



Board of Trustees Meeting
September 19, 2019
8:00 AM to 10:00 AM
Meeting Location
AHEAD Conference Room
260 Cottage Street
Littleton, NH
APPROVED October 17th, 2019

Present

Georgia Caron, Chair
Steve Nilhas, Board Member
Catalina Celentano, Secretary/Treasurer
Michelle Grabowski, Board Member
Judith McGann, Board Member
Melanie Robbins, Board Member
Lisa Lavoie, Principal
Kathy Meddings, Office Manager

Absent

Rosalie Farr, Board Member
Evelyn Hopkins, Vice-Chair
Troy Merner, Board Member

Welcome/Call to Order:

Georgia Caron called the meeting to order at 8:04 AM.

NCCA Board of Trustees:

The board members all took turns briefly introducing themselves to the other members. The board has lots of new members this year.

Rosalie Farr apologizes for not being able to make more meetings next year. She really wants to be a member of the board, but just has difficulty getting out of the building. Early on in the year, if she feels that she is unable to make the meetings she will resign.

New Center Director Introduction:

Elizabeth Brado introduced herself to the board members and stated she was very happy to be here.

American Legion, Boy's State Presentation:

Noah Grabowski gave a presentation (even though his power point was unavailable) about his time at Boy's State this summer. At first he didn't really want to go but after the first day he made new friends and was enjoying it very much. He stated that he learned a great deal and that it was an incredible experience.

June 2019 Minutes:

Since there wasn't a quorum of board members at this meeting, that were also at the meeting in June, the approval of the June minutes was tabled. Lisa stated that she would send out an electronic vote to get them approved.

Electronic Votes:

a) SAP Position

A motion was given by Judy McGann and seconded by Catalina Celentano to confirm, Kerri Williamson – the new SAP coordinator, nomination. **Board unanimously approved.**

b) New Parent Board Members' Nomination

A motion was given by Judy McGann and seconded by Catalina Celentano to confirm the new board parent member, Michelle Grabowski. **Board unanimously approved.**

NH Career Academy Charter School State MOU:

Lisa briefly explained exactly this new program where high school seniors can enter this program and in 2 years receive not only their high school diploma but also an associates degree. This program is going to start next school year. The students will be enrolled through NCCA but not attend classes here, they would report to the community college directly.

The Board voted last year that NCCA would do the pilot program and NCCA would receive \$1500 per student. The MOU that was signed by the governor the week prior to the meeting stipulated \$1200 per student. A motion was given by Judy McGann and seconded by Steve Nilhas to accept the decrease in funds to NCCA from \$1500 to \$1200. **Board unanimously approved.**

Commissioner Edelblut also suggested that since currently there are only 2 charter schools in the state willing to do this program, that all of the students interested in this program would pass through one of those schools. It is yet to be determined if the division between the 2 schools will be by geography or by programs offered by the community colleges.

Lisa stated that the current ceiling for NCCA's student population is 65 students and since enrollments have been so good this year, NCCA has almost already hit that limit. So Lisa asked the Board if she could go to the NH DOE and ask to raise the ceiling to 100 students with 65 still being the core student body. A motion was given by Judy McGann and seconded by Steve Nilhas to allow Lisa to pursue this. **Board unanimously approved.**

Financials:

a) FY19 Closeout/MS DOE25/Audit

The closeout, audit and MS DOS25 have all been completed and everything was in order.

b) Differentiated Aid

Since the DOE is now allowing a second submission of the Free & Reduced lunch paperwork at the end of the year, Lisa is hopeful that NCCA will receive an increase of \$15,000 to \$20,000 this fall.

c) Current Budget Fund Balance

Typically, this is the lowest fund balances of the year, before receiving tuition and ADM payments for the school year, but the school is still in good shape.

Enrollments/Littleton Site Staffing:

Currently NCCA's part-time teacher in the Littleton site is on medical leave. He is not sure at this time if he will be able to return to work or not. However, due to the large increase in enrollments this year, Lisa is proposing to the Board that this position become full-time again. She explained that in

the past we haven't needed a full time teacher in Littleton because in the afternoon there would only be a few students. But after the changes were made in 2015 to the enrollment policy the amount of students in the afternoon has grown. So Lisa requested the board to change the part time teacher position to a full time. Georgia requested a motion for this increase.

A motion was given by Steve Nilhas and seconded by Michelle increase the part time to full time. There was more discussion regarding this subject. **Board unanimously approved.**

Principal's Report:

Lisa thanked the board for all of the work that they do in supporting NCCA. She also thanked Judy and Georgia for joining her at the Model School Conference in June.

ICLE will be coming into the school soon, to help NCCA towards their renewal.

Lisa mentioned that there will be a facilities audit on October 23rd, and that all of the paperwork requested will be submitting to the DOE shortly.

NCCA has now partnered with Amazon Smile to be able to receive donations when people purchase from Amazon and choose NCCA as their favorite charity.

Opening of the year went well, however, there has already been 2 student searches and police reports filed, 2 students placed on contracts and one dismissal.

Chairman's Report:

Georgia just wanted to add to what Lisa said about the social/emotional needs of students is increasing rapidly. So she truly believes that a full time teacher is imperative because of this statistic.

She is very excited that the school is currently at 55 students.

Meeting was adjourned at 9:28 am.