



Board of Trustees Meeting

January 19, 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**

Judith McGann called the meeting to order at 8:03 am.

**Boston Harbor Wealth/Raymond James – Thomas Brussard**

Thomas Brussard gave a presentation on the portfolio of NCCA for year ended 12/31/2022. 2022 was a rough year for any investor, no matter if you were invested in equities or fixed income securities due to rising interest rates and increasing inflation. With NCCA's newer sustainable model we had increased our investment and shifted our model more into equities than fixed income. He is seeing some slow, positive signs in the market for instance inflation has decreased over the past 3 months. Tom's recommendation is to stay the course, stay invested in the sustainable model for long term success.

**Littleton Site Classroom Activities/Community Outreach – Tim Carignan**

Tim Carignan presented a slideshow on the field trips that the Littleton site has completed so far. He stated it is helping to bring life into the classroom and increase confidence, motivation and independence. With these trips he is also engaging the students in the community as part of their civic duty. Three trips have been attended to so far this year, Casella, Burndy/Genfoot, and Rotobec/Littleton CTE Center. This year the trips are optional to the students. The students can participate in writing in their "road trip" journal and received English credit at the end of the year. Many other trips are planned for the remainder of the year. Marion Anastasia asked if Lancaster was doing any trips. Tim Carignan and Lisa Lavoie responded not at this time as the geographical logistics are more in depth for planning a field trip there. Georgia suggested the Santa's Village and Mt. Washington Observatory. Rebecca added on that The Cog builds all their trains so students could visit that and Jay added they could tie into that lesson with a biodiesel lesson. These trips are meant to provide the students with experiential learning.

**Approval of Minutes: November 17, 2022**

Jay Dugan-Henriksen made a motion to accept the November 17, 2022 meeting minutes. Marion Anastasia seconded the motion. **Board unanimously approved.**

**Financials**

*Comprehensive Support & Improvement Funds*

Lisa gave an update regarding our CSI designation. Lisa and Jean have contacted the accountability department at NHED and are awaiting further communication regarding a discrepancy in their student graduation counts. If the discrepancy is corrected, NCCA’s graduation rate would have been an 85% and not 62%. Board members suggested to spend the funds on more field trips if it’s still found we are a CSI school.

*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 higher than they were at this time last year, even with a decrease in our investment fund.

*ESSER II & III*

ESSER II ends September 30, 2023 and has \$3,980 unbudgeted. NCCA just purchased updated, larger capacity air purifiers and filters for the classroom. ESSER III expires September 30, 2024 and currently has \$17,199 unbudgeted, however a thought was to spend this on updated classroom furniture, desks and chairs or could have potentially more unbudgeted if choose not to purchase a 15 passenger van. A discussion ensued on the pros and cons and cost/benefit analysis of the purchase of the van. If NCCA steers more towards work-based learning it may be needed to transport students to locations other than home.

*FY24 Budget/Enrollment Contracts*

Awaiting a few more 2023-2024 enrollment contracts before we project out our revenue. Some districts have increased slots and some have decreased. Will present a draft budget at next meeting.

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

A motion was made by Georgia Caron and seconded by Marion Anastasia to go into nonpublic session at 9:31am.

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 10:20 am, Georgia Caron seconded the motion.

## **Superintendent's Report**

- NCCA is planning a local retreat with staff to discuss rebranding, mission, visions and strategic plan
- Jean has been doing a great job reporting demographics and reporting/researching for the CSI designation
- Still awaiting a template and Technical Advisory for the Charter Schools MOU
- Professional Development Update – Marci completed another BA Certification course, 6 left to go. Tim attended his 2<sup>nd</sup> Speed of Trust Workshop, Marci and Lisa will be attending the NHSAA Conference in February.
- Enrollment is currently at 49, 21 for Littleton and 28 for Lancaster, 9 dismissals, exits so far this school year
  - \* Marion has asked for an Agenda item at next month's meeting to discuss enrollments and why students are not successful at the Charter
- Graduation update – NCCA has secured the Keynote speaker, Mr. William Church from White Mountain Science Inc.

Georgia Caron made a motion to adjourn, Jay Dugan-Henriksen seconded.

**Meeting was adjourned 10:48AM**