

DRAFT (not yet approved by BOT)

**Seacoast Charter School
Board of Trustees Meeting Minutes
Tuesday October 13, 2020**

Members Present: Gretchen Carlson, Peter Sweet, Jessica Pine, Brianna Moynihan-Sienkiewicz, Josh Roberge, Theresa Lorvig, Kasey Bilodeau, Dan Bromberg, Chad Roberge, Meghan Samson, Jessica Foster (joined @6:23)

Members not present: Dennis McCann

Call to Order 6:05

Minutes & Correspondence

- Motion was made to accept the minutes from September 15th, 2020.
- Motion seconded
- All in attendance voted to accept the minutes

Audit Report

- Generally normal. Nothing out of the ordinary. Balance sheet consistent. No additions to fixed assets. PPE loan shown as liability will become grant next year once forgiven. Net assets \$24K higher than last year
- No questions from board regarding the balance sheet.
- Reviewed Statement of Activities and Statement of Cashflows
- No new Disclosures
 - Note on PPE loan is new
 - New Note and COVID 19 disclosures
- The Statement on Functional Comparisons was consistent for the most part

Open Public Comment

- No comments from the public

HOS Report 6:21

- Hybrid model going well. Teachers are coping well. There are concerns about staffing shortages.
- Gretchen commented that a task force that will include Board members will be convened to discuss options for second trimester. There is a strong desire to gather feedback from all sources (parents, teachers, Board members, etc.)
 - Peter Sweet, Dan Bromberg, Meghan Samson and Gretchen Carlson volunteered to be on the task force
 - Theresa talked about bringing in feedback from kids, both in the remote and hybrid model

- Jess Pine will take point to talk to teachers about how to gather feedback from kids
 - Jess Pine is on point to set up the Task Force meeting.
 - Hiring: Recently hired a new 1st/2nd grade Assistance. Still looking for a 3rd/4th grade special ed teacher.
 - Other highlights from HOS Report
 - Biggest P/L hits were lack of Before & After Care and lower enrollment in Pre-K
 - Special Education services income came in close to estimated amount. The staff did a great job meeting with kids.
 - We're currently \$9,000 to the positive
 - Peter Sweet: Money we took out for Capital Improvements hasn't been touched
 - \$400K in grant money is not being used yet b/c we don't know exactly how much we're getting
 - Losses from Before and Aftercare were estimated for first trimester. It's possible that Before and Aftercare could be possible in the Sprint.
 - Enrichment estimate assumes only half a year
 - Pre-K is losing another student (down to 10)
 - Estimating about \$50,000 loss overall
 - Peter Sweet: already spent \$81,000 for building improvement.
 - FEMA is not reimbursing us for some of the expenses we were expecting.

Development Update (Sheila Shea)

- Sheila's hours have decreased
- Development committee met last month
- Annual Fund and Sponsorship committee up and running
- Dan leading/standing up the new Grants Committee
- Still working on how to engage parents in the Parent Volunteer Committee
- Annual Fund kicking off again with the Challenge Match. This is the 3rd year.
- Targeting previous match donors and some new families.
- Sheila will be keeping the Board up-to-speed through the HOS update and will be back for her own update in January
- Annual fund kicking off November 1, considering moving it up to steer clear of the November 6th date for communicating the 2nd trimester model
- Just received Dollar General grant for \$3,000
- Sheila will send the list of who we are targeting for grants to anyone who's interested.
- Fall fundraising events are cancelled
- The Neighborhood gatherings will be held remotely this year.
- Concern about fostering engagement without events.
- Gretchen urged everyone to send resources or grant ideas to Sheila.

Facilities Report (Theresa Lorvig)

- Windows on the parking lots have been installed and are all functional!!

- All building improvements planned for the fall have been completed
 - Filters
 - HVAC
 - Electrostatic sprayer and the chemicals for cleaning
 - Full time cleaner in full swing
 - The building smells great and is SUPER clean
 - Evening cleaner also
 - All happening at reduced cost vs last year.
- Grant from DOE and Homeland Security has been secured
 - Updating outdoor speaker system
 - Replacing tempered glass in lobby area
- Dan – are we bringing indirect costs with these grants?
 - Jess Pine: Not really. They are generally small and don't have admin implications
- Daily cleaning is going very well – students and teachers have what they need to do their part
- Air purifiers and filtration is all up and running
- What to do now that it's getting colder? Heating costs will go up as we try to continue to bring in colder outside air. Currently bringing in 80-100% outdoor air being brought in. We typically recycle the air in cold months. Looking for right balance.

(Theresa lost connection for a bit.)

- Chad – what is general efficiency of new handler?
 - Theresa – we don't know.
- Dan – can we share some of the numbers around costs that are impacting the options for Trimester 2 model.
- Theresa shared spreadsheet used to estimate cost projections for current model. If we keep the building unoccupied through February we'd save about \$20k. That's not including the additional heating cost we'd incur with the additional outside air being brought into an occupied building. We know the heating costs will definitely be higher.
- Brianna – how much does purification do for the recycled air?
 - Theresa – we do have those countermeasures in place, but a big part of our air quality is based on having fresh air brought in.
- Jessica Foster asked if the system can keep the building sufficiently warm with the minimum % of fresh air that we need.
 - Theresa: Air handlers heat the air and control the amount of fresh air vs recycled air. There are 12 units. We don't have dedicated outside air intake. The system we have came with the building. All the units use oil.
- Theresa – remote model is very different than what we had last Spring. Had more time to plan and the students have opted into that model. The instruction is equitable to what kids in remote model are getting even if the structure/pacing is different. Parents are very happy with how it's going. Different grades have different experiences depending on how independent the kids can be.
- Dates: 2nd Trimester starts right after Thanksgiving and ends in March
- Jess Pine: Feedback from remote parents is really positive.

- Theresa: The advantage of remote model is that the teachers on each team share all of the students. In-person feedback is so important though, and that's a known deficit.
- Dan: UNH has decide to go fully remote Dec – Feb and then back in person in March.
- Jess Pine: Another risk of continuing hybrid through winter is teacher burn out.
- Factors in the decision to stay with current model or go 100% remote:
 - student learning
 - safety
 - staffing
 - financial
- Chad: can we run the school safely with just recycled air?
 - Theresa: No. 100% recycled air is not safe, even with the ionization, etc. Working with experts to determine what the right percentage is. Our building is “surprisingly tight”.

Chair Report (Gretchen Carlson)

- Board Retreat postponed until at least January.
- The plan is to use that meeting to develop a full strategic plan through Fall 2021
- Need to officially re-elect Gretchen and Brianna to their respective roles
 - Brianna will serve until the end of the year with the plan to have Peter step in as Treasurer
 - Josh Roberge motions to elect Gretchen as Chair for this term (through August 2021)
 - Seconded by Peter
 - All members in favor
 - Peter motioned to elect Brianna Treasurer through August of 2021
 - Seconded by Josh
 - All members in favor
 - Discussion about whether Theresa needs to be reelected as Facilities chair. We will discuss in the next meeting.
- Gretchen will be sending out the Conflict of Interest form that will be collected by Ann.

Action Items

- Next meeting: Wednesday, November 4th
 - Focus on plan for Semester 2
 - Brianna – important to make sure families are aware of discussion in next meeting so they can plan to listen in.
 - Jess will talk to Kylee about getting the word out.
- Jess Pine convening task force
- Look into Facilities position term

Meeting Adjourned: 8:03PM