



Board of Trustees Meeting

October 17, 2019

8:00 AM to 10:00 AM

Meeting Location

AHEAD Conference Room

260 Cottage Street

Littleton, NH

APPROVED November 21, 2019

Present

Georgia Caron, Chair
Troy Merner, Board Member
Melanie Robbins, Board Member
Michelle Grabowski, Board Member
Lisa Lavoie, Superintendent
Kathy Meddings, Office Manager

Absent

Rosalie Farr, Board Member
Evelyn Hopkins, Vice-Chair
Catalina Celentano, Board Member
Judith McGann, Secretary/Treasurer
Steve Nilhas, Board Member

Welcome/Call to Order:

Georgia Caron called the meeting to order at 7:59 AM.

1st 2019 NCCA Graduate: The Impact of NCCA:

Scott Kleinschrodt, Center Director for Lancaster Site, introduced to the board his son, Paul Kleinschrodt, NCCA's first 2019-2020 graduate. Paul stated that his senior year at WMRHS didn't go well, and he ended up dropping out. He moved out west and bounced around out there for a little while. He decided to return home and enrolled at NCCA and completed his diploma requirements. Now he has a job at Pak Solutions 2000 and is looking into going into either the Army or the Coast Guard. Paul was very appreciative of the second chance that he was afforded by NCCA and he thanked the board for their support.

New S.A.P. Coordinator Introduction:

Lisa Lavoie introduced Kerri Williamson, the new Student Assistant Coordinator. Kerri shared her excitement of being at NCCA and expanded on her background. She also stated that the schedule and the work fit in perfectly with her pursuit to get her Master's Degree in which she is currently working on. Her goals are working closely with the students and give them coping mechanisms and of course drug and alcohol training.

NCCA Board of Trustees:

Code of Conduct:

Lisa handed out the Board of Trustees code of conduct and asked all the members to please read, sign and return back to Lisa.

Direct Educator Membership:

Roslie Farr handed in her resignation letter to the board. She really wanted to stay on the board as she is a huge supporter of the school, but due to her schedule she just couldn't make it to meetings. Lisa recommended that the board stay as is and not directly replace Roslie at this time. The board continues to meet the direct educator requirement per the By Laws. Georgia Caron made a motion that the Board accepts the resignation of Roslie Farr, with regret, and Melonie Robbins seconded the motion. **Board unanimously approved.**

September 2019 Minutes:

A motion was made by Melanie Robbins and seconded by Michelle Grabowski to accept the September minutes as is. **Board unanimously approved.**

Financials:

a) FY20 Budget:

Everything is coming in under budget. Kathy has sent out the invoices for the FY20 tuition, and NCCA has received about half of the payments so far.

b) FY21 Budget:

Lisa presented a very preliminary budget to the Board. She pointed out a couple of numbers that have significant changes from last year as well as the NTE (not-to-exceed) number for the health insurance. The NTE for the liability insurance hadn't been received at the time of the meeting. The NCCA budget is a 6% increase in expenses from FY20. Title I for FY20 is in jeopardy due to the fact that the NCCA Littleton Site no longer has a certified teacher in English or another content area. Georgia Caron brought up several ideas that might be able to help NCCA use this money this year. Lisa said that she would look into these suggestions.

c) Fund Balances:

Kathy stated that the fund balances does not reflect the tuition payments that NCCA had already received from several districts.

New Hampshire Department of Education:

a) NCCA Renewal: Surveys:

Lisa spoke about the surveys that are being conducted by ICLE for community members, teachers and students and asked the Board Members to complete it between October 28 and November 8. Lisa asked Troy about going to the Lancaster Rotary meeting to ask them to do the survey as well. These surveys will help NCCA get a pulse on how the community, employees and students feel about the charter school.

b) Federal Fiscal Monitoring Visit:

NCCA was informed that they have been selected for a federal fiscal monitoring visit and it has been scheduled for October 28th. Lisa spoke about the things that Tim Carney will be looking at during this visit.

c) Facility School Approval Visit:

NCCA was also informed that they will be receiving a facility inspection which is scheduled for October 23rd.

Principal's Report:

AHEAD Business After Hours: AHEAD hosted a business after hours the evening prior to the board meeting. All of the building tenants were invited to join, so Lisa, Kathy and Kim all attended the group meeting from 5 to 6:15 and then they returned to the NCCA classroom to greet guests that were walking around the building learning about all of the businesses.

Full Time Teacher Position: Through all of the advertising that NCCA did (Indeed, School Spring) the charter only received 1 application from a certified teacher and on the day of her interview she called and canceled. Lisa suggested that NCCA look for and hire a long term substitute until June and start advertising for a certified teacher in March when people start thinking about moving. The pay for the first 10 days will at the regular sub rate, and then after that it will be the per diem based on the starting teacher annual pay without the benefits. A motion was made by Melanie Robbins and seconded by Michelle Grabowski to hire a long term substitute. **Board unanimously approved.**
Center Director: The Lancaster Center Director will be going out on medical leave for 3 weeks.
Enrollments: Lisa reported out that enrollments are still up and NCCA is still being asked about additional slots.

Chairman's Report:

Georgia reported that everything that is happening at the charter is a good thing.

Georgia is going to ask Stratford School District to share their policies with NCCA.

Meeting was adjourned at 9:17 am.