



BOARD OF TRUSTEES MEETING

June 10, 2025

ADAIR COUNTRY INN & RESTAURANT
80 Guider Lane, Bethlehem, NH

Approved September 18, 2025

Present

Dr. Mary Steady, Chair
Rebecca Metcalf, Treasurer
Lisa Lavoie, Principal/Superintendent
Kimberlee Spaulding, Admin Assist / Registrar

Dr. Marion Anastasia, Vice-Chair
James Cochran, Board Member
Randy Foster, Business Manager

Absent

Robin Scott, Board Member
Maureen Demick, Board Member

Janet Steinert, Board Member

Welcome/Call to Order

Dr. Mary Steady called the meeting to order at 8:05am.

The Board Members and Lisa Lavoie discussed the graduation ceremony held on May 29, 2025, at the Mountain View Grand Resort. The Board commented on how well the ceremony went and expressed appreciation for the venue as is it centrally located. However, there was discussion about exploring alternative properties that could accommodate NCCA's future graduation ceremonies.

Board of Trustees

New Membership: Introductions were made for new Board Membership. James Cochran introduced himself and discussed his background with the Board.

Resignations: Lisa Lavoie asked the board to accept the resignation of David Fuller Jr. Dr. Marion Anastasia made a motion to accept, Rebecca Metcalf seconded the motion. **The Board unanimously approved.**

Lisa Lavoie asked the board to accept the resignation of Dr. Mary Steady. Dr. Marion Anastasia made a motion to accept, Rebecca Metcalf seconded the motion. **The Board unanimously approved.**

Nominations: Lisa Lavoie reviewed the nomination of Kate Cassady to return to the Board of Trustees. Kate was an initial founder of the Board of Trustees for NCCA and also served on the State Board of Education. After attending the graduation ceremonies and speaking with Lisa at the end of May, she has decided that she would like to return to the Board of Trustees. Dr. Mary Steady made a motion to accept the nomination, Dr. Marion Anastasia seconded the motion. **The Board unanimously approved.**

2025-2026 Meeting Schedule: Lisa Lavoie reviewed the 2025-2026 meeting schedule. Lisa noted that there has been a change in venue to try to accommodate everyone's distance. The Town of Whitefield, NH has graciously agreed to allow us to use their conference room at the town building, meeting dates and times will remain the same. James Cochran made a motion to approve, Dr. Marion Anastasia seconded the motion. **The Board unanimously approved.**

Approval of Minutes - May 16, 2025

The Board reviewed meeting minutes for May's meeting. Dr. Marion Anastasia made a motion to approve, Rebecca Metcalf seconded the motion. **The Board unanimously approved.**

Policies

Second Readings: IHAM, IMBA - The Board reviewed the policies. Rebecca Metcalf made a motion to approve, James Cochran seconded the motion. **The Board unanimously approved.**

2024-2025 Reflections and Strategic Plan

Enrollments: Lisa Lavoie reported that enrollments have been strong this year. Typically NCCA serves 80 students but last year there was a decrease to 51 students. This year NCCA has served a total of 101 students which reflected a 77% increase. Lisa is still reviewing the demographics of students however, it was also noted that there has been a decrease in the amount of homeless and pregnant students served.

Staffing: Lisa Lavoie reviewed that staffing is strong. A new salary schedule was implemented this year along with a new work schedule. Teachers are in the classroom with students Monday-Thursday and utilize Friday's to support students ELO opportunities, provide additional academic support to students, and to develop community partnerships within our area such as Casella Waste Management, New England Wire, and Taproot. NCCA also added Life Insurance to the employee benefits this year which was well received.

National Charter School Alliance Conference: Alexander Greene and Randy Foster will be attending the national Charter School Alliance conference at the end of June. They are excited to learn about different opportunities and build partnerships.

New Hampshire School Administrators Association: NCCA was heavily involved in the organization attending the Best Practices in School Operations, Best Practices in Finance Conferences along with attending the Kidder Law Conference.

Curriculum: NCCA actively participated in Edmentum's new Career and Technical Education program that was new this year. The new program provides students with 16 career clusters with over 120 course offerings to support teachers and students in ELO opportunities and career preparation.

Casella Waste Management: Lisa Lavoie reviewed that we worked closely with Casella Waste Management this year, and thanked Rebecca for her ongoing support. NCCA students participated in a beautification project across Casella Waste Management's campus. There is also a student who is working with Mr. Larcom and another instructor on a food bank project growing different types of food which will later be donated to local food pantries within New Hampshire.

Day of Caring: Students participated in the United Way's Day of Caring. Students completed painting projects and other community service projects within the Littleton and Lancaster areas.

SAP implementation with Health: One of the projects that the Student Assistance Coordinator worked on this year was supporting student's health classes on curriculum that matched Project Success. This provided additional support not only to the teachers but students as well.

Contingency Plan: The plan has been enacted, we have purchased (4) additional computers per site and are meeting with the vendors for installation and timeline.

Charitable Gaming Fundraiser

Lisa Lavoie reviewed the Charitable Gaming Foundation and donations to non-profit organizations. Randy will be working on submitting applications to local casinos to potentially participate in these programs.

Non-Public Session RSA 91-A311:

None.

Superintendent's Report

Lisa Lavoie provided notification to the Board that she will be seeking an additional (3) year contract.

New Business/Other

None.

Dr. Marion Anastasia made a motion to adjourn. James Cochran seconded the motion. The meeting adjourned at 8:52am.