



North Country
**Charter
Academy**
Chart Your Course

Board of Trustees Meeting

March 19, 2026

Town Office Building Whitefield, NH 03598

Meeting Minutes Prepared by: Nancy Hassam, Business Manager

Approved April 3, 2026

Draft minutes prepared by Lisa Lavoie, Principal/Superintendent

Present

Kate Cassady, Chair

Janet Steinert, Vice Chair

Rebecca Metcalf, Treasurer/Sec

James Cochran, Board Member

Paul Mercier Jr, Board Member

Lisa Lavoie, Prin./Superintendent

Maureen Demick, Board Member

Absent

Robin Scott, Board Member

Nancy Hassam, Business Manager

Welcome/Call to Order

Kate Cassady opened the meeting at 8:00 am

Approval of Minutes – January 15, 2026

The Board reviewed the meeting minutes for the January 15, 2026 meeting. Janet Steinert made a motion to approve the minutes and Jim Cochran, seconded the motion. Rebecca Metcalf abstained. **The Board unanimously approved.**

Board Membership

All members introduced themselves to the new parent representative, Shelia Naylor. The terms of the members were discussed so that preparations can begin in filling vacancies for next year. Parent members were interested in continuing in their role for next school year. Robin Scott's term ends this year

NCCA Board Bylaws

Lisa Lavoie review the proposed Bylaw revisions with the members. Janet Steinert identified some minor changes that could be made with spelling and grammar corrections. Superintendents can continue to serve on the board through the representation of members who are professional

educators. Maureen Demick made a motion to approve the proposed revisions and Rebecca Metcalf, seconded the motion. **The Board unanimously approved.**

Financials

District Cover Letter & Enrollment Contract

Lisa discussed the concern some Superintendents expressed at February's North Country Superintendent Association meeting regarding the legality of our Cover Letter & Enrollment Contracts that we use. Lisa was asked for it to be reviewed by legal counsel. Lisa sent the documents to NCCA's legal counsel for review and to address concerns. Lisa shared with the members that the documents and process NCCA uses is legal.

FY 26 Budget & Fund Balance

Lisa reviewed with the members the financials of the FY26 budget. Lisa stated that the budget and fund balances are good and that enrollment has increased this year. The quarterly ADM report showed 82 students enrolled which is a number that is a typical yearly average.

FY27 Draft Budget Approval

Lisa reviewed the updated draft budget specifically recognizing the status of the district contracts. District contracts are due March 30, 2026 and there were only two districts NCCA is waiting for. Kate Cassady asked about the professional development line item and would like feedback at next meeting on a possible increase. She also recommended that the legal line item is changed from \$500 to \$1000. Paul Mercier, Jr. made a motion to approve the draft budget with the recommended changes and Janet Steinert, seconded the motion. **The Board unanimously approved.**

FY27 Draft Expansion Budget

Lisa reviewed the draft expansion budget with the members. Discussion occurred addressing cost effective options for public relations and getting the news out to the communities if approved.

FY27 Audit Report

Lisa thanked Paul Mercier, Jr. for spending a day in the business office providing support. Paul reviewed the audit with the members. He has been working with the Business Manager making some adjustments so that the MSDOE is completed with more ease.

Facility Lease

Lisa reported that she has asked AHEAD for a multi-year lease which will begin in July 2026.

Non-Public Session RSA 91-A311:

Maureen Demick made a motion to enter Non-Public session. Jim Cochran seconded the motion. A verbal roll call was conducted by Kate Cassady and a yes was given by all in attendance.

Kate Cassady, Chair
Janet Steinert, Vice Chair
Rebecca Metcalf, Treasurer/Sec

Paul Mercier Jr, Board Member
Maureen Demick, Board Member
James Cochran

The session began at 9:49 am.

A motion was made by Paul Mercier to come out of Non-Public session. Maureen Demick seconded the motion. Non-Public was exited at 10:07 am.

A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance
Kate Cassady, Chair
Janet Steinert, Vice Chair
Rebecca Metcalf, Treasurer/Sec
Paul Mercier Jr, Board Member
Maureen Demick, Board Member
Jim Cochran

The Board thanked Lisa for the Data Management and Business Department update.

Website

Lisa reviewed with the members the proposal from Amanda Smith to manage NCCA's website. Members discussed the importance of this and asked that the contract if possible include updating NCCA's social media. Rebecca Metcalf made a motion to approve the contract and Jim Cochran seconded the motion. **The Board unanimously approved.**

Rebecca Metcalf, motion to adjourn, Maureen Demick seconded the motion. The meeting adjourned at 10:08 a.m.