

Board of Trustees Meeting

September 21, 2023

Meeting Location

AHEAD Conference Room

APPROVED

**Present**

Michael Bellville, Parent Board Member Judith McGann, Chairperson

Mary Steady, Board Member Rebecca Metcalf, Board Member

Dave Fuller, Board Member Marion Anastasia, Board Member

Lisa Lavoie, Superintendent Marcella Shamberger, Business Administrator

**Absent**

Troy Merner, Board Member

Melanie Robbins, Board Member

**NCCA Board of Trustees Meeting**

Judith McGann called the meeting to order at 8:00 am.

Introductions were made of all present. The Board of Trustees Powers & Duties along with the Code of Ethics were handed out, reviewed, signed and returned.

**Approval of Minutes: June 6, 2023**

Marion Anastasia made a motion to accept the June 6, 2023 meeting minutes. Rebecca Metcalf seconded the motion. **Board unanimously approved.**

**Electronic Votes**

Lisa Lavoie reviewed the electronic votes that occurred over the summer.

Personnel Leave Mary Ragusa, Data Clerk

Georgia Caron, Interim Center Director David Fuller, Board Membership

Michael Bellville, Board Membership Scott Kleinschrodt, PT Littleton Center Director

Kathryn Locke, Lancaster Center Director Kim Spaulding, Employee Classification

Susan Becker, Lancaster Teacher

Marion Anastasia asked about clarification on the PT Littleton Center Director position and if we were looking for another one to fill the FT vacancy. Littleton will remain with 1 PT Center Director and 1 PT Teacher.

**22-23 Year in Review/Summer Work Report Out**

Lisa Lavoie reported on the following:

\*The 5 Year Strategic Plan 20-25 was handed out showing the updated activities within each five goals from the past school year and summer.

\*Enrollment Report: showed comparisons of 21-22 and 22-23 which also compared both sites. Report highlighted total enrollments, dismissals, volunteer withdrawals and number of students who did not return. Year 2022-2023 was on target with prior years and total enrollments were 79 (49 Lancaster, 30 Littleton). Total graduates were 36 compared to 11 last year. Total dismissals went from 17 in 22 to 8 in 23.

\*CSI Designation-Explanation was given on how and why NCCA received its designation. Regardless of not being able to control NCCA’s enrollments in reference to student cohorts, NCCA embraced working with WestEd, NHED’s Consultant. NCCA completed the designation process. CSI plan was developed and submitted to the state along with a formal training plan focused on future sustainability and continuity.

\*Summer work that was completed with Phlume Media for completing its contracted services. Project focused on filming three acts for NCCA’s 20th Year Celebration.

\*Board was thanked for providing input on determining the date for 20th year event. The event will be held Tuesday, November 7th at 5:30pm at the Town & Country Inn & Resort in Shelburne, NH. NCCA is planning a raffle to help raise funds for its NCCA Student Advancement & Scholarship fund.

**AT&T Kindles for Kids Project**

Lisa Lavoie reported out that NCCA received a $12,000 grant from AT&T in 22-23. Grant will be used to fund a Kindle for Kids Project for the purpose of helping to increase reading levels and promote love for reading. Each enrolled student will be given a Kindle and $25 gift card. Board was invited to the Kick-off event will be held on Thursday, October 5,2023 at 9am at the Lancaster site. AT&T regional representatives will be present as well as some media outlets.

**FY23-24 Policy & Procedure Update**

Marcella Shamberger reported out that we are now members with NHSBA. She discussed the Policy Update Timeline. B policies will be on the October agenda.

5 Policies just needing review - AA, ABA, AC, ADA, AFA

3 Policies with Amendments using NHSBA guidance - ACE, ADB, ADC

1 Policy internally Amended as NCCA's Mission and Vision changed – AD

Marion Anastasia made a motion to accept all policies as presented. Rebecca Metcalf seconded the motion. **Board unanimously approved.**

**Financials**

Lisa Lavoie and Marcella Shamberger reported out on topics below:

\*FY23 Audit was completed and NCCA ended with a net positive position

\*Although an Extension was applied for and granted, NCCA submitted DOE-25 on time

\*Peter Stephen, CPA from Alta Group CPA’s came on site for our FY23 Audit, draft financials have been presented and reviewed. Waiting for the final draft and Form 8879 and 990.

\*FY24 – few line items will see a variance from the approved budget, Legal, Advertising and Data Clerk wages, all due to staffing and vacancies

\*FY25 budget is in process – awaiting Health Insurance GMR, busing 5 year contract is up for renewal, ends in June2024. WW Berry’s has been contacted for another 5 year quote. As for the revenue, there will be no more ESSER funds as E3 ends 9/30/24. Charter School ADM is projected to be up to $9,180 for FY25.

**Admission Requirements/6th grade NWEA Reading Level**

Lisa Lavoie reported out that as a requirement to be accepted into NCCA, students need to score a minimum of a 6th grade reading level on the NWEA assessment. Marion Anastasia stated that this may cause referrals to go down. Lisa Lavoie stated that the on-line curriculum platform is at a 7-12 grade reading level. Students must be able to read the materials at the level of the course in order to succeed at NCCA. Many students in the past were not successful due to not being able to read at these grade levels.

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

A motion was made by Marion Anastasia and seconded by Rebecca Metcalf to go into nonpublic session at 8:45am.

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

Judith McGann Dave Fuller Michael Bellville

Marion Anastasia Rebecca Metcalf Mary Steady

A motion was made by Rebecca Metcalf to come out of nonpublic session at 9:00 am, Marion Anastasia seconded the motion.

Mary Steady made a motion for the board to approve the hiring of Georgia Caron as an Instructional Coach. Marion Anastasia seconded it. A verbal roll call was conducted by Judith and a yes was given by all in attendance;

Judith McGann Dave Fuller Michael Bellville

Marion Anastasia Rebecca Metcalf Mary Steady

**Superintendent’s Report**

-Lisa Lavoie updated the Board on the required Special Ed MOU. A state template and technical advisory came out on July 24, 2023 and on July 27, 2023 she attended a conference on this topic. It is the resident districts responsibility to create one and give to NCCA to sign. NCCA has a template if the districts would like to use ours. Deadline to provide the MOU was moved to October 31, 2023.

-Lisa Lavoie reported out about the SAFE Grant improvements to Lancaster and the awaited door and film improvements to Littleton.

-A few meetings were held this summer with Littleton Fire Department in regards to our inspections and emergency egress.

-Lisa Lavoie and Kimberlee Spaulding are meeting with partner districts to introduce themselves and share updates of NCCA. Many new Administrators joined the North Country this year.

Rebecca Metcalf made a motion to adjourn, Marion Anastasia seconded.

**Meeting was adjourned 9:27AM**