



Board of Trustees Meeting

March 19, 2020

8:00 AM to 10:00 AM

Meeting Location

AHEAD Conference Room

260 Cottage Street

Littleton, NH

APPROVED May 21st, 2020

Present

Georgia Caron, Chair

Troy Merner, Board Member

Melanie Robbins, Vice-Chair

Marion Anastasia, Board Member

Catalina Celentano, Board Member

Judith McGann, Secretary/Treasurer

Lisa Lavoie, Superintendent

Kathy Meddings, Office Manager

Absent

Michelle Grabowski, Board Member

Welcome/Call to Order:

Georgia Caron called the meeting to order at 8:01 AM.

January 2020 Minutes:

A motion was made by Troy Merner and seconded by Marion Anastasia to accept the January minutes as is. **Board unanimously approved.**

NCCA Remote Learning Plan: COVID-19:

Lisa gave an update on the plans for remote learning. Currently Lancaster has 26 students and Littleton has 18. There was a staff meeting Monday morning March 16th to go over the emergency remote learning plans for NCCA. Later that day the teachers and center directors went back to their schools and starting calling all of their students to see what they needed to get this accomplished. 10 students in the Lancaster site and 6 students in the Littleton site needed computers. Thanks to Eversource and Catalina NCCA already had 3 laptops ready for use and Lisa had just ordered 20 Chromebooks through a USDA grant, so the charter was able to equip all of the students in need. The students also have "offlines" they can work on. A second staff meeting was held Wednesday March 18th where the teachers updated each other and staff of the progress they had made. So at this time NCCA and its students are ready for the remote learning to begin.

2020 School Calendar:

Lisa is looking for approval for calendar. She and Kathy gather calendars from all of NCCA's supporting districts calendars and Lisa then incorporates those calendars into NCCA's as much as possible. Lisa noted that the start dates varied quite a bit this year, so she chose September 1, 2020 as

NCCA's start date which represents a "middle of the road" date. A motion was made by Georgia Caron and seconded by Judy McGann to accept the calendar as is. **Board unanimously approved.**

Lancaster Site Facility-Report Out:

a) Environmental:

Lisa and Kathy met with Jennifer and Eric Pattelford from the NH DES. Eric assured the charter that the site is eligible for the \$1.5 million in clean up funds, and that would not be reduced or canceled. He also stated that the full extent of the impacts to the soil and water table have not been completely mapped. There is to be another round of testing in the spring and the new report from KAS is due to the DES by July.

b) Inspections:

Lisa was finally able to get the state fire marshal to come up and look at the property, and they said it was acceptable as a school. Both Margery Schoonmaker and Jane Waterhouse from the NHDOE inspected the property and gave it their blessing. NCCA has had an electrician and a HVAC technician look at the property and they both said everything looked good, as far as they could tell without the electricity being on.

c) Financials:

Service Credit Union has not given NCCA an offer yet as they needed more information. Passumpsic Bank's interest rate came in and was 1% higher than that of the Credit Union. Lisa reached out to her contact at the bank and had not yet heard back from him.

Recommendation:

Lisa is currently recommending that the board hold off on purchasing the building at this time for 4 reasons:

- 1) The new KAS report is not due to the DES until July so the extent of the impacts to the site are still unknown.
- 2) Due to the current situation, the availability of contractors and supplies to do the up fit is uncertain.
- 3) Profile Technologies has currently closed their doors and are only working on existing projects not starting any new ones.
- 4) Right now there are no new referrals at this time due to the current situation, and NCCA has 10 to 15 current students ready to graduate and when they do NCCA no longer receives ADM for them.

Lisa suggests that NCCA purchase the building this summer or before October first, if it is still available, so she would be able to apply for USDA funds for the up fit costs. A lengthy discussion ensued regarding Lisa's recommendation of holding off purchasing the building now. A motion was made by Georgia Caron and seconded by Troy Merner to accept the not purchase the building. **Board unanimously approved.**

Financials:

a) FY20 Budget:

Everything is under budget.

b) FY21 Budget (Approval):

Lisa is looking for approval of the budget as is. She went over a few minor changes from the last budget that was presented to the board. A motion was made by Georgia Caron and seconded by Catalina Celentano to accept the budget as is. **Board unanimously approved.**

c) 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.

International Center for Leadership in Education Site Visit:

2020-2025 Strategic Goals and Instructional Practice Report:

Lisa reported out that ICLE's Jill Bromenschankel came back to the Littleton site on March 12th as she was unable to meet with many students on her original trip due to the snow storm. On March 13th she and all of the staff had a professional development day at the Mountain View Grand going over her preliminary report and working on coming up with the next 5-year strategic plan. Lisa stated it was a very productive day and Lisa suggested that the board have a mini-retreat in late June or this summer to go over the new goals and the final report.

Principal's Report:

New Hampshire Career Academy:

At the last meeting the board voted to cap the total number of students for the NHCA at 20, and Lisa requested the board to lift that number back up to 40 as she has received lots of inquiries. Catalina suggested that Lisa look into getting an intern from Americorps to help with the applications. A motion was made by Georgia Caron and seconded by Judy McGann to raise the cap to 40 as is.

Board unanimously approved.

Lease Aid:

Lisa informed the board that a new requirement from the DOE to receive lease aid is that the Charter School must have a contract lawyer look at the leases to make sure they are complete and legal. Lisa asked if anyone knew a lawyer who might take a look at them for the charter pro bono. A few names were brought up. Lisa stated she would contact Brian Ward to see if he will help out.

The Logger – Cabin Fever Event: The event has been postponed to October 3, 2020.

Website: The website has been updated and Veronica from Notch.net is going to come into the office at some point to teach everyone how to update it from the office.

Working from home: Lisa just wanted to inform the board that she has offered working from home to all employees, and the entire board stated they are all okay with it, in fact most encouraged it.

Chair Report:

Georgia just wanted to state that she is very pleased with all the work that everyone is doing in this situation. And that there were no donuts....

Non-public - Personnel:

A motion was made by Georgia Caron and seconded by Judy McGann to go into non-public session

Board unanimously approved.

A motion was made by Catalina Celentano and seconded by Melanie Robbins to come out of non-public session **Board unanimously approved.**

Meeting was adjourned at 9:12 am.