



Board of Trustees Meeting

January 16, 2020

8:00 AM to 10:00 AM

Meeting Location

AHEAD Conference Room

260 Cottage Street

Littleton, NH

APPROVED March 19, 2020

Present

Georgia Caron, Chair

Troy Merner, Board Member

Melanie Robbins, Vice-Chair

Marion Anastasia, Board Member

Lisa Lavoie, Superintendent

Kathy Meddings, Office Manager

Absent

Michelle Grabowski, Board Member

Judith McGann, Secretary/Treasurer

Catalina Celentano, Board Member

Welcome/Call to Order:

Georgia Caron called the meeting to order at 8:14 AM. Georgia apologized for being late due to the inclement weather.

Electronic Votes:

November 2019 Minutes: A motion was made by Melanie Robbins and seconded by Troy Merner to accept the electronic vote of the November Minutes. **Board unanimously approved.**

Teacher Nomination – Rich Larcom - Introduction: Lisa briefly introduced Rich Larcom to the board and then Rich then elaborated on his experience. He mentioned some of his ideas for the supplemental science programs he is going to introduce to NCCA's students.

Modified MOU NH Career Academy: A motion was made by Troy Merner and seconded by Marion Anastasia to accept the electronic vote in favor of the modified MOU for the NH Career Academy. **Board unanimously approved.**

NCCA Board of Trustees:

Parent Member: Lisa has tried several different parents for the board member but has not been to find anyone available at this time, but she will keep trying.

Lancaster Site Facility-Report Out:

Purchase and Sales Agreement: Lisa signed a purchase and sales agreement in December with an offer of \$135,000.00 and it was declined by the seller. NCCA's realtor suggested that the building be appraised and difference between NCCA's offer and the appraised value can be considered a charitable donation from the seller to NCCA.

Environmental Impact Report: Lisa spoke with Marjorie Schoonmaker from NHDOE and asked her advice about the environmental report. Her suggestion was to contact DES directly and get their input on the property.

Jennifer from Stonecipher & Clark Environmental Services attended the board meeting to go over the latest testing done on the site. She handed out some of the reports and a map of the property showing where the test wells have been placed. She explained that there is some contamination, and the main area of contamination is in the dispensary area (where the pumps were). The KAS team, who did the original testing and reports, stated that they started getting exceedances at 3.75 feet from the surface. Jennifer explained that, in a way, that was a good thing as there is plenty of room to just dig out the contaminated soil and not disturb the ground water. She said that the state has bountiful funds currently to use on cleaning up sites like this, and that because there are no longer tanks in the ground this site is permanently eligible for state funds.

Once the excavation is done, the state would require testing on the site to happen twice a year until it receives clean samples (which is also paid by the state).

Jennifer stated that the ground water is flowing away from the building and over time it will clean itself.

The KAS group has requested the state to dig a few more test wells and to do a soil delineation, which will show the entire area of the contamination and the state agreed. Jennifer stated that this extra testing should be done within the next 60 days. Marion asked how this would affect the timeline for NCCA, Lisa stated that she needed to let the current landlord know by March 1st that NCCA would be terminating the current lease, but she would ask him for a 30-day extension of that date.

The purchase & sales agreement will state that the purchase is contingent on a satisfactory environmental report to the Board of Trustees, the consultant and the buyer to the KAS report.

Mercier Group, Accountant Report: Lisa spoke with Paul Mercier regarding the purchase and he felt it was a good idea, as the current loan rates are low. He did not recommend forming the LLC, he felt that is unnecessary, and would affect the sale because the LLC would not be a 501c3.

Waystack & Frizzel, Legal Report: The lawyer said he would be willing to help NCCA with the purchase of the building in any way he could.

State Fire Marshall Report: The State Fire Marshall told Lisa that it needed to be the local Fire Marshall to do the inspection and the local said it should be the state. So Lisa contacted the local Fire Marshall to do a preliminary inspection.

Zoning Board Approval: Lisa went in front of the zoning board and received approval for NCCA to move to the new building if purchased.

Public Relations/Community Response: Lisa received a message from Edith Tucker voicing her concerns with some things that were mentioned in the zoning board meeting. Lisa met with her privately and addressed those concerns.

Enrollment Report/Contracts:

Lisa thanked the board for approving back in September a full time teacher at the Littleton site. Lisa handed out an enrollment report showing the history of students at the Littleton and Lancaster sites over the past several years. With that information she has determined that Littleton would be better served if it stayed with a part-time teacher, Rich Larcom, rather than going full-time. Rich has agreed to stay on and he is doing well connecting with the students. Lisa stated that she felt that Lin-Wood might be decreasing their slots, but predicting that everyone else will stay the same.

Financials:

a) FY20 Budget:

All is within range, halfway thru the year and all accounts are about at 50% of budget.

b) Audit Report:

Lisa sent out the audit report to everyone before the meeting. She stated that no significant findings, no material weaknesses and no accounting irregularities were found.

c) NE Wealth Advisors, Annual Portfolio Report:

Lisa stated that she didn't invite Don to our meeting this year, but would like to either do a conference call or a meeting with him next year. Over this past year the fund has earned over \$4000. When the investment was first started the stock exchange took a large hit so for quite some time the amount was below the original investment but has bounced back well.

d) Title I: Now that NCCA has hired Rich Larcom, the charter will now be able to use some of the Title I money this year.

e) Fund Balances:

The balances are good. There is enough reserve to meet the goal of being able to survive one year if all funding disappeared.

NH DOE Federal Fiscal Policies 1st and 2nd reading:

GADA & EHB – A motion was made by Troy Merner and seconded by Marion Anastasia to approve the first and second reading of these policies. **Board unanimously approved.**

Principal's Report:

NH Career Academy: Lisa was informed a few days before the meeting that there would be a media blitz coming soon about NHCA and to be ready to answer phone calls and emails. Lisa briefly explained the process of how NHCA will work and told the board that NCCA is now the only charter school in the state that is participating. A lengthy discussion about the NHCA ensued. A motion was made by Georgia Caron and seconded by Melanie Robbins to cap the program at 20 students the first year. **Board unanimously approved.**

Graduation: The location of the graduation has changed. It is now going to be held out the Mountain View Grand Resort in Whitefield, NH at 5:30 on June 1st.

ICLE – Jill Bromenschenkel:

Lisa briefly described the history with International Center for Learning Excellence and what Jill was going to be doing during her time at the schools. Lisa also introduced Kate Cassidy, a member of the NH school board and mentioned that Pierre Couture, superintendent of SAU 35 would be joining shortly. She also briefly introduced the other members of the board to Jill.

Jill spoke about her history in the education field. She originally hadn't planned on becoming a teacher, but in college she took one class and fell in love with the field.

A lengthy discussion ensued about Jill's work and how she plans to help NCCA meet its goals in increasing Rigor, Relevance and Relationships and/or quadruple D.

Lisa gave Jill a history of how NCCA was started and what the mission has been, to be an alternative for students to get their high school diploma. Over the past few years NCCA has started moving towards more socialization and group projects. Several scenarios of how/why students come to NCCA were given as well as how/why they may be sent back to their original school district.

For the next hour or so a robust discussion was had by all regarding NCCA and the definition of Rigor, Relevance and Relationships.

Meeting was adjourned at 10:31 am.