



Board of Trustees Meeting

May 21, 2026

Town Office Building Whitefield, NH 03598

Meeting Minutes Prepared by: Lisa Lavoie, Principal/Superintendent

APPROVED September 17, 2026

Present

Kate Cassady, Chair
Janet Steinert, Vice Chair
Rebecca Metcalf, Treasurer/Sec
Shelia Naylor, Board Member

Paul Mercier Jr, Board Member
Lisa Lavoie, Prin./Superintendent
James Cochran, Board Member

Absent

Robin Scott, Board Member
Maureen Demick, Board Member

Welcome/Call to Order

Kate Cassady opened the meeting at 8:03 am

Approval of Minutes – November 20, 2025

The Board reviewed the meeting minutes for the April 3, 2026 meeting. Paul Mercier, Jr. made a motion to approve the minutes and Janet Steinhert, seconded the motion. **The Board unanimously approved.**

NCCA Resignations

Lisa reviewed with the members Alexander Greene's resignation letter. Members accepted with regrets, discussed the many wonderful things he has done for charter and wished him well in his new adventures. Kate Cassady made a motion to accept Alexander Greene's resignation. Janet Steinert seconded the motion. **Board unanimously approved.**

NCCA 2026 School Renewal

Lisa informed the members that the State Board of Education approved its five year renewal and approved adding the new site in Berlin, NH. Lisa also informed the members that additional planning and details will need to be worked on for the proposed E-Learning program that was not approved. Lisa and the board thanked Rebeca Metcalf for joining the team in presenting to the State Board. Members were very pleased with the outcome.

Financials

SAP Grant Status

Lisa informed the members that she completed and submitted the FY27 SAP Grant. On May 19, 2026, NCCA had its annual State JSI Management onsite review in which the entire NCCA team participated in. The review went well. JSI informed Lisa that the award letters will be coming out the week of May 25th but contracts will not be given out until sometime in July or August. The board members discuss their concerns with the process that happened last summer. The board members instructed Lisa to close out the current SAP grant and programming as is stated in the current contract of June 30, 2026. The grant funded position ends at that time.

Vermont Tuition

Lisa reviewed the proposed Vermont tuition increase handout with the members. Board discussed the data and the rate has been the same for the past two years. Rebecca Metcalf made a motion to increase Vermont tuition from \$17,488.94 to \$19,500. Shelia Naylor seconded the motion. **Board unanimously approved.**

Marketing

Lisa reviewed the Sherwin Dodge Printers & Mailings marketing postcard quote in the amount of \$6,492.09 for mailing out 19,750 postcards to targeted communities throughout Coos and Grafton counties and Vermont towns. Jim Cochran made a motion to accept the proposal as presented and Paul Mercier Jr. second the motions. **Board unanimously approved.**

Berlin Site Start Up Budget

Lisa reviewed with the members the proposed Start up Budget for the new Berlin site. Lisa also discussed with the members the current resources available to get the school up and running and later writing a grant for upgrades. Board members discussed the budget line items and other items needed such a signage. Board would like to increase the proposed budget of \$18,689.99 to \$20,000 giving Lisa additional funds if needed. Board members would like Lisa to initiate getting the school ready for open in August, prepare and sign a two year lease contract and to begin reaching out to the community as well as continue fostering the positive relationship with Berlin School District Superintendent. Kate Cassidy made a motion to accept the startup budget of \$20,000. Paul Mercier Jr. second the motions. **Board unanimously approved.**

Berlin Site Budget FY27

Lisa reviewed with the members the proposed budget for Berlin Site FY27. Board members reviewed each line item and reviewed projected revenue. Lisa informed the board that the rental will be \$1,650.00 a month and utilities will be billed separately. Paul Mercier Jr. discussed merging the budget with the other school budget, but also keeping track of Berlin for monitoring purposes. Rebecca Metcalf made a motion to approve the budget as presented. Shelia Naylor seconded the motion. **Board unanimously approved.**

FY 27 Budget & Fund Balance

Lisa explained the changes made to the approved draft budget. The changes made were due to updated teaching staff changes, increase in legal fees and professional development. Lisa also review the fund balances with the members. Paul Jr. Mercier made a motion to approve the FY27 Budget. Jim Cochran seconded the motion. **The Board unanimously approved.**

Superintendent Report Out

June Meeting

Lisa informed the board that Adair Restaurant was not open for the June breakfast meeting. It will now take place at Grandma's Kitchen in Whitefield, NH on Tuesday, June 9, 2026.

Raymond James Investment

Lisa was contacted by NCCA's Investment Broker, Tom Brussard and was informed he has started his own management company. NCCA's accounts were given to someone else in Florida to manage. He recommended that we transfer our accounts over to him so he can continue moving forward with our best interest. Tom also sent verification of his status. Lisa also contacted Raymond James and it was recommended that we transfer our assets to Tom Brussard, Founder, Twin Pillars Wealth Management. Lisa is in the process of making this transition. Tom is looking forward to presenting to the board again this coming fall.

Graduation

Lisa reminded the board about graduation.

Garden Project with Casella Waste Management

Lisa thanked Rebecca Metcalf for her support in this project and informed board that staff and students will be interviewed by Yankee Magazine and an article will be going out.

Non-Public Session RSA 91-A311:

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

Kate Cassady, Chair

Janet Steinert, Vice Chair

Rebecca Metcalf, Treasurer/Sec

Paul Mercier Jr, Board Member

James Cochran, Board Member

Shelia Naylor, Board Member

The session began at 9:56 am.

A motion was made by Paul Mercier, Jr. to come out of Non-Public session. Janet Steinhert seconded the motion. Non-Public was exited at 10:20 am.

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

Kate Cassady, Chair

Janet Steinert, Vice Chair

Rebecca Metcalf, Treasurer/Sec

Paul Mercier Jr, Board Member

James Cochran, Board Member

Shelia Naylor, Board Member

The Board instructed Lisa to add the Assistant Principal to the approved FY27 Budget and members were asked to bring their calendars to the June meeting for establishing a committee meeting date for the purpose meeting to initiate a plan for the Leadership Transition.

Paul Mercier Jr, motion to adjourn, Maureen Demick seconded the motion. The meeting adjourned at 10:25 a.m.