

Seacoast Charter School
Board of Trustees Meeting Minutes
Tuesday January 7, 2020

Members Present: Jessica Pine, Peter Sweet, Theresa Lorvig, Brianna Moynihan, Gretchen Carlson, Mary Dellea, Kasey Bilodeau, Josh Roberge, Dennis McCann, Chad Roberge, Dan Bromberg

Call to Order: 6:00

Minutes and Correspondence

Brianna moves to accept November Minutes

Chad Seconds

Vote: All in Favor

Chair of the Board Report

Governance

Governance Committee met and discussed the Head Of School Review Process. Plans are to adopt a Self Assessment Review, a Board and Teacher Review Survey and a Parent Survey. The Board discussed these three components of the review process in terms of the goals and the priorities of each. Survey questions will be crafted.

Head of School Report

Gunstock Outreach Program

23 7/8 students signed up to participate in the Gunstock Outreach Program this winter. Students will spend half of the day for four Fridays skiing or snowshoeing at Gunstock Mountain, starting in February. Our 7/8 students on campus will engage in other winter activities.

ESOL

All students have been screened for the need for ESOL services at our school this year. None of our students qualified for services this year. Will continue to pursue looking into getting things

Visits at other Schools

There was a visit to My School in Dover in December. Jess went first and then sent the PreK and Kindergarten teachers visited for a morning. Jess and teachers liked their model of play based learning and look forward to collaborating with the teachers and staff.

Fiscal Management Audit

A person from the Department of Education will be coming on January 8th to conduct an audit of the process for managing federal grant money. SCS has several policies that the school would like to have approved to keep the school compliant with federal regulations on grant money.

Areas for Growth

- Arts integration
- Professional development opportunities for teachers
- Math
- Curriculum resources

Upcoming Events

January 5th and 12th- Evan Hennessey event at Stages Restaurant

January 23rd- 7/8 Rock Band Concert

January 29th- Winter Strings Concert

Draft of policies to Review for DOE compliance

Brianna makes a motion to accept DAF-9 Time-Effort Reporting/Oversight

Gretchen Seconds

No Comments

Vote: All in Favor

Brianna makes a motion to accept DAF-7 Travel Reimbursement - Federal Funds

Gretchen Seconds

No Comments

Vote: All in Favor

Brianna makes a motion to accept DAF-3 Procurement

Gretchen Seconds

No Comments

Vote: All in Favor

Brianna makes a motion to accept DAF Family Educational Rights and Policy Act Annual Notice

Gretchen Seconds

No Comments

Vote: All in Favor

Brianna makes a motion to accept DAF Allowable Cost Determination

Gretchen Seconds

No Comments

Vote: All in Favor

Brianna makes a motion to accept DAF Sub-Recipient Monitoring and Management Procedures

Gretchen Seconds

No Comments

Vote: All in Favor

Personnel Committee

Discussion regarding pre-k scholarship position for teachers as presented by the personnel committee whereby one scholarship position is to be available for pre-k for 50% for employees of Seacoast Charter School. If more than one employee, 50% will be split per child.

Dan makes a motion to accept the pre-k benefit policy for one scholarship position in pre-k for 50% for employees of Seacoast Charter School. If more than one employee, 50% will be split per child

Brianna Seconds

Vote: All in Favor

Kasey Abstains

Mary Abstains

Discussion regarding K-8 program for out of state employees as presented by the personnel committee whereby out of state employees will pay full tuition to Seacoast Charter School, but can split payments up across the year of 26 payments deducted from their payroll check, post tax.

Josh makes a motion to accept the out of state employee benefit policy where out of state employees pay full tuition to Seacoast Charter School, but can split payments up across the year of 26 payments deducted from their payroll check, post tax.

Brianna Seconds

Vote: All in Favor

Discussion regarding Teachers' Assistants being able to opt to collect their total pay split into the weeks they work.

Dennis makes a motion that we table this for further research and review

Josh Seconds

Vote: all in favor

Discussion regarding Teacher's Assistants insurance stipend options.

Dennis makes a motion that we table this discussion for further investigation

Brianna seconds

Vote: All in Favor

Development Report

SCS Annual Fund

The \$15,000 Family Challenge Match was met in less than 4 weeks.

Accrued (pledged): \$49,050.00

Cash: \$33,598.33

GOAL: \$60,000.00

Grant management/projects

Researching grant opportunities for Artist in Residence and ceramics studio.

Sponsorship

The sponsorship package is online at <https://www.seacoastcharterschool.org/sponsors>

Secured six sponsors, three new and three returning = \$4000 (includes \$1750 in-kind)

Events

The four cooking "classes" with Evan Hennessey (SCS parent and Chef) at Stages Restaurant raised \$6,905.00. The January 5 sessions were very successful.

An additional \$100.00 was raised at the event.

Upcoming events

January 12, 2020: "Cook for a Cause", 12-2 and "Kids Cook with Chopped Champ" 4-6.

February 4, 2020: Margaritas Noche Mexicana fundraiser, Dover (all day/eve)

February 7 - March 6, 2020: [7th Annual Online Art Auction](#)

Facilities Report

Installation of LED light conversion is complete. Currently working on the programming. Lights dim with occupancy sensors.

Both interior and exterior lights have been. Last years rebate has been used for the project.

Financial Report

Discussed the Revenue and Expense Report for July through April 2019.

Dennis presented and reviewed a four year Balance Sheet.

Nomination of New Board Members

Josh makes a motion to go into nonpublic

Chad Seconds

Vote:

Theresa Lorvig: yes

Brianna Moynihan: yes

Gretchen Carlson: yes

Mary Dellea: yes

Kasey Bilodeau: yes

Josh Roberge: yes

Dennis McCann: yes

Chad Roberge: yes

Dan Bromberg: yes

Dan makes a motion to go back into a public meeting

Chad seconds

Vote:

Theresa Lorvig: yes

Brianna Moynihan: yes

Gretchen Carlson: yes

Mary Dellea: yes

Kasey Bilodeau: yes

Josh Roberge: yes

Dennis McCann: yes

Chad Roberge: yes

Dan Bromberg: yes

Josh Makes a motion to nominate Jessica Foster as a parent member to the board

Chad Seconds

Vote: all in favor

Public Comment

N/A

Action Items

Survey Questions to be drafted

Finance Committee will meet

Jess will meet with Personnel Committee

Next Meeting

February 11th 2020

Meeting adjourned 7:42