



## **Board of Trustees Meeting**

October 16, 2025

Town Office Building Whitefield, NH 03598

**Approved November 20, 2025**

### **Present**

Kate Cassady, Chair	Rebecca Metcalf, Treasurer/Sec
Robin Scott, Board Member	Maureen Demick, Board Member
Lisa Lavoie, Prin./Superintendent	Randy Foster, Business Manager

### **Absent**

Janet Steinert, Vice Chair	James Cochran, Board Member
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### **Welcome/Call to Order**

Randy Foster reviewed that the meeting would be recorded for meeting minute purposes. All Board Members were in agreement.

Kate Cassady called the meeting to order at 7:58am.

### **New Board Membership**

Lisa Lavoie reviewed the nomination for Paul J Mercier Jr to join the Board of Trustees. Paul was NCCA's auditor for 20 years before his retirement in 2020. Paul has a strong financial background and is excited to join the Board. Kate Cassady nominated Paul J Mercier Jr to the Board of Trustees. Rebecca Metcalf made a motion to accept the nomination, Robin Scott seconded the motion. **Board unanimously approved.**

### **Approval of Minutes - September 18, 2025**

Meeting minutes for September 18, 2025 were reviewed. Robin Scott made a motion to approve the minutes, Rebecca Metcalf seconded the motion. **Board unanimously approved.**

### **Policies**

**New Policies:** The Board reviewed the following new policies for its first reading: ACA, ACD, and ACN. Maureen Demick made a motion to approve the policies as written, Rebecca Metcalf seconded the motion. **Board unanimously approved.**

**2nd Readings:** The Board reviewed the following policies for their seconded reading: AB, ECAF, EEAA, JJJ. Robin Scott made a motion to approve the second readings and adopt policies AB,

ECAF, EEAA, JJJ as written, Maureen Demick seconded the motion. **Board unanimously approved.**

**Amended Policies:** The Board reviewed the following amended policies: ACAC, ADB, ADC, JIC, JICDD, JICE, JICH. Rebecca Metcalf made a motion to approve the amended policies as written, Maureen Demick seconded the motion. **Board unanimously approved.**

**Review Only:** The Board reviewed the following policies: JICA, JICF, JICFA, JICI, JICK. No vote required.

## **Financials**

**Reserve Account Policy:** Lisa Lavoie reviewed with the Board the established Reserve Account Policy that indicates NCCA is to make a transfer from Operations to the Capital Expense Account in the minimum amount of \$9,313 each year to support Capital Expenditures. This was created at the request of the Tillotson NH Charitable Trust Foundation.

Lisa has asked the Board to forgo the transfer for this year due to Capital expenditures that were placed at the end of last year and due to the fact that NCCA has experienced financial losses for the last 2 consecutive years. Rebecca Metcalf made a motion to not submit a transfer to the Capital Account for 2025 and to keep these funds in our operating account, Robin Scott seconded the motion. **Board unanimously approved.**

**Tuition Rates:** Lisa Lavoie provided the Board with a Tuition Rate History document showing the board what NCCA's tuition rates have been for the past 22 years. Lisa also shared a document that outlined percentage increases in tuition and its impact. The Board discussed their concerns with expenses for school districts rising and that schools are starting to consider budget reductions. In the interest of collaboration with the school districts the Board would like to keep tuition rates with no increase for the 26-27 school year. Tuition rates for 25-26 are as follows:

Committed Slots: \$6,826.97

Additional Slots: \$8,148.67

VT: \$17,488.94

Rebecca Metcalf made a motion for 26-27 tuition rates to remain as mentioned above, Robin Scott seconded the motion. **Board unanimously approved.**

**FY27 Draft Budget:** Prior to discussing the draft budget, Lisa Lavoie advised the board that Randy Foster and she have been taking a deep dive into the Average Daily Membership (ADM) figures that NCCA has been receiving from the State of NH. Lisa made a presentation to the Board on our historical ADM data, state aid payments, student enrollment counts including Vermont students, dual enrollment and did a comparison with all the data over the past five years.

Lisa then presented the draft FY27 budget using a new formula based on ADM. The board reviewed the budget. Lisa advised the board that she would continue to work on the budget and continue to update it.

**FY26 Budget & Fund Balance:** Lisa Lavoie reviewed the FY26 Budget and Fund Balances. No significant changes at this time.

**Non-Public Session RSA 91-A311:**

Rebecca Metcalf made a motion to enter Non-Public session. Maureen Demick seconded the motion. A verbal roll call was conducted by Kate Cassady and a yes was given by all in attendance.

Kate Cassady, Chair	Rebecca Metcalf, Treasurer/Sec
Robin Scott, Board Member	Maureen Demick, Board Member

The session began at 8:45am.

A motion was made by Robin Scott to come out of Non-Public session. Rebecca Metcalf seconded the motion. Non-Public was exited at 9:13am.

A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance

Kate Cassady, Chair	Rebecca Metcalf, Treasurer/Sec
Robin Scott, Board Member	Maureen Demick, Board Member

Rebecca Metcalf made a motion to approve Lisa Lavoie's new contract, updated job description and modifications for 2025-2026 Student-Parent Handbook, Maureen Demick seconded the motion. **Board unanimously approved.**

Robin Scott made a motion to accept Randy Foster's resignation letter and to accept Lisa's proposal to waive contract penalty, Rebecca Metcalf seconded the motion. **Board unanimously approved.**

Robin Scott made a motion to accept Business Manager's proposal, Maureen Demick seconded the motion. **Board unanimously approved.**

**Superintendent's Report**

**NCCA Charter Renewal:** Lisa Lavoie advised the board that the Charter Renewal onsite meeting has been rescheduled. Lisa has reached out to Tal Bayer, Charter School Administrator at NHDOE to reschedule with a tentative date of December 1, 2025.

**Robin Scott made a motion to adjourn. Maureen Demick seconded the motion. The meeting adjourned at 10:00am.**