

**Board of Trustees Meeting**

**May 20, 2021**

**8:00 AM to 10:00 AM**

Littleton Opera House Ballroom

APPROVED: June 8, 2021

**Present Absent**

Georgia Caron, Chair Catalina Celentano, Board Member

Melanie Robbins, Vice-Chair Evelyn Hopkins, Board Member

Judith McGann, Secretary/Treasurer

Troy Merner, Board Member

Marion Anastasia, Board Member

Lisa Lavoie, Superintendent

Kim Spaulding, Administrative Assistant

**Introductions/Welcome/Call to Order:**

Georgia Caron called the meeting to order at 8:03 AM.

Lisa introduced Paul Mercier, Mercier Group and Amanda Ragula, Alta CPA Group. All board members present introduced themselves.

**NCCA’s Annual Finanical Audit**

Paul Mercier gave an overview of the FY21 Audit Report and specifically addressed the Statement of Net Position, Balance Sheet and Fund Balance with board members. Paul stated he was pleased with the findings and financial status of the charter school. Financial management is strong and transactions are all good. No questions from the board members. Lisa thanked Paul for his 17 years of service to NCCA. Amanda Ragula is looking forward to taking over for Paul and working with NCCA. Her background is primarily in Audit work.

**Approval of Minutes: March 18th 2021**

Georgia stated there were 2 you’s in the minutes. Lisa will make the correction. A motion was made by Marion and seconded by Troy to accept the March minutes with the correction. **Board unanimously approved.**

**Graduation Program**

Lisa reviewed with the board the Graduation Program for class of 2021.

**Electronic Vote**

A motion was made by Marion and seconded by Melanie to accept the electronic vote in favor of the Office Manager’s Job Title and Description modifications. **Board unanimously approved.**

A motion was made by Georgia and seconded by Melanie to accept the electronic vote in favor approving the second reading of the Suicide Policy JLDBB. **Board unanimously approved.**

A motion was made by Georgia and seconded by Marion to accept the electronic vote in favor of approving the Accounting/Business Manager nomination. **Board unanimously approved.**

**Lamontagne Racing Sponsorship**

Lisa summarized the presentation at the last board meeting by student, Bryson Lamontagne and his request for the board to sponsor his racing this season. Board members discussed their concern with using public money with for this purpose. Lisa recommended the board approve a one hundred dollar sponsorship ($100.00) and the funds would be taken out of NCCA’s fundraising account which is not associated with public funds in which the charter receives. A motion was made by Judy and seconded by Amy to approve the $100.00 sponsorship with the funds being taken out of fundraising account not public funds account. **Board unanimously approved.**

**Review of Financials**

* FY22 NHDOE General Assurances

Lisa reviewed the General Assurances, Requirements and Definitions for Participating in Federal Programs. A motion was made by Georgia and seconded by Judy to accept the FY22 NH DOE General Assurances. **Board unanimously approved.**

* FY21 Budget

Deb Loughnane has done an outstanding job with preparing the charter for year end. Quick Book entries are up to date as we come close to the finish line.

* FY22 Budget

Committed Slots-Lisa made note that the charter is down a total of one slot and the reported GMR went from 9% to 6.2%; a cost savings.

Eye & Dental Plan-Eye Plan will be tabled to assess the new data from plan. Lisa reviewed the Dental Plan with the members and recommended board approval of the plan outlined in the handout. Cost to NCCA would be $210.00. There is a required number of employees to officially get the benefit. A motion was made by Melanie to accept the plan and seconded by Judy. **Board unanimously approved.**

Raymond James-The transition from New England Wealth to Boston Harbor has now been successfully complete. Boston Harbor had to send corrected information to the main office which made the accounts accessible.

Fund Balances-Lisa reviewed fund balances with board members.

* Superintendent Report Out

Renewal-Lisa stated the presentation to the State Board of Education went very well, thanked the board members for support and their participation.

End of year trip with students-Mountain Washington Railroad, Kim planning and will be using the Student Assistant Grant for event

Science Friday-Lisa updated board on Title I program and informed them about the plan for the last Science Friday class.

Two informational meetings are scheduled; one inviting the area Realtors and the other audience is the Homeschool Association.

Lisa reported that she and Kim will be attending the next Chamber of Commerce Business After Hours and they will be visiting Colebrook Academy and Groveton High School for preparations for next year.

**Chair Report**

Georgia thanked everyone for their participation, the hard work that was done for the school renewal and looked forward to next month’s breakfast meeting.

Meeting adjourned 9:22am