



Board of Trustees Meeting

September 15, 2022

Meeting Location

WMCC-Littleton

APPROVED

Present

Melanie Robbins, Board Member

Georgia Caron, Vice Chair

Rebecca Metcalf, Board Member

Lisa Lavoie, Superintendent

Judith McGann, Chairperson

Marion Anastasia, Board Member

Jay Dugan-Henriksen, Sec/Treas

Marcella Shamberger, Business Manager

Absent

Troy Merner, Board Member

Naomi Smith, Parent Member

NCCA Board of Trustees Meeting

Judith McGann called the meeting to order at 8:11 am. Introductions were made of all present. Review of officer positions were discussed Judith McGann made a motion to nominate Jay-Dugan-Henriksen for the secretary/treasurer position. Marion Anastasia seconded it.

Board unanimously approved.

Terms of officers were reviewed and are as follows: MA 2023, RM 2024, MR 2024, GC 2023, TM 2024, JM 2024, JD 2025, NS 2023 - we can re-visit mid-year.

Code of Ethics reviewed for board members to sign.

Approval of Minutes: June 7, 2022

A motion was made by Marion Anastasia and seconded by Melanie Robbins to accept the Minutes. **Board unanimously approved, Jay Dugan-Henriksen abstained.**

Electronic Votes

Lisa reviewed the electronic votes that have been conducted since July. Board member resignation (Catalina Celentano), new hires (Jean Adie, Brandy Beaulieu) and new parent board member (Naomi Smith). Georgia Caron made a motion to accept in person the electronic votes, Marion Anastasia seconded. **Board unanimously approved.**

FY22 Enrollments

FY21 vs FY22 review of average enrollments for each site. Higher need and higher enrollment on average for Lancaster. 36 students left the charter school in FY22, does not include children who graduated. Continuous improvement is the purpose of this analysis. Jay Dugan-Henriksen asked, "Was there a common denominator as student were dismissed", Lisa responded mostly dismissed because of violation of contracts and multiple contracts. Attendance, progress and cell phone contracts.

Discussion of SAP Coordinator and their role was discussed and how they can help these students and to help NCCA with these students. SAP position is more for drug and alcohol prevention rather than behavior interventionist. Lisa Lavoie is meeting with the new Superintendents, Principals and Guidance Counselors to let them know who we are and what we do and our focus this year is on increased collaborations and communications.

2022-2023 School Year Opening

Lisa reviewed the updates made in the Student & Parent and Staff Handbooks. Increase in communication and collaboration was a common thread that was more strictly put in place to prevent dismissals. The need for meetings was also re-established as a way for a more proactive approach; less communication via emails and more direct face to face communications. Emphasis was also placed on student confidentiality. All the information was shared with all parents and students during re-intake interviews.

FY23 Policy & Procedure Update

Marci stated that last year many policies were reviewed. This year she has set a schedule of policies to review, but not as many as her main focus will be on procedures to those policies, especially policy DAF. Her priority will also be consolidating one master policy binder. Marion Anastasia and Georgia Caron made a recommendation to have the policies electronically on NCCA's website, even if they have not been updated yet. Policies need to be available to parents and board members alike.

Financials

Marci reported out that the FY closeout went well. DOE-25 was submitted on time; we are still waiting to hear on approval. Financial Audit with Alta CPA Group, is scheduled to be complete for November 15, 2022 deadline.

FY23 is so far on track and for FY24 known changes so far is NHUC rate is decreasing and NHRS rates decreased for the next 2 years going forward. Fund balances will now offer a comparative balance from where we were last year.

Lisa discussed the new Contractor that was chosen by Governor and Council to act as the administrator for the SAP funding. The NH Center for Excellence out of Bow, NH will now manage the funds rather than North Country Health Consortium. The announcement of the new Contractor took place in August and also required us to immediately go through a new application process. NCCA was awarded \$20,500

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

A motion was made by Marion Anastasia and seconded by Melanie Robbin to go into nonpublic session at 9:05am.

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

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

A motion was made by Judith to come out of nonpublic session at 9:25am, Marion seconded the motion.

The board asked Lisa to provide them with updated staff job descriptions and budget data for next board meeting.

Superintendent's Report

- Lisa held two informational meetings for the public - one at each Littleton and Lancaster, zero attendance.
- Updated 5 Year Strategic Plan, 2020-2025
- School District Outreach – Lisa and Kim have met and have more schools scheduled
- Special Education MOU-not needed this FY but starting July 2023, schools will need special education MOU's with the charter schools.
- Lancaster Fire & Safety Inspection Corrective Action Plan is complete and when they came to review they also used it as their FY23 inspection. Lancaster is complete.
- Summer Painting/Rug Cleaning of both sites were completed
- Grants: SAFE Grant was submitted in second round, we applied for funds to be used for intercoms, radios, solid doors, updated door handles, window films
- Staff Professional Development – Marci and Lisa will attend the Kidder conference in October, Tim and Brandy will attend the SEL two-day conference in Concord, Marci is continuing to work on her BA Certificate
- Emergency Operations Plan is now Due October 15th with a new optional template to use
- Water testing to check for lead levels was complete at both sites. Lisa will review the results and make remedies if needed.

Chair Report:

Georgia Caron made a motion to adjourn, Marion Anastasia seconded.

Meeting was adjourned 9:45AM