

Board of Trustees Meeting Official Minutes
February 15, 2012
5:56p.m.

1. Call to Order
2. Secretary's Report
 - Meeting minutes from January 18, 2011 - Mark motion to accept, Colleen second - Passed
3. Treasurer's Report and Manifest
 - Financials – Adequacy funds payment skewing financials – Beth to look at numbers – budgeted 170 students and have 173.
 - Motion to accept report by Colleen second by Gordon
 - 2012/13 Budget Preparation - Colleen , Beth, and Adam
4. Public Comment – no one present
5. Fund Development
 - Fund Development Committee Progress –
 - i. %100 of Elementary Inc Board has contributed.
 - ii. Letter to be drafted to send out for thank you and reminder
 - FIT Report – food drive, box tops, and coin drive.
6. Facilities Update
 - Facility expansion progress/timeline
 - i. Still awaiting fire marshal review and permit review – rear emergency access in question
 - ii. Contract with contractor waiting for fire marshal review before “guarantee cost” added
 - iii. No penalties but scheduled time line along the way
 - Resolution on addition – motion to accept as written by Adam second By John
7. Principal's Report
 - Charter School professional development 16th – SFCS will present IPADS
 - NECAP review on agenda for next meeting
 - Enrollment Lottery on April 2nd
8. Old Business

- Strategic Planning - ½ day meeting Feb. 23rd and March 22nd staff and committee members 8:30 – 1:00
- Principal Evaluation update – defer to next meeting
- Board recruitment – in process

9. New business

- NECAP policy – legal position – has to be a board passed policy
 - i. Needs to be worded “assessment policy not NECAP policy”
 - ii. Beth - write policy for test assessment
- Website – Board information needs to be updated and corrected
- Posting of meeting – motion to change posting location from Library to School and on school website motion made by Colleen second by Gordon - passed

10. Non-public session motion made by Gordon second by Colleen - affirmed by each member

11. Getting Beth some additional staff/assistance – discussion to be included in budget talks

Adjourn at 7:39

Dates of next meeting: Wednesday March 21, 2012, 5:45 p.m. at 715 Riverwood Drive, Pembroke

Action Items from February 15, 2012:

Beth – confirm payments are correct for 173 students

Randy – Principal evaluation

Kathy – Work with a staff member to research possible grants

Beth – Make Grant writing narrative language available to board

Adam – to get passwords to access website to make updates and changes

Board – think about web site and marking and make recommendations at next meeting

Adam - to update and correct Board information – correct names /emails/ minutes/dates and current agenda

Kelly – Send official minutes to Adam and Beth (PDF – format)

Adam - to review Spaulding website

Beth – Write an assessment policy

Beth – Write a disciplinary policy

Trustee	Term
Kathleen McClaskey	3 Year Term – June 2009 to June 2012
Colleen Sliva	3 Year Term – June 2009 to June 2012
Mark Sisti	3 Year Term – June 2009 to June 2012
Gordon Welch (parent)	1 Year Term – June 2011 to June 2012
Adam St. Louis (parent)	1 Year Term – to June 2012
Kelly Loosigian (parent)	1 Year Term – to June 2012
John Turbyne	3 year term – to June 2012
Randy Welch	3 year term – May 2011 to June 2014
Open: 1-year term ending June 2012	