

Approved
NEW HAMPSHIRE EQUESTRIAN ACADEMY
CHARTER SCHOOL

Board of Trustees

Meeting of March 11, 2006

MINUTES

Present: Leslie Brian, Michael Duclos, Susan Hollins, Carol Mulligan, Grant Myhre, Georgene Sellinger. Also present: an interested parent and student.

1. Call to Order: The meeting was called to order at 1:30 p.m.
2. Report from Founding Entity: Leslie Brian reported that the New England Alliance for Equestrian Studies board had met and voted their recommendations for initial members of the Board of Trustees: Grant Myhre, Rochester; Georgene Sellinger, Wolfeboro; Leslie Brian, Wolfeboro; and Representative W. Packy Campbell of Farmington.
3. Election of Chairperson: Motion by Selinger; Second Myhre. To nominate Leslie Brian as Board Chair. Passed. Unanimous
4. Method of Conducting Business: Motion by Myhre; 2nd Selinger: That today's meeting and all future meetings be conducted according to Robert's Rules. Passed. Unanimous.
5. Operating Policies—Governance & Finance: Motion by Myhre; 2nd Selinger: To request and authorize Susan Hollins to prepare a first set of operating policies for the Board's review. Passed. Unanimous.
6. Posting of Meetings: Hollins explained that the Board must operate according to RSA 91-A, Right to Know Law, which requires posting of meetings, minutes, and other specific open meeting requirements. Motion Selinger; 2nd Myhre: To designate the Rochester Library and Wolfeboro Library as public places where Board meetings will be posted. Passed. Unanimous.
7. Officers: Motion by Myhre, 2nd Brian: That Georgene Selinger be Secretary/Treasurer for the Board. Pass. Unanimous. Selinger will post meeting notices.
8. Clerk: Hollins offered to fulfill the role of Clerk typically performed by a Superintendent.
9. Start-up Grant: Leslie Brian advised the Board that the founding entity had voted to transfer the start-up grant funds and administration/reporting of this grant to the

charter School Board of Trustees. Hollins will consult an attorney and DOE to see if additional documentation is required to substantiate this assignment.

10. Start-up Grant Requirements and Signing Authority: Motion by Myhre; 2nd Selinger: The Board of Trustees for the New Hampshire Equestrian Academy has reviewed the general assurances document dated 2006, Department of Education, and accepts and agrees to abide by the practices and policy guidelines within. Passed. Unanimous.

Motion by Myhre; 2nd Selinger: To accept the charter school start-up grant, as awarded, and to administer the grant in accordance with its stated purpose. Passed. Unanimous.

Motion by Myhre; 2nd Selinger: That Susan Hollins, as clerk of the Board, be authorized to approve and sign all forms related to funding and finance and specifically be authorized to sign Department of Education OBM forms related to the school's start-up grant. Passed. Unanimous.

11. Establishing a Bank: Motion by Myhre; 2nd Selinger: To authorize Georgene Selinger to establish a bank account with Citizens Bank, located in Rochester and Concord, and, at this time, for Georgene Selinger to have check-writing authority. And that Susan Hollins have back-up signing authority. Passed. Unanimous.

12. Board Errors & Omissions Insurance: Hollins explained insurance requirements and her efforts to date. She distributed Appendix B of the charter application outlining types of insurances. She mentioned a radio show posted online where members can learn about school board insurances required and risk prevention (<http://www.nhschoolreform.org/School%20Talk2-27.htm>). Motion by Myhre; 2nd Selinger: To authorize Leslie Brian, working with Michael Duclos and Carol Mulligan, to locate Board Liability Insurance and provide documents for same at the next Board meeting. Passed. Unanimous. Georgene said there are 7 New Hampshire high schools with horses (equestrian teams). She will identify these to Susan who will contact vis-à-vis insurance clarification.

13. Keene-area Campus: Following discussion of the charter, the future goal of having a 2nd campus, and the efforts of equine specialists in Monadnock region, motion by Grant; 2nd Selinger: To acknowledge that hard work and motivation of supporters in the Keene area, and to encourage continued consideration for a secondary site for the Board's consideration, and that the Board would consider a second site after a year of successful operation in Rochester and no sooner than September 2007. Passed. Unanimous. Chairman Brian said she would contact Noel Aderer.

14. Office and Mailing Address: Motion by Selinger; 2nd Myhre: To authorize Grant Myhre to set up a permanent post office box in Rochester. Passed. Unanimous. For the time being, mail will continue to be received c/o Center for School

Reform, 89 South Street, Concord, NH 03301. At this time the charter school has been given physical office space at 100 10 Rod Road, Rochester, New Hampshire 03867. The P.O. Box zip code will be 03866.

15. Facilities: After discussion, motion by Selinger; 2nd Myhre: To take a recess to tour an onsite building under discussion. Passed. Unanimous. Time of recess is 3:10 p.m. Members present then walked to the building behind the clinic/hospital building. The Board meeting was reconvened at 4:00 p.m.
16. Board Membership: Motion by Selinger; 2nd Myhre: To nominate Michael Duclos of Rochester to the Board of Trustees, to fill an available position. Passed: Unanimous. Hollins advised members that criminal history records checks are required and all members either had these already or would obtain them.
17. Advisory Committees and Actions for Next Meeting: This plan was advanced:
 - a. Strategic Fundraising Plan: Leslie Brain will outline a 2-year development plan in the range of 1 – 2 million dollars to finance facilities, the equine studies program, and have an endowment.
 - b. Insurance: Leslie Brain will pursue this, as voted above.
 - c. Facility: 4 initiatives will begin:
 - (1). Clarification of acreage needs for school (Susan) and outline of agreement to provide land by Grant Myhre, including road access to the school (Grant/Georgene);
 - (2) Clarification of lease arrangement with Mr. Campbell who is offering academic space customized for the school's use and outline of agreement (Mike/Packy);
 - (3) Clarification of basic code requirements and related facility modification costs including septic and bathroom requirements for onsite building(s), (Grant), and Campbell building, (Mike, Packy);
 - (4) Develop program and space plan and options (Susan and Carol) integrating the charter school program and pertinent other requirements so that the board has a pragmatic outline of program space requirements.
18. Other: The Board thanked Susan Hollins for her efforts to assist the Board in its work. Motion by Georgene; 2nd Myhre: To authorize Susan Hollins to continue assisting with setup requirements, including services of Carol Mulligan. Passed. Unanimous.

Motion by Myhre; 2nd Selinger: To authorize Chairman Brian to sign any pertinent documents on behalf of the Board, including but not limited, to the Statement of Assurances for the Department of Education.

19. Next Meeting: The Board set its next meeting for Saturday, March 18, 1:00 p.m. Myhre Clinic Conference Room, Rochester, New Hampshire.

Respectfully submitted,
Susan Hollins, Ph.D.

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