



Board of Trustees Meeting  
November 16, 2023  
Meeting Location  
AHEAD Conference Room  
APPROVED

**Present**

Michael Bellville, Parent Board Member      Marion Anastasia, Board Member  
Judith McGann, Chairperson                      Dave Fuller, Board Member  
Rebecca Metcalf, Board Member                Lisa Lavoie, Superintendent  
Marcella Shamberger, Business Administrator

**Absent**

Mary Steady, Board Member                      Robin Scott, Board Member

**NCCA Board of Trustees Meeting**

Marion Anastasia called the meeting to order at 8:03 am.

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

Dave Fuller made a motion to accept the October 19, 2023 meeting minutes. Marion Anastasia seconded the motion. **Board unanimously approved.**

**FY23-24 Policies**

Marcella Shamberger reviewed the C policies that have been updated and reviewed.  
Policies EBCC, EHAB, GBCD, JCA amendments were reviewed.  
Policies CAN, IKL, JKAA, DFGA new policies were discussed.

Motion made by Judith McGann to accept the C policies and the Amended policies and to waive the 2<sup>nd</sup> Reading of the New polices. Rebecca Metcalf seconded the motion. **Board unanimously approved.**

January's meeting will include a review of the D policies.

**Financials**

Lisa Lavoie clarified that per our Policy, NCCA has submitted requests for bids in the Littleton Courier for transportation and on-line curriculum providers, deadline to submit is December 29<sup>th</sup>.

Lisa Lavoie noted that she got clarification from Berry's Transportation regarding the \$3.25 per gallon overage calculation and explained it to the Board stating that Berry's uses daily local prices to determine

when the overage occurs and then will apply it per mile. Lisa Lavoie also reached out to Notch View Transportation to request a quote.

Edmentum is NCCA's current online curriculum provider and has been for 20 years. The contract is up for renewal. The cost has increased while the # of licenses have decreased. The Board ask that Lisa speak to them and to see if they could do anything price wise and to clarify to them that one license may only be used for 2 months with our rolling enrollment.

Marcella Shamberger then reported that the FY24 budget is on par and no changes to report out The FY25 budget is in process we will review again in January after the bid deadline.

Fund Balances were reported on noting that there was a transfer of \$28,125 from the NCCA Operations Account into the NCCA Capital Reserve account as part of an agreement made years ago with the Tillotson Grant received. Each year, NCCA is to transfer a minimum of \$9,375 into the Capital reserve fund to account for any unforeseen or large ticket items. This transfer had not been done since 2020, so three were made for 2021, 2022 & 2023 @ \$9,375 each.

Marcella Shamberger reported out that the Student Assistance Fund had increased due to the raffle sales at the 20<sup>th</sup> Year Event. The Littleton American Legion also delivered a check to go towards the Student Scholarship account for Littleton students. Thank you to all who supported the fund and raffle.

### **CSI Report Out & NCCA Acceptance Requirement**

Georgia Caron, NCCA's Instructional, Collaboration & Consultation Coach presented on what she has been working on and her deep dive into the NWEA Assessment results and how it relates to our acceptance policy of accepting of students with at least a 6<sup>th</sup> grade reading level. There are three subsets to the RIT Reading score, Literary text, Informative text and Vocabulary. NCCA will start to analyze these scores individually to assess the student rather than the average of the three.

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

There was not a need for a non-public session.

### **Superintendent's Report**

- Last Thursday was the last day Quarter 1. Teaching staff are finalizing the progress reports and many students have earned more than the minimum 1.25 credit per quarter.
- Enrollments are picking up. Districts are sending students and some have inquired about purchasing additional slots for this school year.
- Data Clerk Jean Adie's last day was Tuesday, 11/14. Her incumbent, Leah Christiano is doing great.
- Teaching staff had a chance to work 1:1 with Rick Massell from Edmentum on Tuesday, the students had a remote day.

Judith McGann made a motion to adjourn. Rebecca Metcalf seconded the motion.

**Meeting was adjourned 9:38 am.**