

Next Charter School

A public high school of choice in Derry, NH

Board Members

Katie Anderson	Marc Brown
Kim Crowley	Mike Gallagher
Alan Jordan	
Jennifer Lague	Howie King
Ken Linehan	Laura Nelson
Brenda Willis	

September 1, 2015

6:30p.m. Board Meeting

Hood Library, 5 Hood Road, Derry NH 03038

Minutes

1. Call to Order at 6:31

- a. Roll Call All present except for Marc Brown and Howie King

2. Governance

- a. Approval [of 8-4-15 public minutes](#)

Motion made by Katie Anderson to approve 8.4.15 minutes. Seconded by Alan Jordan. Motion approved unanimously. Mike Gallagher, Ken Linehan, and Jen Lague abstained from vote

- b. Approval of 8-4-15 non-public meeting minutes

Motion made by Alan Jordan to approve 8.5.15 non-public minutes. Seconded by Katie Anderson. Motion approved unanimously. Mike Gallagher, Ken Linehan, and Jen Lague abstained from vote.

- c. Ratification of meeting minutes and vote from 8-11-15 non-public Executive Session

Motion made by Mike Gallagher to ratify the 8.11.15 Executive Session non-public minutes and vote. Seconded by Katie Anderson. Motion approved unanimously.

3. Directors' Report - Discussion

- a. Renovations Update

Joe Crawford- Pending some last minute fixes and the issuance of the Occupancy Permit, Next will open on schedule on September 8. The Co-directors thanked all involved in the relocation and renovation, including the Derry Cooperative School District maintenance and custodial crews, and Business Administrator, Jane Simard.

Kim Crowley, on behalf of the Next board, thanked the Co-directors along with the Derry School Board for making this renovation happen.

- b. Actions related to [2013-2014 Audit Report](#) recommendations

Joe Crawford reviewed the status of responses to the Audit. The board discussed the Policy Committee drafting and bringing to the Board the policies recommended in the audit report, with the goal of having these policies adopted before the next audit report for 2014-2015 is completed.

- c. Enrollment Update

Justin Krieger reported that Next will start the year with 60 students. As of this date, there are 53 Derry and 7 non-Derry students. The Co-directors have reached out to sending districts for financial help. Jen Lague asked about a student entering Next mid-term and Justin Krieger's responded that the student is welcome to begin at Next when offered a seat, but is urged to finish the semester at their current school in order to enter Next with as many credits as possible.

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d. **Statewide Assessment Update**

Justin Krieger-The N.H. Department of Education has not issued a final memo, but the No Child Left Behind Act will allow grade 11 students to opt out of Smarter Balanced testing and take the SAT's instead. Laura Nelson reported that she would get the final word on September 11.

e. **Employee Handbook**

Justin Krieger presented revisions to the 2015-16 Employee Handbook. Kim Crowley noted that the sections on compensation and work days for the year do not include information for part-time employees. Kim Crowley asked for a vote regarding the revisions regarding calendar and compensation.

Motion made by Ken Linehan to approve revisions to the Employee Handbook as presented.

Seconded by Alan Jordan. Motion approved unanimously.

4. **Governance: Revisions to Curriculum Framework - Action**

Kim Crowley and Alan Jordan met with the Next staff to discuss suggestions regarding the curriculum. As the student body grows, there are more interests and diverse individual needs. The Co-directors presented changes or additions to the curriculum for the 2015-16 school year:

- English 5 added to the curriculum to be taken as an ELO with individual learning, resulting in more credits than needed for graduation.
- Math- Students enter Next with varying strengths and weaknesses. Financial Algebra has been added to the curriculum. Math teacher, Andy Bengtson, has attended meetings and workshops, and has reached out to Keene State University for advice.
- Science teacher, Emily Whalen has been taking a STEM course through SERESC and will lead a Computer Programming course.
- Community Service will be added at the end of Module 1 and will be completed as a community during monthly service days. Students will be involved in projects from idea through fruition.

Joe Crawford reported that conversations with Kim Crowley and Alan Jordan, resulted in defining Competency as it applies to Next. At Next, success is gauged individually, from where a student began compared to how they ended. A student needs to show growth for success, and the aim of Next is to help each student reach their own competency.

Motion made by Alan Jordan to approve revisions to the curriculum. Seconded by Mike Gallagher.

Motion approved unanimously.

5. **Fiscal - Action**

a. **June Financial Statements** (Balance Sheet and Income Statement)

Justin Krieger presented the June financial Statements (tabled from the August meeting) adding that additional compensation and the Health insurance buyout were reflected in these reports. Mike Gallagher noted that he was satisfied with answers to questions that he had posed via email.

Motion made by Mike Gallagher to accept the June Financial Statements. Seconded by Ken Linehan. Motion approved unanimously.

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i. [Questions and Responses from 8.4.15 Meeting](#)

b. [July Financial Statements](#) (Balance Sheet and Income Statement)

Joe Crawford- The Citizens Bank accounts are closed, and Next now banks with Enterprise Bank. The final grant requisition is reflected.

Motion made by Mike Gallagher to accept July Financial Statements. Seconded by Ken Linehan.

Motion approved unanimously.

c. [Second Quarter Report](#)

Justin Krieger presented the Second Quarter Report.

Motion made by Mike Gallagher to accept Second Quarter Report. Seconded by Ken Linehan.

Motion approved unanimously.

d. [Budget vs. Actual Report](#)

Joe Crawford presented the 2014-15 Budget vs. Actual Report, noting that Next came in under budget for the 2014-15 school year. Kim Crowley asked why the Americorps line was over budget and Joe Crawford responded that Next had 4 Americorps volunteers, instead of the planned 3, also noting that for the 2015-16 school year, Next will have 3 people from Americorps.

Motion made by Mike Gallagher to accept the Budget vs. Actual Report. Seconded by Ken Linehan. Motion approved unanimously

6. *Governance* - Nominating Committee - **Action**

a. Trustee candidate review

Ken Linehan, on behalf of the Nominating Committee, (Howie King absent from meeting) presented the name of Stephanie Burke as a potential candidate for the Next Board, noting that she is an engaging and inventive science teacher at West Running Brook Middle School. Laura Nelson added that Ms. Burke had been named as NH Science Teacher of the Year.

Motion made by Ken Linehan, on behalf of the Nominating Committee, to nominate Stephanie Burke for a 1 year term as a Next Charter School Board member. Seconded by Mike Gallagher.

Motion approved unanimously.

7. *Governance* - Policy Committee - **Action**

a. Third Reading of [Section D_DIH Whistleblower and Non-Retaliation Policy](#) (previously reviewed as Fraud Prevention and Fiscal Management Policy)

Policy Committee Member, Katie Anderson, presented the third reading of the Whistleblower and Non-Retaliation Policy. A direct email address to the Board chair will be created.

Motion made by Katie Anderson, on behalf of the Policy Committee, to approve [Section D_DIH Whistleblower and Non-Retaliation Policy](#). Seconded by Mike Gallagher. Motion approved unanimously.

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8. Governance - [Draft Board Goals for 2015-2016](#) - Action

Kim Crowley reviewed discussion from August board meeting regarding the creation and adoption of a trustee commitment statement, that includes elements that are currently outlined in By-laws and other existing policies that discuss responsibilities and expectations for a Next board trustee, and the sample conflict of interest policy Mike Gallagher had suggested the Policy Committee consider adapting for Next. Kim Crowley charged the Policy and Nominating Committees with drafting a trustee commitment statement.

Committee assignments will be discussed at the October board meeting.

Motion made by Alan Jordan to approve Board Goals for 2015-16. Seconded by Katie Anderson.

Motion approved unanimously.

9. Other Business

a. [Calendar of Governance Tasks 2015-2016](#)

Presented by Kim Crowley for the Board to reference.

b. [2015-2016 Performance Survey Report](#)

Kim Crowley - The Performance Survey Report summarizes and compares responses and uses these responses to make recommendations for improvement.

Mike Gallagher rescinded his electronic vote from June regarding Enterprise bank, adding that commission received will be donated to the Next Choice PTSA.

10. Community Input

Next welcomes input from attending community members according to our policy found [here](#), and accessible from our website, www.nextcharterschool.org.

11. Non-Public session Pursuant to RSA 91-A:3

Motion made at 8:15 pm by Ken Linehan pursuant to RSA 91-A:3 to enter into a non-public meeting. Seconded by Alan Jordan.

a. Exception Letter

Return to public meeting at 8:25 pm

12. Motion to Adjourn

Motion made by Ken Linehan to adjourn meeting. Seconded by Alan Jordan.

Meeting adjourned at 8:25 pm

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Respectfully Submitted,

Karen Woodes

Board Members

Katie Anderson

Kim Crowley

Alan Jordan

Jennifer Lague

Ken Linehan

Brenda Willis

Marc Brown

Mike Gallagher

Howie King

Laura Nelson