into doing that or at least making sure everyone's contact information is stored somewhere.

Rob said that we should look into expanding the size of the board – aggressively – in order to improve the functions of the board.

Next meeting is scheduled for August 12, 2013, 7pm at the school in the art room. Motion to adjourn was made, seconded, and unanimously approved. Meeting was adjourned 10:10pm.

Seacoast Charter School

*Board of Trustees Meeting
Monday July 8, 2013 7:00 p.m.*

Art Classroom
13 Church Street
Kingston, NH

Agenda

1. 7:00 Call to Order
2. 7:00-7:10 Receipt and Approval of Minutes and Correspondence
3. 7:10-7:20 Chair Report- Nominations for Chair Position
4. 7:20-7:30 HOS Search Committee Report
5. 7:30-8:10 Interview HOS Candidate
6. 8:10-8:30 Non-Public Session
7. 8:30-8:50 IRS Update- Matthew Broadhead & Rob Wise
8. 8:50 -9:05 Trust-Building Committee- Action Items
9. 9:05- 9:15 Teacher Exit Interview Overview
10. 9:15-9:25 Public Comment*
11. 9:25-9:30 Summary and Action Items
12. 9:30-9:35 Items for Next Agenda / Date for next meeting
13. 9:35 Adjournment

* The public comment section of our agenda is an opportunity for community members to comment on the work of the board. Members of the board are interested in hearing views from individuals, but will be unable to respond to comments immediately in this forum. They will, however, receive serious consideration, and may warrant discussion at a later date. Please limit your comments to 5 minutes to allow time for others to speak. For lengthier comments, please feel free to submit a letter to the board.