

Board of Trustees Meeting

January 20, 2022

Meeting Location

AHEAD Conference Room

APPROVED

**Present Absent**

Melanie Robbins, Chairperson Linda Martellucci, Parent Member

Marion Anastasia, Board Member (via Zoom) Troy Merner, Board Member

Judith McGann, Board Member (via Zoom) Catalina Celentano, Vice Chair

Georgia Caron, Secretary/Treasurer (via Zoom)

Lisa Lavoie, Superintendent

Marci Shamberger, Business Manager

**NCCA Board of Trustees Meeting:**

Melanie Robbins called the meeting to order at 8:07 am.

**Approval of Minutes: November 18, 2022**

 A motion was made by Judith McGann and seconded by Marion Anastasia to accept the

Minutes. **Board unanimously approved.**

**Approval of FY23 School Calendar**

Marion Anastasia brought up discussion on Juneteenth holiday, June 19th and whether it should be on the calendar or not. Judith McGann made a motion to accept the FY23 calendar as presented, Marion Anastasia seconded the motion. **Board unanimously approved.**

**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.

* A motion was made by Judith McGann to accept the 2nd reading of policies, ACAC, DFA, EBB, EBBD, EHAB, GBEF. Marion Anastasia seconded the motion. **Board unanimously approved.**
* A motion was made by Judith McGann to accept the 1st Reading of policies IFA, IGE, IHAMA, IHBAA, IHBI, IHCA, IK, ILBAA, ILD, IMBC, IMBD, IMGA. Melanie Robbins seconded the motion. **Board unanimously approved.** 2nd reading will be done in March.

**NCCA FY21 Financial Audit Presentation - Jeff Griffith, Alta CPA Group, LLC**

-Jeff Griffith introduced himself. He stated we could talk about the numbers but they are what they are and he would like to talk about the audit and its process.

-NCCA’s audit was free of mistakes. The audit looks at receipts, revenue and disbursements, reconciliations, and reporting to the government. Alta Group’s testing criteria were all good, overall it was a clean audit. NCCA had a great process in place, accounting records organized and any questions or document requests were made in a timely fashion. NCCA had a positive year financially.

-Jeff expressed it went well working with Marci albeit all remotely. He closed by saying our contract with him is for the whole year and just not during the audit, so if any questions arise, don't hesitate to reach out to him.

**Financials**

-**FY23 Budget** was presented, titled Draft January 12, 2022. Marci mentioned a few items changed from the budget that was presented in October, Net revenue decreased due to a voted rate of tuition increase of 1% rather than the 3% proposed, NHRS expense decreased due to the fact Lancaster does not have a FT teacher, website expenses decreased, and nurse expenses increased moderately. Overall, budget presented ended with a net income of $2,327. Marion Anastasia made a motion to accept the proposed budget, Judith McGann seconded the motion. **Board unanimously approved.**

-Lisa proposed to increase the **VT Tuition** for FY23. At our October meeting we voted on rate increases for committed and additional slots, but no mention of Vermont. Lisa proposes a 3% tuition increase from $15,700, $87.22/day to $16,171, $89.84/day. Lisa shared that the state of Vermont currently has a ceiling on tuition and that it is at $16,872, so the 3% would still be under their threshold. Judith McGann made a motion to accept the 3% VT tuition increase, Melanie Robbins seconded. **Board unanimously approved.**

-Lisa and Marci reviewed the **FY22 budget**, tuition revenue will be down compared to budget due to 2 less committed slots, however our State Aid revenue will be higher than budgeted. Overall, Lisa feels NCCA will come out even or better than budgeted. Marci gave an update on the **ESSER grants**, ESSER II had been approved, currently awaiting ESSER III approval.

-Marci presented the **Fund balances** and gave a little annual summary on NCCA’s Raymond James investment account. In a year of market fluctuations, NCCA’s account had a 10.11% YTD return.

**Superintendent’s Report**

* COVID 19 – new Covid-19 Dashboard on website, Marci will update every Monday
* Lancaster site inspection - Lisa reviewed the status of the inspection recent meeting updates.
* Enrollments-have been steady, December had our seasonal increase, but overall on track and consistent with prior school years.
* Marci has decided to keep her IRS Enrolled Agent credential and will continue with that CPE. She is also signed up for the Education Finance Program presented by Georgetown University in partnership with the NHDOE. She has been approached by the Littleton Chamber for their Treasurer position; however she declined at this time.
* 2022 Graduation-NCCA graduation is confirmed and will be on Thursday, June 2, 2022 at the Littleton Opera House for a 6:00pm ceremony.

**Chair Report-**

Melanie thanked Lisa for her steadfastness in addressing the issues with the Lancaster site inspection and tackling the issues head on.

**Meeting was adjourned at 9:26 AM**