# PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School
Meeting of the Board of Trustees
Tuesday, 12 August 2025, 6:00pm
Seacoast Classical Academy, 53 Carlton E Sockwell Way, Newton, NH 03858
Notice posted by 11 August 2025 on the door at 53 Carlton E Sockwell Way, Newton, NH and at https://seacoastclassical.org

Trustees in Attendance: Linda Allard, Robert Chase, Michael Gendre, Cindy Lyons, William Nadeau, Kate Riddell, Simcha Weller
Trustees Not in Attendance: Terence Waldron
Persons Appearing Before the Board: Joe Patuleia - Interim Principal SCA (remote, via phone), Stephen Palmer - SCA MS History Teacher
Members of the Public: Jennifer Maley, Krystal LeBrun, Nina Meola, Mandy Aureli, Jorge Mesa-Tejada, Laura Segrin, Vanessa Lonborg, John Lonborg

*Non-Public Session may be called at any time in accordance with RSA 91A:3 II.*

1. Call to Order - RC called the meeting to order at 6:01pm.
2. Public Comment - Stephen Palmer, SCA History Teacher, presented a proposal for Continued Education Financial Assistance for employees, suggesting two possible approaches: Tuition Reimbursement or Tuition Assistance.
3. General Correspondence - None.
4. Minutes
    a. Public Meeting of 29 July 2025 - MG moved to approve the Public Meeting Minutes of 29 July 2025 as written. KR seconded. Approved 6-0-1.
5. Finance
    a. Treasurer's Report - TW provided a summary of bank account activity for the prior month. RC reported current bank balances as follows: Citizens Checking – $35,501.99; Citizens Checking (Parent Council) – $4,041.87; Primary Bank Checking – $207,555.73; and Primary Bank Money Market – $10,010.14. RC reiterated that Blundell Accounting provided a summary report. The NH HEFA loan of $200,000 remains outstanding. After SCA receives its first Adequacy Aid payment from NH DOE in September, the NH HEFA loan will be repaid. Citizens Bank and Primary Bank Money Market rates are very low. TW, LA and RC suggest opening a higher rate Money Market account at St. Mary's Bank. As Treasurer, TW will oversee and manage necessary transfers. LA moved to authorize TW, SCA Treasurer, and RC, Acting Executive Director, to open a

Community Checking Account and a Money Market Account for the Academy at St. Mary's Bank. WN seconded. Motion approved 7–0.
RC further reported that the Academy has been notified that proceeds from The Brook, its charitable gaming partner, are ready for pickup. LA moved to accept the charitable gaming proceeds from The Brook in the amount of $168,150.23. CL seconded. Motion approved 7–0.

i. Resolution to approve updates to NH HEFA Officer's Certificate *(see 7.b.)*
    1. WN motioned to authorize RC as Acting Executive Director and TW as Treasurer to sign and submit an updated Officer's Certificate to NH HEFA.

b. CSP Update - RC reported that approximately $44,000 remains in the CSP Grant, which will be encumbered or spent by September 30, 2025. RC reviewed the parameters of future grants for which the Academy may be eligible: $600,000 for expansion and $1.1 million for replication. It will be nearly four years before the Academy can apply again—three years after the first grant is fully expended.

6. Committee Reports
    a. Parent Council - WN shared that the SY25-26 kick off meeting of the Parent Council will be tomorrow, Wednesday, September 12 at 6:00pm. A primary focus will be the Back to School BBQ on Sunday, September 7 from 4:00 - 7:00pm.
    b. Curriculum Committee - CL reported that the Curriculum Committee met with its new members on July 18. A major summer initiative was to categorize and record all instructional materials for every grade level in the schoolhouse and identify what needed to be ordered. This process ensured that the Academy would open with all necessary materials and have a clear understanding of future needs. The curriculum library is well underway and only requires a few finishing touches.
    The Committee welcomes Mr.Benjamin Brandon as the Director of Curriculum and Instruction (DCI). His input has already been valuable in the areas of instruction, curriculum, and scheduling. The Committee thanks the Board for approving the use of the Classical Learning Test for the 2025–26 academic year.
    Arlene Quaratiello was welcomed as the Upper School faculty representative, and the Committee will seek a Lower School faculty member to join the team.
    At the beginning of the month, Arlene and five others participated in a three-day webinar from the Institute for Excellence in Writing. Feedback on the program was positive and valuable. Core Virtues—focusing on *Respect & Responsibility* in September—will launch at the start of the school year, with the Parent Council assisting with monthly rollouts. Professional development focusing on handwriting will also take place.
    Finally, the Committee recommended that the Board adopt Iliad Athletics as an add-on component for PE curriculum this year. KR moved to approve the licensing and use of the Iliad Athletics program as an add-on to the Academy's PE curriculum. WN seconded. Motion approved 7–0.
    c. Fundraising Committee - WN reported that he is researching how SCA can become a scholarship-granting organization (SGO) through the ECCA program. The Fundraising Committee is recruiting members and will work in conjunction

with the Parent Council. WN noted that the playground improvement fundraising raised approximately $13,000, securing the $10,000 ACTA match. Appreciation was expressed to the Academy's generous community members. A letter certifying that these funds have been raised will be sent to ACTA tomorrow to unlock the matching challenge grant.

d. HR Committee - KR reported that the HR Committee held two public meetings this summer. The Committee has been working to update the Employee Handbook and is undertaking a long-term review of employee benefits. It is also working to unify communication from the Academy to families and friends, and has determined that Constant Contact may offer the most flexibility.
e. Search Committee - RC shared that the Board hired an Executive Search Firm for the hiring of the next Head of School for the Academy. A Search Committee of eight has been appointed, the job description has been written and will be posted in the next few days. The process will remain confidential, with updates provided as permitted.
f. Facilities Committee - RC noted that the playground concrete pour had been scheduled for today but is awaiting cooler weather later this week. Over the summer, work has been underway to enhance the schoolhouse, improving both its appearance and overall flow. A question was asked about the long-term plan for additional high school space. RC stated that this is a primary focus of the Facilities committee and that significant fundraising will be required in order to expand the existing building envelope or find nearby space.

7. Executive Director's Report
    a. Principal's Report JP reported that seven (7) teachers, three (3) teaching assistants, and two (2) administrators have been hired. The Academy is actively interviewing candidates for the school nurse and custodian positions. He reviewed recent title changes for certain employees to better reflect their roles and responsibilities. He noted that the schoolhouse floors have been washed, and waxed. All carpets have been shampooed. He recommended that the floors be fully stripped next year. Hallway bulletin boards have been reorganized for improved use, including space to highlight the mission, vision, donors, and award recipients. The science room now features proper science tables, and all areas have been rearranged for greater efficiency and organization. JP thanked RC for his efficient and seamless transitional leadership over the last month. JP stated that he is very excited for the coming school year.
    b. Note return to Finance: Resolution to approve updates to NH HEFA Officer's Certificate - WN moved to approve the update to the NH Health and Education Facilities Authority Officer's Certificate. KR seconded. Approved 7-0.
    c. NHED's Year 1 Audit dates - RC updated that the NHED audit materials are due by September 23. The site visit by 2-3 representatives of the NH DOE Charter School Office will be on Tues, October 14 at 2:00pm.
    d. Enrollment / Marketing - RC reported that 212 scholars are enrolled for the upcoming academic year, with openings remaining in most grades. Current enrollment is as follows: Kindergarten (two sections) – 4 openings; 1st grade –

full (14 on waitlist); 2nd grade – full (10 on waitlist); 3rd grade – 1 opening; 4th grade (two sections) – full (3 on waitlist); 5th grade – 3 openings; 6th grade – 3 openings; 7th grade – 10 openings; 8th grade – 8 openings; 9th grade – 14 openings.

RC addressed the change to the elementary (lower school) language program, which will now offer Latin. Grades K and 1 will focus on Roman stories, while Grade 2 will explore life in Roman times through the *Minimus the Mouse* series. The DCI and Latin Teacher are reviewing the Latin curriculum offered at Hillsdale Academy (MI) for Grades 3, 4, and 5. Latin instruction will be provided twice per week for Grade 3 - 5 scholars.

RC shared that the FB/Insta enrollment ads did not yield much impact. Family Engagement Events will start again soon, along with focusing on town-based FB pages.

e. Facilities - Previously discussed.
f. Grants / Fundraising
    i. Trustees signed the certification letter for ACTA Classical School Foundation grant.
g. Human Resources - No additional updates than those previously discussed.

8. New Business - None.
9. Policies
    a. JH - Attendance, Absenteeism and Truancy - The Board discussed JH - Attendance, Absenteeism and Truancy. WN moved to approve policy JH - Attendance, Absenteeism and Truancy as amended in real time and accept today as the date of first adoption. MG seconded. Approved 7-0.
    b. JFAB - Out-of-State Tuition - will be addressed at a future meeting.
    c. IJOA - Field Trips and Excursions - will be addressed at a future meeting.
10. Future Agenda - Above two policies.
11. Public Comment - Mandy Aureli inquired about grade reporting to include A+ and to see if ALMA will accommodate a quarterly GPA. RC replied that the Academy plans to do that this year. Nina Meola inquired if there is a way to parse the NH SAS results data to reflect only those scholars who took the test. RC stated that it is our understanding that NH DOE assigns a zero (0) to scholars who opt-out of testing which depresses SCA's overall "score". This does not appear to be negotiable and may require a communication campaign of sorts to counteract the perception created by this data inaccuracy.
12. Adjournment - RC moved to adjourn. CL seconded. Approved 7-0. The meeting adjourned at 8:21pm.