



Board of Trustees Meeting

September 17, 2026

Town Office Building, Whitefield, NH

Meeting Minutes Prepared by: Kimberlee Spaulding, Administrative Assistant

APPROVED October 15, 2026

Present

Janet Steinert, Vice Chair

Paul Mercier, Board Member

Rebecca Metcalf, Treasure/Sec

Lisa Lavoie, Prin./Superintendent

Absent

Maureen Demick, Board Member

James Cochran, Board Member

Shelia Naylor, Board Member

Kate Cassady, Chair

Welcome/Call to Order

Janet Steinert opened the meeting at 8:09 am.

NCACPS Board

26-27 Board Meeting Schedule

Lisa reviewed the 2026-2027 meeting schedule with members. Board agreed to keep schedule at outlined.

Board Officers

Lisa stated that since they did not meet in June the Board did not elect officers for the 2026-2027 school year. Lisa informed board that Kate Cassady agreed to stay on as Chairperson. Janet Steinert stated that she would like to continue serving as Vice Chairperson. Rebecca Metcalf stated she would like to keep her seat as the Treasurer/Secretary. Paul Mercier, Jr. made the motion to accept Kate as the Chairperson with Rebecca Metcalf seconded the motion. Rebecca Metcalf made a motion to accept Janet Steinert as the Vice Chair with Paul Mercier, Jr seconded the motion. Janet Steinert made the motion to accept Rebecca Metcalf as Treasurer/Secretary with a second from Paul Mercier. **The Board unanimously approved.**

Review of Board Membership

Lisa informed the Board that Robin Scott's term has been completed and is looking for a replacement. She also informed board that the board membership is still in compliance with the number of members serving on the board.

Code of Conduct

Lisa presented the Board with a copy of the Code of Conduct. They took a few minutes to read it and sign at the bottom. Lisa collected them.

Board Membership Training

Lisa asked the Board if they want or need more training as a Board. At this time they do not.

Approval of Minutes - May 21, 2026

The Board reviewed the meeting minutes for the May 21, 2026 meeting. Rebecca Metcalf made the motion to approve the minutes and Paul Mercier, Jr. seconded the motion. **The Board unanimously approved.**

NCACPS Updates

New Staff

Lisa reviewed a handout with the board covering points about the new staff. She stated that we were fortunate to have the qualified staff and they were able to attend summer training with Georgia Caron.

Berlin Site

Lisa was happy to report that the Berlin School is up and running. She told the Board that Annette Lucas painted the classroom and the upstairs areas within a week. She did a very nice job. A lot of time and energy was spent by the staff. Lisa suggested that the next Board meeting should be held at the Berlin Site and after the meeting the ribbon cutting ceremony should take place. The Board agreed to hold the October meeting in Berlin at 9:30 to 10:30 with the ribbon cutting at 11:00am.

Reflected Last Year

Lisa went over the Strategic Plan with the Board with a summary. She spoke about some of the things that have been implemented such as Cross Training and the Important Folder that everyone can obtain.

Financials

Berlin Start Up Budget

Lisa shared with the Board the Berlin start up budget and is pleased with the results

MSDOE

Lisa told the Board that an extension was submitted and approved. Katie and Amanda have been working hard on getting this done. Paul Mercier, Jr. will be coming to the office after meeting to support Katie and Amanda.

Non Public Session RSA 91-A311

At 9:40 am Rebecca Metcalf made a motion to enter Non-Public session. Janet Steinert seconded the motion. A verbal roll call was conducted by Rebecca Metcalf and a yes was given by all in attendance.

Rebecca Metcalf, Treasurer/Sec

Janet Steinert, Vice Chair

Paul Mercier, Jr.

At 9:50am a motion was made by Janet Steinert to come out of Non-Public session. Rebecca Metcalf seconded the motion. A verbal rollcall was conducted by Janet Steinert and a yes was given by all in attendance

Rebecca Metcalf, Treasurer/Sec

Janet Steinert, Vice Chair

Paul Mercier, Jr.

The board thanked Lisa for the classroom update.

Other

Rebecca Metcalf shared that the article in Yankee Magazine that came out over the summer. It was about the collaboration between our students, Casella's greenhouse and the vegetable plants that were grown to divide between local growers for the NH Food Bank.

Paul Mercier, Jr, motion to adjourn, Rebecca Metcalf seconded the motion. The meeting adjourned at 9:55 am.