



**Board of Trustees Meeting**  
**March 18, 2021**  
**8:00 AM to 10:00 AM**  
Littleton Opera House Ballroom  
APPROVED: May 20, 2021

**Present**

Georgia Caron, Chair  
Melanie Robbins, Vice-Chair  
Judith McGann, Secretary/Treasurer  
Troy Merner, Board Member  
Catalina Celentano, Board Member  
Marion Anastasia, Board Member  
Lisa Lavoie, Superintendent  
Mary Forsyth, Office Manager

**Absent**

Amy Ingerson, Board Member  
Evelyn Hopkins, Board Member

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

Georgia Caron called the meeting to order at 8:00 AM.  
Lisa introduced Tim Carignan, Lancaster Center Director and Bryson Lamontagne, Lancaster student. All board members present introduced themselves.

**Presentation “Sponsorship Proposal”**

Tim Carignan, Lancaster Center Director, briefly discussed with the board some of the activities and projects happening at the site. Tim re-introduced Bryson Lamontagne and highlighted his dedication and commitment to his project, Lamontagne Racing Team. Bryson handed out brochures and a 2021 Sponsorship Proposal that was professionally put together. Bryson began racing 4 years ago and it instantly became his passion in life and future goal. Bryson further presented his project via a power point that covered everything from his background to market research, his racing schedule and in depth information about sponsorship detailing its levels and placement of decals. Bryson answered many questions from board members and is hoping to secure a sponsorship from North Country Charter Academy.

**Approval of Minutes: January 21<sup>th</sup> 2021**

A motion was made by Marion and seconded by Georgia to accept the January minutes with the correction of one word being misspelled twice. Accepted will be changed to accept under the following agenda items: NCCA Staffing and Audio Surveillance on School Bus Policy. **Board unanimously approved.**

### **Electronic Vote**

A motion was made by Georgia and seconded by Melanie to accept the electronic vote in favor of Tim Carignan making a lateral transfer as Center Director from the Lancaster site to the Littleton site. **Board unanimously approved.**

### **Board of Trustees**

Lisa discussed the current board membership and the staggered terms for two, three and four years to maintain school stability. All members present agreed to continue to serve in their represented role with the following terms.

Dr. Marion Anatasia, Superintendent SAU#36, Term ends: 2023

Dr. Judith McGann, Superintendent, SAU#68, Term ends: 2022

Georgia Caron, Direct Educator, Term ends: 2023

Melanie Robbins, Director Educator, Term ends: 2024

Catalina Celentano, Community Member: Term ends: 2024

Troy Merner, Community Member, Term ends: 2023

Lisa will reach out to the parent members to seek their intentions to continue on board in a different role.

### **2021-2022 School Calendar**

Lisa provided an overview of all the district calendars and the attempt to sync the calendar with other districts. Marion noted that the February vacation was not in sync with the states' recommendation and that of other districts. A motion was made by Melanie and seconded by Georgia to accept the 2021-2022 school calendar with the February break being changed to the week of February 28, 2022. **Board unanimously approved.**

### **2021-2022 Personnel Policy & Procedures Draft**

Lisa handed out a draft of the updated 2021-2022 Personnel Policy & Procedure. The last revision update was August 5, 2014. Lisa plans to share the updates with NH Primex to assure compliancy with up to date policies. This is a service offered through NH Primex and was used in the past. It is Lisa's goal to complete the draft for board approval in June 2021.

### **JLDBB Suicide Prevention and Response Policy**

Lisa discussed the new policy and its training requirements. Lisa is seeking board approval of its first reading with an electronic vote in support of a 2<sup>nd</sup> reading on March 31, 2021. A motion was made by Georgia seconded by Marion to accept the JLDBB Policy as is. **Board unanimously approved.**

### **Updated Bylaws Draft**

Lisa is seeking board approval of the updated Bylaws with the following changes:

1. Cover sheet added
2. Table of contents added

3. School Mission updated
4. Board members are allowed to submit for mileage reimbursement for board meetings and submission of mileage to Superintendent for approval at end of each month.

### **Review of Financials**

Lisa informed the board members the GMR rates came. NCCA has a zero increase in Workers Compensation and a 6.2% increase in Health Insurance as compared to the 9% not to exceed increase.

Lisa informed the board that she was looking into the possibility of adding a dental and vision plan to the school's benefit offerings. Currently NCCA provides an annual reimbursement of \$300.00 for dental and the health insurance plan pays for bi-annual eye exams only. More information was needed. Presentation of the plans will be tabled to May's board meeting.

Lisa reviewed the fund balances of all the account.

### **Principal's Report** - Lisa Lavoie, Superintendent

#### **Charter Renewal Update**

Lisa thanked the board members for participating in the renewal zoom meeting. The day went very well. Lisa was pleased with the number of participants within each of the five stakeholder groups. The team had a lot of questions about the enrollment process. Lisa received a request for the following additional information from the Renewal team:

1. 4-5 years of academic attainment. Documentation showing progress over a few years for students that had attended long term.
2. 4-5 Years Quarterly Fiscal Reports
3. Enrollment Policy
4. Details about the enrollment agreements or an example of a contract with the local districts.
5. Vermont tuition process
6. Student recruitment activities for non-contacted students.
7. If a school has more students for the program than their contracted number, will this take away from the available spaces open to all students?

#### **Title I Audit Report Update**

Lisa submitted the Evidence Plan in a timely manner. Final report from NH Department of Education will complete the process. Lisa was extremely pleased with the data gathered for the Evidence Plan.

#### **Title I Science Program**

Title I Science Program was approved by the Title I office. NCCA will be contracting with White Mountain Science Inc. to come in each Friday to do science projects with the students and teachers. It is called Science Fridays.

#### **Winter Carnival**

NCCA had its first Winter Carnival the day before February break at Colonel Towne in Lancaster. It was a success.

### Graduation

- a. Sunday, June 6, 2020, 2 Ceremonies: 10am and 12:30pm, 17-20 Graduates, Littleton Opera House, Awaiting Public Health Approval
- b. Hosted two mandatory evening Graduation Information Meetings for students and parents. Excellent attendance

### NH Career Academy

The NH Department of Education was sad to hear of NCCA passing the torch onto another charter school to serve as the Custodial School. Lisa expressed to the NH DOE that NCCA was sad as well, but very proud to have kicked off the program off and established the procedures and processes.

### Chair Report

Georgia thanked everyone for their participation and made note of the well done presentation by the Lancaster student.

### Non-Public Session: (A)

A motion was made by Georgia and seconded by Judith to go into nonpublic session at 9:00am to address RSA 91-A: 311 (A). A verbal roll call was conducted by Georgia and a yes was given by all in attendance;

Marion Anastasia

Troy Merner

Melanie Robbins

Catalina Celentano

A motion was made by Melanie and seconded by Judith to come out of nonpublic session at 9:14am.

Melanie Robbin made a motion to accept modifications to Lisa Lavoie's employment contract as discussed, Marion seconded the motion. **Board unanimously approved.**

Meeting adjourned 9:15am