



Board of Trustees Meeting

November 17, 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  
Jay Dugan-Henriksen, Sec/Treas  
Marion Anastasia, Board Member  
Marcella Shamberger, Business Manager

**Absent**

Troy Merner, Board Member

**NCCA Board of Trustees Meeting**

Judith McGann called the meeting to order at 8:08 am.

**Approval of Minutes: October 21, 2022**

Marion Anastasia made a motion to accept the October 21, 2022 meeting minutes. Georgia Caron seconded the motion. **Board unanimously approved.**

**2023 Graduation - Thursday, June 8, 2023 Mountain View Grand 5:30pm**

- Lisa is in the process of looking for keynote speakers  
- Jay Dugan-Henriksen asked if our graduation conflicted with any other area schools, Lisa Lavoie and Marion Anastasia responded not likely, since other schools hold their graduation ceremony on Friday nights.

**Comprehensive Support & Improvement**

Lisa stated that NCCA has been designated as a "CSI" school, solely based on our graduation rate being below 67%, ours being 62%. However, this is not a true reflection of NCCA as we are a dropout recovery based school and the students who graduate vary greatly in what cohort year they are considered by NHED.

**FY23 Policy & Procedure Timeline**

Marci Shamberger presented the new and updated timeline to approve policies and will review necessary procedures. The first set of policy reviews will begin in January; procedures do not need to be presented to the board for approval. Marcella will provide the Board with a corrected/updated policy review timeline at the January Board meeting.

## Financials

-Lisa and Marci reviewed the current FY23 budget and stated tuition revenue is up thus far. Overall, fund balances were up from where they were last year at this time and NCCA's investment account will be reviewed in January with our Raymond James Investment Advisor, Thomas Brussard.

-Esser II and Esser III unbudgeted amounts will be accounted for in the coming months. Going to use a big chunk of the unbudgeted amounts to cover the cost of the salary increase for FY2023.

-Marci completed the financial audit, federal tax return and NH Annual Report. She thanked Melanie for being available at the last minute to sign necessary documents to file on itme. Marci explained to the Board that the process with Alta CPA Group did not go smooth this season and she lacked confidence in their ability to be timely and accurate. Marci and Lisa expressed their need to seek and propose an RFP for a future auditor to replace Alta CPA Group. Paul Mercier, NCCA's prior auditor offered to help prepare the RFP as well.

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

A motion was made by Judith McGann and seconded by Jay Dugan-Henriksen to go into nonpublic session at 8:45 am.

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 Judith McGann to come out of nonpublic session **at 9:40am**, Georgia Caron seconded the motion.

A Motion was made by Melanie Robbins to accept the job descriptions as presented, Georgia Caron seconded. **Board unanimously approved.**

Georgia Caron made a motion to table the contract negotiations until further research can be done. Marion Anastasia seconded the motion. **Board unanimously approved.**

## Superintendent's Report

- Janet Steinert's last day will be November 30<sup>th</sup>. We will be hosting an ice cream social farewell for her at NCCA from 3-4pm. Board members invited.
- No interest from parents thus far to be board members. Letter was sent and Lisa received no response.
- Lisa and Kate did a presentation at the NC Special Education meeting at NCES. It went over well. Lisa thanked Georgia for her comments and support
- Lin-Wood's new guidance counselor came up for a meet and greet and visit

- November 29<sup>th</sup>, Lisa, Kim and the Center Directors will be headed to Manchester to visit Job Corp
- For the first semester, we will have 4-5 recipients for the Attendance award given to students with 100% attendance.
- Marci wrapped up the fundraiser and NCCA was able to bring in \$1300 to help assist us in the graduation expenses
- Lisa, passed out information on Enrollments and Dismissals
- Littleton CD has scheduled this month a field trip to include Burndy's and Genfoot manufacturing businesses for a tour and presentation.

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

**Meeting was adjourned 10:02 AM**