

Board of Trustees Meeting

November 18, 2021

8:11 AM to 9:06 AM

Meeting Location

AHEAD Conference Room

APPROVED

**Present Absent**

Melanie Robbins, Chairperson Linda Martellucci, Parent Member

Troy Merner, Board Member

Marion Anastasia, Board Member

Judith McGann, Board Member (via ZOOM)

Georgia Caron, Secretary/Treasurer (via ZOOM)

Catalina Celentano, Vice Chairperson (via ZOOM)

Lisa Lavoie, Superintendent

Kim Spaulding, Administrative Assistant

**NCCA Board of Trustees Meeting:**

Melanie Robbins called the meeting to order at 8:11 am.

Lisa Lavoie told the board that she had spoken with another parent to join the board. She was a no show on Monday, November 15, 2021. Lisa had called and left a message and has not heard back.

**Approval of Minutes: October 21, 2021**

 A motion was made by Georgia Caron and seconded by Marion Anastasia to accept the

minutes. Georgia pointed out that there was a typo. **Board unanimously approved, Melanie abstained.**

**NCCA Policy Manual**

Lisa and Marci have gone through all policy books and have been adding and updating Policies. Lisa thanked Lin-Wood and WMRSD for helping out and Marci for editing policies.

* Sexual Harassment - marci and Lisa took the 2 hour training with PRIMEX. Primex did a training with staff in August. They have looked at our policy and gave recommendations.
* Put Marci in as Title 9 Coordinator. Make sure it is posted in both schools.
* Focusing on procedures are huge

A motion was made by Georgia 1st reading. Judith seconded the motion. The board will revisit this in January. **Board unanimously approved.**

**Financials:**

 **Transportation Bid:** Marci had reached out to Rob Scott from WMRHS for specs for a

15 passenger van. She had reached out to area dealerships for bids. All bids are due to

Her by November 30th. She has heard back from Littleton Chevy with a No. The board

Decided to waive policy for bidding and go with North Country Ford in Lancaster.

 Troy made a motion to purchase 2 vehicles and Marion seconded. **Board unanimously approved**

**Title 4 Assessment Funds:** Lisa Lavoie wanted to document that NCCA used the funds

For ICLE in 19-20. For the 20-21 funds will be used for ICLE Conference for rigor framework and well rounded programs.

* McKinney Vento: ARP Formula Lisa explained that NCCA would have to join the Consortium to receive any funds. NCCA was granted $1056.00. There is a ZOOM meeting on December 10, 2021 at 2 o’clock with the DOE.
* DOE 25 was perfect. Lisa thanked Judith and Georgia for signing the paperwork. Taxes have been mailed out on November 15, 2021.
* Budget 22-23 - Marci is working on it. State Aid for 45 students came in. For fund balances- All tuition is in.

**Superintendent’s Report**

* COVID 19 – November: 8 total cases, 3-Lancaster & 5-Littleton. 4-Recovered & 4-Active
* Littleton Center Director- Medical Leave from 11/1/21 to 11/19/21. Mr. Carignan will return with a service dog. Board asked to follow up on policies and with Primex to make sure the school meets their responsibility
* Enrollments-Kim Spaulding reported out the status of enrollments at each campus
* Emergency Management-Lisa has put in a request to Littleton Police Department for another ALICE training.
* Lancaster Fire & Safety Inspection-Lisa reviewed the status the of the inspection and the building codes being reviewed
* 2022 Graduation-Request for graduation on Friday, June 3, 2022 has been submitted to Littleton Opera House for a 6:30pm ceremony. Mount Washington Hotel is too expensive and the price for ballroom rental went from $500.00 to $5000.00 and does not include reception.

**Chair Report-** Thanked all staff for their great work and working through Covid 19.

**Meeting was adjourned at 9:06 AM**