



## PUBLIC MEETING MINUTES

Seacoast Classical Academy Chartered Public School

Meeting of the Board of Trustees

Tuesday, 8 September 2026, 6:00pm

53 Carlton E Sockwell Way, Newton, NH 03858

Notice posted by Monday, 7 September on the door at 53 Carlton E Sockwell Way, Newton, NH  
and at <https://seacoastclassical.org>

Trustees in Attendance: Linda Allard (arrival at 6:10pm), Robert Chase, Cindy Lyons, James Rae, Katelyn Marchessault, Kate Riddell, Terence Waldron, Simcha Weller

Members Appearing Before the Board: Walter Reynolds, Executive Director and Principal; Kayla Moore, Operations Manager, and; Krystal LeBrun, Parent Council President.

*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. RC recording minutes until LA arrives.
2. Pledge of Allegiance & Mission Reading - Attendees stood and recited the Pledge of Allegiance; WR recited the SCA Mission from memory
3. Public Comment - none
4. General Correspondence - none
5. Minutes
  - a. Public Meeting of 11 August 2026 - Motion to approve minutes as written by TW, seconded by JR. Approved 6-0-1 with KM abstaining and LA not yet present.
  - b. Non-Public Session of 11 August 2026 - postponed until next meeting
6. Principal's Report
  - a. WR thanked everyone who helped to get the schoolhouse ready for opening day, especially those who worked on the Multi Purpose Room.
  - b. A&B Lock completed the installation of new interior door locks and repaired some of the faulty door jambs.
  - c. The Parent Council's Back-to-School BBQ is scheduled for this coming Sunday, September 13 from 3-6pm.
  - d. Information Sessions for Prospective Scholar Families will be held regularly on the 2nd Tuesday of each month (before BoT meetings) from 4:45 - 5:45pm at the schoolhouse.
  - e. SCA's Admin, Faculty and Staff invite the Trustees to "Board Visit Day" on Thursday, September 24 from 9a - 12n where classrooms will be open for Trustees to observe various aspects of a typical school day.
  - f. Parent Information Nights will be announced soon. WR plans to have one per quarter with the first being in October. WR and at least one faculty member will

provide a general overview of the curriculum at each session. He anticipates separate sessions for K-3, 4-5, and 6-10 grade levels.

- g. WR met with scholars from the 9/10 cohort to discuss goals for their high school experience and their role as school leaders.
- h. WR read a partial list of topics covered in the two-week faculty training called "Summer Seminar". He emphasized the importance of having the full two weeks plus time to onboard any new hires. The Board voiced their support for the full two weeks plus an additional 2-3 days before that for new hires. WR to send the full topic list to the Trustees after the meeting.
- i. Improvements to the Drop-off / Pick-up process have been implemented resulting in a 10-minute time reduction at pick-up. *(Note: LA arrived at 6:10pm and assumed the role of recording secretary for the remainder of the meeting).*
- j. Enrollment/Marketing: WR reported that current enrollment is 225 scholars, with no enrollments or withdrawals since the start of the school year. He noted that posting information about grades with available seats on social media could be beneficial.
- k. Staffing: WR was pleased to report that all Teaching Assistant positions have been filled and that the individuals hired are aligned with the school's mission. The ESOL position is open. A promising candidate has been identified, talks are ongoing. The school has also received several inquiries regarding substitute teaching as a result of recent social media posts.
- l. Scholar Life: WR reported that there are no notable trends regarding scholar life or discipline at this time. He has been impressed by the teacher-led classrooms throughout the schoolhouse, noting that they are well-ordered and well-disciplined. He has also encouraged teachers to provide scholars with additional opportunities to spend time outdoors.
- m. Academic Calendar: WR noted that an academic calendar is available on the school website but needs to be further populated. WR plans to add a few items, including a second Parent/Teacher Conference on March 6, and then ask the BoT to approve updates at the October meeting. There was discussion about possibly moving the first Parent/Teacher conference to be earlier in the year.
- n. House System: WR discussed the House System currently under development, which will help build Middle and High School culture while also providing opportunities for the Lower School to engage with and benefit from the system.
- o. Acta Non Verba Foundation meeting: WR and RC will attend the Acta Non Verba Foundation's board meeting this coming weekend to discuss our recently submitted grant application. The House System is one of the initiatives they hope the grant will support.
- p. Scholar Logs for K-5 and weekly faculty newsletter for 6-10: WR reported that the weekly Scholar Logs for grades K-5 are up and running. He noted that, as a parent of a scholar, he has received the Scholar Log himself. Upper School teachers are coordinating a weekly newsletter.

## 7. Finance

- a. Treasurer's Report -TW stated that the August month-end reconciliation has not yet been received from Blundell Accounting due to a combination of the BoT meeting being early (8th of month) and the Labor Day holiday weekend. He will forward

materials to the BoT once available. The school remains in a solid cash position. TW and KMoore are actively managing cash across banks and accounts.

KMoore submitted the "Day 1" scholar enrollment count to NHED. We expect the first NHED Adequacy Aid distribution/payment within one to two weeks. The HEFA working capital loan remains outstanding, with repayment due November 5th. *(Note: NH HEFA has been merged into NH Business Finance Authority "BFA")*

- b. FY26 Audit Update - RC stated that the audit is ongoing. Nathan-Wechsler will present their findings at either the October or November Board meeting.

#### 8. Committee Reports

- a. Parent Council - KL, SCA Parent Council President, reported that 85 people have currently signed up for the Back-to-School BBQ and that all families are welcome to attend. A recommended donation of \$20 per family has been requested to help support the event. Enrichment Activities began last week with STEM and continued today with Chess. KL thanked the volunteers leading these activities. Parent Council is seeking a new leader for Drama, as well as for other potential enrichment activities. KL reported strong participation from parent volunteers, with eight Room Parents currently identified. Parent Council will continue to communicate volunteer opportunities through The Scroll. The next Parent Council meeting is scheduled for next Tuesday, September 15th at 7:00 p.m. in the Multipurpose Room.
- b. Curriculum Committee - CL reported that the start of the school year has been busy and successful. Professional Development sessions (aka Summer Seminar) were well-received by SCA staff. The Literacy Essentials sessions also included educators from other schools, who were made to feel welcomed and supported, creating opportunities for meaningful engagement and collaboration. Additionally, the hospitality beverage and snack table for the long days of training were greatly appreciated by all. WR emphasized the school's commitment to excellence in aspects, including hospitality. He noted that the appointment of Mrs. Carleton as Dean of Academics will provide additional opportunities for curriculum development and teacher support. CL reported that the next Curriculum Committee meeting will be held the following week and will include a full agenda of curriculum-related items for discussion. In advance of the meeting, the Board was provided with a one-page document summarizing the Curriculum Committee Goals and Objectives 2026-2027. TW moved that the Board recognize and approve the document as written and affirm its support of these goals in furtherance of the academic excellence of the school. JR seconded. 8-0. Approved.
- c. Fundraising Committee - RC reported that he has provided WN, Fundraising Chair, with suggestions for potential fundraising opportunities. He recognized KM for her work on a grant application to the Rogers Family Foundation, which was submitted by the September 1 deadline. A response is anticipated in November. RC also reported that St. Mary's Bank encouraged SCA to apply for its community grant opportunities. Proceeds from two days of SCA's charitable gaming partnership with The Brook were received in August, with proceeds from the remaining three days expected in September.
- d. HR Committee - KM reported that the HR Committee will further evaluate the faculty benefits package, beginning with a healthcare-related add-on option identified by RC. WR also expressed interest in providing faculty and staff with opportunities to attend

classical education conferences. KR noted that conferences, including those offered by the Hoogland Center for Teacher Excellence, and professional learning opportunities with award-winning Hillsdale K-12 schools are included in the Acta Non Verba grant proposal. CL added that Hillsdale has livestreamed several conferences, including one attended by an SCA staff member last year. She also noted that Hillsdale's K-12 Office provides monthly and weekly curriculum discussions and support webinars, as well as weekly and monthly question and answer sessions through the Hillsdale K-12 Learning Library. WR also expressed interest in adding faculty recruiting visits at targeted colleges to the admin/faculty calendar. He will work with KR to coordinate these opportunities.

- e. Facilities Committee - TW shared that he has reviewed preliminary estimates and specifications for a temporary, leased 1,650sf structure to accommodate lunches and/or Phys Ed. The estimated cost for a three-year lease is approximately \$360,000. TW provided a copy of the working draft estimate to Trustees. This particular structure would not include heat. TW indicated that securing this structure or any other would likely require substantial grant funding. TW also reported that additional rubber ADA tiles were installed beneath the North Playground slide to help minimize erosion. The contractor who previously installed the woodchips and concrete pad will evaluate the playground structure and provide an estimate for woodchip replenishment and any other needed maintenance.

#### 9. Executive Director's Report

- a. Enrollment / Marketing - RC restated enrollment to be 225 scholars
  - i. Newton Olde Home Day - Saturday Sept 12 10a - 4p - KMoore reported that the school has secured a booth for the event. Gianna will staff the booth throughout the day, with numerous faculty and staff members signed up to assist. If possible, schoolhouse tours will also be offered to attendees.
  - ii. WR elaborated on the House System, explaining that there will be four Houses, with approximately 12-14 scholars in each. Scholars will soon vote on House mascots, and an induction event is planned for the next two to three weeks.
- b. Grants / Fundraising
  - i. SAFE Grant, Rogers Family Foundation, The Brook - RC shared that the electronic door locks are done. KMoore and Blundell Accounting will submit paid invoices to NHED for reimbursement through the SAFE Grant. RFF and The Brook were covered earlier. RC encouraged SCA leaders to RSVP for The Brook's "\$50M Gala" to be held on Friday, Sept 25 from 5 - 9p.
  - ii. Acta Non Verba Foundation - meeting Saturday Sept 12 - RC and WR will attend the Acta Non Verba Foundation meeting in Dublin, NH to discuss our grant application. CL suggested adding a category to the Acta Non Verba grant proposal for funding proposed field trips to benefit the broader school community.
  - iii. Joint SCA/SCEF Fundraising Event at Folsom Tavern, Exeter on Oct 24 - KR stated that the event is a collaboration between the 250th Anniversary celebration and a Founders Museum event for invited guests. SCEF is the prime sponsor. The event will have a limited capacity of 50 attendees, with

invitations extended to individuals who share an interest in the mission of SCEF and SCA.

c. Facilities

- i. Multipurpose Room upgrades; interior door lock upgrades - RC noted that the Board was meeting in the newly refreshed Multipurpose Room, which features new rubberized flooring, fresh paint, and new window shades. He thanked CL, Bill, KR, and LA for their hard work, including 6.5 hours on Sunday.

- d. Human Resources - RC stated that WR covered HR in the Principal's Report and confirmed with WR that there was no need for a Non-Public session today. CL also reminded the Board and administration that WN had offered to conduct Color Guard training focused on the proper care and handling of the American flag.

10. New Business - Activities for the 250th Anniversary of America in 2026 - LA stated that, prior to WR joining the school, the Board had discussed recognizing the 250th Anniversary of America throughout the school year. LA reminded WR that 250 copies of the U.S. Constitution had been procured for distribution to scholars in recognition of Constitution Day. WR also shared that he is working with Mrs. Borne on incorporating the school's curriculum into the Winter Concert. Plans include second-grade scholars reciting the Preamble to the Constitution, third- and fourth-grade scholars performing the American History timeline song, and ninth- and tenth-grade scholars presenting the Declaration of Independence.
11. Future Agenda - KR requested board approval of a Teacher Evaluation Rubric per charter requirements to be done at the next meeting.
12. Public Comment - None.
13. Next Scheduled Meeting: Tuesday, October 13 @ 6:00pm
14. Adjournment - SW moved to adjourn at 7:21pm. TW seconded. 8-0. Approved.

## SEACOAST CLASSICAL ACADEMY

### Temporary Lunch / PE Structure — Preliminary Budget

Option A only — WillScot Clearspan A-Frame, 33' x 50' (1,650 sq. ft.), 2-year lease. Quote Q-2426858 rev. 1, dated 8/3/2026, expires 8/29/2026; estimated delivery 10/19/2026.

Source document prepared August 28, 2026 · Working draft for board discussion

#### KEY INPUTS

|                                |       |                                                                   |
|--------------------------------|-------|-------------------------------------------------------------------|
| Structure size (sq. ft.)       | 1,650 | 33' x 50' clearspan A-Frame per quote Q-2426858                   |
| Billing cycles in minimum term | 26    | 26 cycles x 28 days = 728 days ≈ 24 months; invoiced in advance   |
| Term length (years)            | 1.99  | Calculated from billing cycles                                    |
| Contingency rate on SCA scope  | 15.0% | Recommended 10–15%; applied to SCA scope only, not vendor pricing |

| Cost line                                                                       | Amount (\$)      | Basis / notes                                                                                                                                                             |
|---------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>VENDOR — STRUCTURE &amp; LEASE</b>                                           |                  |                                                                                                                                                                           |
| Structure rent, per 28-day cycle                                                | \$1,650          | Quote Q-2426858, Clearspan A-Frame 33' wide                                                                                                                               |
| Doors — single steel w/ pushbar, double glass                                   | \$285            | \$95 + \$190 per cycle                                                                                                                                                    |
| High-bay LED kits (2)                                                           | \$72             | \$36 each per cycle; electrician run to panel is SCA's cost                                                                                                               |
| <b>Subtotal, per billing cycle</b>                                              | <b>\$2,007</b>   | 28-day billing cycle, invoiced in advance                                                                                                                                 |
| <b>Lease charges over 2-year term</b>                                           | <b>\$52,182</b>  | Calc: per-cycle subtotal x 26 cycles                                                                                                                                      |
| <b>VENDOR — MOBILIZATION &amp; REMOVAL</b>                                      |                  |                                                                                                                                                                           |
| Site suitability inspection                                                     | \$8,500          | Confirm with WillScot whether this is credited if SCA proceeds                                                                                                            |
| Delivery to site                                                                | \$18,855         | \$3,075 rental delivery + \$15,780 delivery                                                                                                                               |
| Setup / installation                                                            | \$36,640         | Per quote                                                                                                                                                                 |
| Knockdown and return (estimated)                                                | \$47,610         | \$29,370 + \$15,780 + \$2,460; WillScot finalizes at pickup based on site conditions                                                                                      |
| <b>Subtotal, mobilization and removal</b>                                       | <b>\$111,605</b> | 68% of the quoted 2-year total                                                                                                                                            |
| <b>VENDOR SUBTOTAL (quoted, firm)</b>                                           | <b>\$163,787</b> | One only firm numbers in this budget. Taxes shown as 00 on the quote — confirm SCA's exemption is on file with Williams Scotsman                                          |
| <b>SCA SCOPE — NOT INCLUDED IN ANY VENDOR PRICE (all figures are estimates)</b> |                  |                                                                                                                                                                           |
| Site work: clearing, grading, drainage                                          | \$45,000         | EST. Vendor confirms site work is SCA's cost. Assumes ~10,000 sq. disturbed on a buildable area with no lotline and no wall-toe work. Lotline or drainage structures move |
| Pad / foundation / anchoring                                                    | \$9,000          | Rubber interlocking base floor \$3.00/sqft x 30x50' x 2 to install                                                                                                        |
| Electrical: panel, feeder, connection                                           | \$25,000         | EST. Sub-panel, underground feeder from the building, and connection of the two LCU kits. Assumes existing service has enough capacity                                    |
| Permitting and inspection fees                                                  | \$8,000          | EST. Town of Newton. Confirm whether NH building code or EDU code governs.                                                                                                |
| Architect / engineer, stamped site plan                                         | \$20,000         | EST. Site plan, anchoring design and stamped drawings for permit                                                                                                          |
| Security measures                                                               | \$6,000          | EST. Perimeter lighting, cameras, locking hardware. Fabric structure can be cut or entered — it is not a secure building                                                  |
| Insurance — replacement-cost coverage on unit                                   | \$9,000          | EST. ~\$4,500/yr x 2 years. Required of the lessee under Master Lease \$6.                                                                                                |
| Contingency                                                                     | \$18,300         | Calc: SCA scope x contingency rate in B15                                                                                                                                 |
| <b>SCA SUBTOTAL (estimated)</b>                                                 | <b>\$140,300</b> | Every line above is a placeholder. None is a bid.                                                                                                                         |
| <b>TOTAL PROJECT COST TO OPEN</b>                                               | <b>\$304,087</b> | Vendor subtotal + SCA subtotal. Excludes annual operating cost below.                                                                                                     |
| <b>Year 3 additional cost</b>                                                   | <b>\$55,899</b>  |                                                                                                                                                                           |