



Board of Trustees Meeting
June 6, 2023
Meeting Location
Adair Country Inn & Restaurant
APPROVED

Present

Melanie Robbins, Board Member	Judith McGann, Chairperson
Georgia Caron, Vice Chair	Rebecca Metcalf, Board Member
Troy Merner, Board Member	Marion Anastasia, Board Member
Lisa Lavoie, Superintendent	Marcella Shamberger, Business Manager (ZOOM)

Absent

Jon Dugan-Henriksen, Sec/Treas

NCCA Board of Trustees Meeting

Judith McGann called the meeting to order at 8:12 am.

NCCA Board of Trustees

*Lisa Lavoie reviewed the 2023-2024 Board Meeting Schedule. Georgia Caron made a correction. May's meeting needs to be May 16th as May 17th is a Friday and all meetings are fall on the 3rd Thursday.

*Board member terms were discussed. The following terms were agreed upon"

2024	2025	2026
Troy Merner	Marion Anastasia	Georgia Caron
Melanie Robbins	Rebecca Metcalf	New Board Member
	Judith McGann	

Lisa Lavoie will look into getting another community member to join the Board. Suggestions were given and Troy Merner will follow up with contact information of one of the suggestions.

*Officer Positions were voted on for 2023-2024 School Year:

Chairperson – Judith McGann

Marion Anastasia made a motion to nominate Judith McGann as Chairperson, Georgia Caron seconded it. **Board unanimously approved.**

Vice-Chair – Georgia Caron

Marion Anastasia made a motion to nominate Georgia Caron as Vice-Chair, Judith McGann seconded it. **Board unanimously approved.**

Secretary/Treasurer – Melanie Robbins

Georgia Caron made a motion to nominate Melanie Robbins as Secretary/Treasurer, Marion Anastasia seconded it. **Board unanimously approved.**

Approval of Minutes: April 20, 2023

Georgia Caron made a motion to accept the April 20, 2023 meeting minutes. Melanie Robbins seconded the motion. **Board unanimously approved.**

NCCA Policy Manual

Lisa and Marci presented and reviewed the following policies:

AE Accountability- 1st Reading

Georgia Caron made a motion to Accept policy AE and waive the 2nd Reading. Marion Anastasia seconded the motion. **Board unanimously approved.**

DAF Administration of Federal Grant Funds- Amendment

Rebecca Metcalf made a motion to accept the Amendment to policy DAF. Marion Anastasia seconded the motion. **Board unanimously approved.**

EBCA Crisis Prevention & Emergency Operations Plans-Amendment

Georgia Caron made a motion to accept the amendment to policy EBCA. Rebecca Metcalf seconded the motion. **Board unanimously approved.**

EHB Data/Records Retention Schedule-Amendment

Georgia Caron made a motion to accept the amendment to policy EHB. Rebecca Metcalf seconded the motion. **Board unanimously approved.**

**In discussing the policies, Marion Anastasia inquired if NCCA had access to NHSBA website and policy services. Until recently the answer was no. However, we recently received a notice that Charter Schools will be able to have access to all the policies and services moving forward for an annual fee of \$1500. The board recommended we enlist that service and pay the fee when it becomes available.*

NCCA Special Education MOU

Lisa Lavoie and Marcella Shamberger had drafted an NCCA template for the Special Ed MOU. Georgia Caron reported out that, she had just attended a special education meeting with area special education directors and that no schools are moving forward with any proposed MOU's until the NH Department of Education distributes a Technical Advisory on the matter first.

Financials

Marcella Shamberger and Lisa Lavoie spoke in the FY23 Closeout and the Fund Balance. Grants were up to date through May draw downs and that the YTD Budget to Actual is looking great, with one month to go. Revenue is up, due to VT tuition, and State Aid and expenses are in line with what was budgeted, with minimal variances. Should close out the year, greater than budgeted. Raymond James investment account is almost exactly where we were last year at this time, which is a good thing because with the volatile market we had seen over the past year we hadn't had a significant decline or rise in the account.

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

A motion was made by Georgia Caron and seconded by Troy Merner to go into nonpublic session at 8:40am.

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

Melanie Robbins	Judith McGann
Georgia Caron	Troy Merner
Rebecca Metcalf	Marion Anastasia

A motion was made by Georgia Caron to come out of nonpublic session at 9:44am, Marion Anastasia seconded the motion.

Melanie Robbins made a motion for the board to approve the changes to personnel. Troy Merner seconded it. A verbal roll call was conducted by Judith McGann and a yes was given by all in attendance;

Melanie Robbins	Judith McGann
Georgia Caron	Troy Merner
Rebecca Metcalf	Marion Anastasia

Superintendent's Report

-Lisa Lavoie updated the Board on the status with CSI and West Ed. NCCA met with West Ed Contractor to discuss the outcomes from the CALL survey and interview feedback. An actual report has not been given to NCCA yet. NCCA needs to complete a template by July 13th.

-Garden Project and Enrollment Update news articles were shared with the board.

-NCCA had fire inspectors on site in Littleton regarding improvements needed with our SAFE grant funds. NCCA may need to change office set up if emergency egress needs to be void of anything in that space.

-Lisa Lavoie will share with the Board in September a look back at the 22/23 school year for enrollment numbers.

-June 20th is the last day for students at NCCA

Judith McGann made a motion to adjourn, Rebecca Metcalf seconded.

Meeting was adjourned 9:55AM