

APPROVED MINUTES

NEW HAMPSHIRE EQUESTRIAN ACADEMY CHARTER SCHOOL

March 25, 2006

Present: Leslie Brian, chair; Board members: W. Packy Campbell, Michael Duclose, Dr. Grant Myhre, Georgene Sellinger. Also present, Susan Hollins, and Anne Riorden.

- I. Call to Order The meeting was called to order by Chairman Brian at 1:47 p.m. Secretary Sellinger confirmed that the meeting had been posted.
- II. Minutes of March 11, 2006. Following review of minutes, motion by Duclos, 2nd Myhre: To accept the minutes. Passed. Unanimous.
- III. Reports. None at this time.
- IV. Old Business:
 - a. Hollins gave a status report on procurement of Board insurance.
 - b. Bank and Post Office. Georgene will setup the bank account and Grant will establish the post office box, as previously decided. These systems are needed to proceed with setting up business operations.
 - c. Governance Policies for Board Operations. Susan presented and the Board reviewed and discussed a series of Board governance policies prepared for the Board's review. The policies covered officers, roles of officers, Board meetings, compliance with Right to Know statute, filling vacancies, annual organizational meeting, use and assignment of committees, handling vacancies and absences, statutory details related to public school board functioning, proper use of non-public sessions, and related topics. The Board then had a lengthy discussion on its commitment to operate according to the highest standards as a public charter school and for the school to have a Superintendent at the helm.

The Board discussed electronic communications, electronic mail, informal gatherings, chance meetings of members, and how to assure the Board had a high standard in these areas. Packy mentioned that even the legislature has difficulty defining propriety in every situation. There was consensus of all members for this charter school board to have a high standard as regards the Board conducting its business at Board meetings. Appropriate use of email communications was discussed, e.g. sharing objective information, resources, meeting & minutes, but never discussing individuals or students.

Susan was asked to clarify if the posting requirements, hours, allowed for holidays or related to working days.

Motion by Brian, 2nd Campbell. To appoint Susan Hollins as Superintendent. Passed. Unanimous. Follow up discussion clarified that Susan was a licensed Superintendent, that the position was part-time, and the Board would appreciate clarification of Superintendent role.

Motion by Campbell, 2nd Myhre: To accept, as presented, the initial governance policies reviewed by the Board. Passed, Unanimous.

d. Facilities

Information and ideas were shared at length vis-à-vis the goal of a facility plan for September 2006. Anticipated enrollment, the charter school's intended program of students, and space requirements were discussed. To open with 20-24 students, the school will need 2-3 classrooms, 2 offices (one might serve as a health area or tutoring/testing area), a room that can serve as a meeting/conference room. The equine studies program will involve coursework and computer work, but needs to take place in the immediate area of horses. If the academic program is in a different location from the equine studies program, then transportation costs and planning are added. Modular facilities could be an option. The indoor arena seems essential from the outset as this relates to revenue-generating options.

The facility vision of the future involves an indoor arena with a walkway, and a building on each side—perhaps one for academic studies and one a barn and equine studies center. The initial indoor should be 65 x 100 or 60 x 120, as it can be expanded over time. The conceptual idea should include 3 stages of planning. This information should allow for a future campus drawing that can be used in public relations and development.

Member Campbell discussed space downtown he would like to Board to see and offered to host the next Board meeting on Saturday, April 8th. He explained his business expertise in excavation, paving, construction, and modular buildings.

e. Fundraising/Development:

Four areas of major fundraising were discussed: 1) institutional or foundation grants, 2) individual or business sponsors, 3) revenue from events, and 4) corporate contributions.

Susan mentioned a grantwriter who has offered to identify grant sources and write proposals for the equine studies charter school. Susan estimated that for an amount up to \$3500, the Board could obtain significant research and grantwriting services. The focus of grantwriting could be the whole equine studies program.

Motion by Myhre; 2nd Brian: To authorize Susan to establish a relationship with Mrs. Grant for grantwriting on behalf of the board. Passed. Unanimous. The Board has no funding to offer at this time.

Anne discussed her interest in assisting the Board with outreach and development to corporate and individual sponsors. She offered to put together an action plan and proposal, where consistent clear information is presented and there are organized contacts and followup. The Board requested Anne prepare an action plan and proposal for corporate fundraising.

Next Meeting: April 8th, 1:00 p.m.
Offices of W. Packy Campbell
Downtown Rochester