



Board of Trustees Meeting
November 21, 2019
8:00 AM to 10:00 AM
Meeting Location
AHEAD Conference Room
260 Cottage Street
Littleton, NH
APPROVED December 5th, 2019

Present

Georgia Caron, Chair
Troy Merner, Board Member
Melanie Robbins, Vice-Chair
Catalina Celentano, Board Member
Judith McGann, Secretary/Treasurer
Marion Anastasia, Board Member
Lisa Lavoie, Superintendent
Kathy Meddings, Office Manager

Absent

Michelle Grabowski, Board Member

Welcome/Call to Order:

Georgia Caron called the meeting to order at 8:02 AM. Board members briefly introduced themselves.

Electronic Votes:

June Minutes: Lisa informed the rest of the board members that the electronic vote from the previous year's board approved the June minutes.

New Teacher – Mary Lou Forsyth: Lisa was going to have Mary Lou attend the board meeting and introduce herself, but the previous Friday she handed in her resignation to Lisa. A motion was made by Georgia Caron and seconded by Judy McGann to accept the resignation, with regret, of Mary Lou Forsyth. **Board unanimously approved.**

NCCA Board of Trustees:

Parent Resignation: Lisa informed the board that Evelyn Hopkins has submitted her resignation from the board due to a family matter. A motion was made by Georgia Caron and seconded by Catalina Celentano to accept the resignation, with regret, of Evelyn Hopkins. **Board unanimously approved.**

Welcome Dr. Marion Anastasia: The board members welcomed Dr. Anastasia, Superintendent of WMRHS to the NCCA Board of Trustees.

Vice-Chair Officer Position: Due to the resignation of Evelyn Hopkins, the board was now in need of a new vice-chair. Lisa briefly explained the duties and after a brief discussion Melanie Robbins volunteered. A motion was made by Georgia Caron and seconded by Troy Merner to nominate Melanie Robbins as Vice-Chair. **Board unanimously approved.**

October 2019 Minutes:

A motion was made by Troy Merner and seconded by Melanie Robbins to accept the October minutes as is. **Board unanimously approved.**

Financials:

a) **FY20 & FY21 Budgets:**

FY20 – All within range, discussion took place regarding the Title I funds and teacher qualifications to access the money. NCCA's district tuition line item is up due to the sale of two additional slots.

FY21 – Lisa briefly went over the few budget changes. The reason for the shortfall at this time is mainly due to the fact that the part-time teacher in Littleton went to a full-time teacher status next year. Lisa will be researching other options. Lisa handed out a copy of the revenue history. She stated she is not alarmed by the current shortfall, due to the fact that NCCA has had them in the past and always came out okay in the end.

A side discussion started regarding trying to get the Littleton site Center Director certified as an English teacher. Lisa reported that she and Kathy spoke with the credentialing department at the NHDOE and were told that she would not be eligible for certification due to the structure of NCCA's school. Many suggestions were given by those present and Lisa and Kathy will be following up on those in the coming days.

b) **Lease Aid:**

New for charter schools only is lease aid. Lisa has applied for it, and there are a few more documents that she needs to complete, but NCCA should be receiving approximately \$3000.

c) **Fund Balances:**

All of the districts have been billed and have paid, so this is the time of year where the fund balances are the highest.

d) **2020 – 2021 Tuition Rates:**

Lisa passed out a tuition rate history sheet to all of the board members. Lisa recommended that the committed slots stay the same, the additional slot up \$100 and Vermont tuition up 3%. A discussion ensued about the possibility of raising the committed slot price as it has been virtually the same for the past several years.

A motion was made by Catalina Celentano and seconded by Judy McGann to raise the committed slot price by 2% to make it \$6114.90. **Board unanimously approved.**

A motion was made by Melanie Robbins and seconded by Marion Anastasia to raise the additional slot price by \$100 to make it \$7300.00. **Board unanimously approved.**

A motion was made by Judy McGann and seconded by Troy Merner to raise the Vermont slot price by 3% to make it \$14,935.00. **Board unanimously approved.**

Lancaster Site Facility - Possibility:

Lisa introduced the possibility of NCCA purchasing the 281 Summer Street in Lancaster and discussed actions taken with loan applications and environmental inquiries. Lisa handed out a copy of the realtor specifications of the property and discussed what she thought would be needed to convert it over to NCCA's new school. A motion was made by Troy Merner and seconded by Melanie Robbins to pursue purchasing the 281 Summer Street property in Lancaster for the new site. The motion included that Lisa would be able to sign any necessary paperwork to include financial, legal and/or environmental services to move the purchase forward but not to exceed \$200,000 as the purchase price. **Board unanimously approved.**

NH DOE Federal Fiscal Monitor Report:

Tim Carney came to NCCA for the fiscal audit, and he forwarded the draft report to Lisa. NCCA's only finding was that the school didn't have sufficient policies (ie DAF policies) in place. All of the other items reviewed passed the audit.

DAF Policies – 1st Reading:

The board did the first reading of these new policies, and Georgia Caron noted that the second reading could be waved as NCCA already had some policies in place. A motion was made by Judy McGann and seconded by Marion Anastasia to accept the DAF polices as is and to wave the 2nd reading. **Board unanimously approved.**

Principal's Report:

Scott Kleinschrodt has handed in his resignation after 12 years with NCCA as of the end of this school year. A motion was made by Georgia Caron and seconded by Catalina Celentano to accept, with deep regret, the resignation of Scott Kleinschrodt. **Board unanimously approved.**

Lisa has sent a letter to the Commissioner of the NHDOE to increase the number of students for NCCA from 65 to 100 students to accommodate the NH Career Academy project.

Lisa, Kim and Kathy will be attending the Economic Luncheon on Monday November 25th.

Legislature committee had put on hold the \$46 million dollar grant for new charter schools in the state. Lisa asked Kim to reach out to that committee to see if NCCA could set up a luncheon to meet the 27 members of the committee.

Chairman's Report:

Georgia Caron would like to suspend any formally written policy that the board chair and other members of the board interview perspective board members and go back to the way it was, which is Lisa would find the candidate and suggest them to the board, and the board has the final vote.

Meeting was adjourned at 9:31 am.