



Board of Trustees Meeting

March 16, 2023

Meeting Location

WMCC - Littleton

APPROVED

**Present**

Melanie Robbins, Board Member

Georgia Caron, Vice Chair

Rebecca Metcalf, Board Member

Lisa Lavoie, Superintendent

Judith McGann, Chairperson

Jon Dugan-Henriksen, Sec/Treas

Marion Anastasia, Board Member

Marcella Shamberger, Business Manager

**Absent**

Troy Merner, Board Member

**NCCA Board of Trustees Meeting**

Georgia Caron called the meeting to order at 8:02 am.

**Approval of Minutes: January 19, 2023**

Melanie Robbins made a motion to accept the January 19, 2023 meeting minutes. Marion Anastasia seconded the motion. **Board unanimously approved.**

**Board Meeting Schedule – May/June**

Lisa Lavoie proposed canceling the May 18<sup>th</sup> meeting and rescheduling it to April 20<sup>th</sup>, due to the fact that we have our final board meeting Tuesday, June 6<sup>th</sup> and the two are only weeks apart. Everyone accepted the changed meeting from May 18<sup>th</sup> to April 20<sup>th</sup>.

**2023-2024 School Calendar**

Lisa Lavoie presented NCCA's proposed calendar for 2023-2024 school year for review and acceptance. She mentioned the process in which she prepares it based upon CTE centers and our supporting districts and the NHDOE recommended calendar for vacations and holidays etc. Melanie Robbins made a motion to accept NCCA's calendar as presented. Rebecca Metcalf seconded the motion. **Board unanimously approved.**

**NCCA Policy Manual**

Marcella Shamberger presented the policies for review, AE, DAF, EBCA, EHB. However, Georgia Caron mentioned that although the policies were updated, if we have a current policy in place, these would not be first readings and would be amendments. A motion was made by Marion Anastasia and seconded by Georgia Caron to table the approval of these policies until

Marcella can go through the existing policy books and see what is included. **Board unanimously approved.**

### **Financials**

#### *FY23 Budget & Fund Balance*

Marci Shamberger reported out where NCCA is in relation to their 2022-2023 budget. Expenses are right on par to what was budgeted other than a few line items that were explained. Revenues are up based on additional slot purchases and with increased enrollments the state aid is higher than projected. Fund balances are lower than they were at this time last year only because our February payment of State Aid (\$103,494) hit our accounts March first rather than in February. The investment account is slowly gaining, the month end balance was

#### *FY24 Budget Approval*

Marcella Shamberger presented the 2023-2024 NCCA budget. Marion Anastasia made a motion to approve the budget as presented and Georgia Caron seconded the motion. **Board unanimously approved.**

### **Enrollments**

Per the Board's request, Lisa Lavoie reviewed NCCA's enrollments and dismissals. As of March 10, 2023, NCCA has had 14 dismissals, 5 of those were dismissed by NCCA and 9 were self-withdrawals. Many pages were prepared as to why NCCA had to dismiss 5 students but it boiled down to either attendance, behavior or academic issues. NCCA is looking forward to seeking more consistency with the sending school districts and better communication with all teams involved.

### **Non-Public Session RSA 91-A311: (A)**

A motion was made by Georgia Caron and seconded by Melanie Robbins to go into nonpublic session at 9:10am.

A verbal roll call was conducted by Judith and a yes was given by all in attendance;

|                 |                     |
|-----------------|---------------------|
| Melanie Robbins | Marion Anastasia    |
| Georgia Caron   | Jay Dugan-Henriksen |
| Rebecca Metcalf | Judith McGann       |

A motion was made by Georgia Caron to come out of nonpublic session at 9:44am, Melanie Robbins seconded the motion.

Georgia Caron made a motion for the board to approve Lisa Lavoie's contract as presented with the grants taken out. Jon Dugan-Henriksen seconded the motion. **Board unanimously approved.**

## **Superintendent's Report**

- NCCA CSI designation – NHDOE contracting with WestEd to assist with process – Board suggested if it is not mandatory don't go through all the extra work
- March 23<sup>rd</sup> and 24<sup>th</sup> NCCA is planning a local retreat at Franconia Inn with staff to discuss rebranding, mission, visions and strategic plan
- Mandatory graduation meetings – Littleton held there's Monday and Lancaster's will be tonight
- NCCA hosted a Legislative Meet and Greet. Discussion with Legislators and teacher/student presentations went great. NCCA wishes more area school members attended.
- Lancaster site is in the works of planning some field trips
- PD Update – Tim is finishing up his Speed of Trust professional development and Marci and Lisa returned from AASA and attended many great sessions.

Georgia Caron made a motion to adjourn, Rebecca Metcalf seconded.

**Meeting was adjourned 10:10AM**