

**Board of Trustees Meeting**

**September 16, 2021**

**8:00 AM to 10:00 AM**

Meeting Location

AHEAD Conference Room

APPROVED

**Present Absent**

Troy Merner, Board Member Georgia Caron, Secretary/Treasurer Judith McGann, Board Member

Melanie Robbins, Chairperson

Lisa Lavoie, Superintendent

Marcella Shamberger, Business Manager

Linda Martellucci, Parent Member

Kate Sorochak, Center Director - Lancaster

Marion Anastasia, Board Member (via ZOOM)

Catalina Celentano, Vice-Chair (via ZOOM)

**Welcome/Call to Order:**

Melanie Robbins called the meeting to order at 8:03 AM.

**NCCA Board of Trustees:**

* **Introductions**
  + All of the attendees introduced themselves
* **Parent Representative/New Staff**
  + Linda Martellucci and Kate Sorochak were welcomed to the board of trustees
* **Board Meeting Schedule**
  + If you need a copy of schedule, please reach out to Marci or Lisa
* **Code of Ethics**
  + The board were all given a copy of the code of ethics and asked to sign and return to Marci

**Approval of Minutes: June 8, 2021**

A motion was made by Judith McGann and seconded by Troy Merner to accept the June minutes as is. **Board unanimously approved.**

**Electronic Votes:**

A motion was made by Judith McGann and seconded by Marion Anastasia to accept the electronic votes as voted on over the summer. **Board unanimously approved.**

**2021-2022 School Year Opening:**

* Lisa updated the board on NCCA’s 5year Strategic Goals. The staff met 3 times, October, March and June. The document that was presented showed the consolidation of all staff input. There are 5 main priorities they are working on and this document will continue to be a working live document to update and implement as needed.
* 2021 brought new activities to NCCA. Winter Carnival was a success, the students participated in an escape room, and an offsite fish and game science field trip. NCCA initiated an attendance recognition program and will continue that. Even during COVID, our attendance rate was 93.8%, the highest it had been in 5 years.
* Rich Larcom and Gary Melanson have added to their Title I curriculum’s this year. Our collaboration with WMSI will be expanded to include both Littleton and Lancaster sites. Gary will be instructing a language arts program that is based on real life learning, such as building a personal portfolio.

**Boston Harbor Wealth/Raymond James Financial Services**

* Tom Brussard of Boston Harbor Wealth presented the status of our investment account via ZOOM. NCCA is currently in a conservative balanced portfolio with a 1.47% dividend yield and 7.4% annual rate of return. NCCA would like to move towards more sustainable investments and perhaps a portfolio with more growth potential. Tom made note that we do have a long term horizon and that our investment strategy should be “time in the market and not market timing.”
* Two new investment proposals were presented and described as relating to speed limit signs. Our current investment portfolio is rated at a “speed” of 48. Investment proposal #1 would be a speed limit of 66, this would be the Balanced Sustainable with Growth portfolio, which would yield a .80% dividend yield. Investment proposal #2 would be a speed limit of 74, this would be a Sustainable Growth portfolio with a dividend yield of .51%. Both proposals do increase our equity allocation and decrease our fixed income allocation. More risk/return is both projections as opposed to our current conservative election.
* After Tom’s presentation, Marci presented NCCA’s investment proposal to invest an additional $20,000 from our Capital Reserve bank account into our Raymond James account and to change our portfolio allocation to the speed limit, 66, plan. Prior to voting and accepting this proposal, NCCA needs to change our Capital Reserve account policy to include the funds “can be used for long-term sustainability purposes as determined and approved by the Board of Trustees.”
* A motion was made by Troy Merner and seconded by Judith McGann to modify the Capital Reserve Account Policy as stated. **Board unanimously approved.**
* A motion was made by Judith McGann and seconded by Troy Merner to withdraw $20,000 from the Capital Reserve account and invest it into NCCA’s Raymond James investment account. **Board unanimously approved.**
* A motion was made by Judith McGann and seconded by Troy Merner to change our portfolio allocation to the Balanced Sustainable with Growth, speed limit 66, portfolio. **Board unanimously approved.**

**Financials:**

**Grants: RLIS**-Lisa had applied for a competitive grant. Out of $50,000 available, NCCA received $40,000. This money is how NCCA is funding the WMSI collaboration with both Lancaster and Littleton, the program will start 9/29 and continue to June.

**ESSER II**-Marci presented preliminary budget for spending ~$180,000, mentioned we have a line item of $40,000 in lost revenue to recoup. Marion mentioned ESSER funds are unanticipated revenue and would need a public hearing and be published in the newspaper. She is sending Lisa an example of WMRHS notice. Troy Merner recommended ColorWorks as a vendor for flooring. They do a bunch of work for AHEAD.

**ESSER III**-Marci presented preliminary budget for spending ~$268,000. 20% of budget had to be spent on learning loss, NCCA came up with a budget that was 50% spent on learning loss. Surveys given to Board to get their stakeholder input on how the funds should be spent.

**FY21 Closeout/Financial Audit/DOE25**

Marci reported out NCCA’s unaudited figures a little over $14,000 in net income, budgeted a loss of $17,000, Audit is currently in process, DOE-25 was originally put on extension however we met the deadline and submitted on August 31st.

**FY22 Budget**

NCCA we have no reason to believe that we won’t hit our budget. If anything unexpected comes up, we will look to ESSER funds first.

**FY23 Draft Budget**

Will present draft budget in October. Bus contract is good through 2024. Both lease agreements are due for renewal in June 2022. Will also get health insurance and liability/WC insurance not to exceed numbers in early October.

**Fund Balances**

At this time of year NCCA’s fund balances are the lowest they are going to be. Marci just sent out invoices for FY22 school year, plus NCCA should be receiving the first ADM payment as well as the differentiated aide payment soon so the fund balances will be back up by the end of October.

**Non-Public Session: (A)** A motion was made by Melanie and seconded by Judith to go into nonpublic session at 9:50am to address RSA 91-A: 311 (A).

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

Marion Anastasia

Troy Merner

Judith McGann

A motion was made by Judy to come out of nonpublic session at 9:57am, Troy seconded the motion.

Melanie made a motion in public session to accept Marion’s and Lisa’s recommendation to modify Marcella Shamberger’s terms of employment, Judith seconded. All were in favor, all members unanimously approved.

**Superintendent’s Report:**

* Enrollments – NCCA (30), NHCA (6)
* October 14, 2021- NH State Board of Education will be holding their meeting here at NCCA from 9-2. Kids will be doing a presentation of projects.
* October 14, 2021, NCCA will be hosting Littleton’s Chamber of Commerce Business After Hours, 5-7pm
* Attending Best Practices and Kidder Conference for professional development
* State of NH Department of Safety School Assessment visits scheduled for September 24th – Littleton and October 20th – Lancaster
* Lisa asked the Board to accept Linda Martellucci as a parent board member. Troy Merner made a motion to accept Linda Martellucci, Melanie Robbins seconded the motion. **Board unanimously approved.**

**Chair Report:**

Melanie thanked everyone for their work in putting the reopening plan together and recognizing the Charter Academy for their diversity of curriculum for the social and emotional needs of students.

Troy Merner mentioned that PakSolutions is making a large community investment in Lancaster. He suggests a partnership with NCCA and recommends we bring students on manufacturing tours. Sharon Kopp is the Community Outreach liaison for PakSolutions.

**Meeting was adjourned at 10:04 AM.**