



Board of Trustees Meeting

September 18, 2025

Town Office Building Whitefield, NH 03598

Approved October 16, 2025

Present

Rebecca Metcalf, Treasurer/Sec	Kate Cassady, Chair
Robin Scott, Board Member	Janet Steinert, Vice Chair
Maureen Demick, Board Member	James Cochran, Board Member
Lisa Lavoie, Prin./Superintendent	Randy Foster, Business Manager

Absent

Welcome/Call to Order

Randy Foster advised all Board Members that the meeting would be recorded for meeting minute purposes. All members were in agreement.

Rebecca Metcalf called the meeting to order at 8:03am.

NCCA Board of Trustees

Introductions: Introductions were made for all Board Members and Staff. Kate Cassady, James Cochran, and Maureen Demick provided their background to the group as new board members.

Board Officer Positions:

Rebecca Metcalf reviewed the nominations for Chair and Vice Chair of the Board of Trustees. Lisa Lavoie reviewed the descriptions of officer positions for the Board of Trustees.

Chair: Rebecca Metcalf nominated Kate Cassady for Chair of the Board of Trustees. Kate accepted the nomination. Rebecca Metcalf made a motion to approve the nomination, Janet Steinert seconded the motion. **Board unanimously approved.**

Vice Chair: Rebecca Metcalf nominated Janet Steinert for Vice Chair of the Board of Trustees. Janet accepted the nomination. Rebecca Metcalf made a motion to approve the nomination, Kate Cassady seconded the motion. **Board unanimously approved.**

Secretary/Treasurer: Lisa Lavoie asked Rebecca Metcalf if she would stay on as Treasurer/ Secretary of the Board of Trustees. Rebecca accepted and stated she would stay on as Treasurer/ Secretary. Kate Cassady made a motion to approve the nomination, Janet Steinert seconded the motion. **Board unanimously approved.**

Lisa Lavoie and Kate Cassady reviewed the Board of Trustees Duties and Responsibilities with all Board Members. Kate read the document to express the very important duties that each member serves to the students of North Country Charter Academy. Kate asked for clarification in regards to the Principal/Superintendent's authority to hire professional staff. Lisa reviewed that in June 2024 the Board of Trustees granted the Principal/Superintendent authority to hire all NCCA staff and provide an update to the Board, no longer requiring a nomination to be presented to the Board. Lisa advised this would be noted during an update of the "B" policies. Janet Steinert did request on Policy BBA that there be a change made to the second paragraph. This change has been noted (change wording from manners to matters).

Code of Ethics: Lisa Lavoie distributed the Code of Ethics documentation to all Board Members. Kate Cassady read the document to the group to express the very important duties that each member serves. All forms were collected and have been retained.

Approval of Minutes - June 10, 2025

Meeting minutes for June 10, 2025 were reviewed. Rebecca Metcalf made a motion to approve the minutes, James Cochran seconded the motion. **Board unanimously approved.**

Principal/Superintendent End-of-Year Message

Lisa Lavoie distributed an End-of-Year folder to all Board Members which was also provided to area Superintendents and the NH Department of Education. Lisa thanked the Board for their governance during the 2024-2025 school year.

Enrollments: Lisa Lavoie expressed that NCCA saw a significant increase in enrollments for the 2024-2025 school year. In 2023-2024 NCCA served a total of 51 students while in 2024-2025 we served 101 students with 43 graduates for the Class of 2025.

Postcards: Lisa Lavoie reviewed the postcard mailings that were completed as part of the contingency plan. 31,000 postcards were distributed throughout Coos/Northern Grafton Country, and neighboring VT towns which is believed to have played a significant role within the increased enrollment counts.

Academic and Innovations: NCCA added a new CTE Career cluster to its course catalog during the 2024-2025 school year which offers 16 different clusters and is a new program that was added to the Edmentum platform. So far this has seen great success with integration of the ELO requirements. These career cluster courses have also spearheaded efforts to build community partnerships to strengthen these course learnings and provide hands-on experience. To date, NCCA has begun the establishment of opportunities at many community businesses that include Genesis Healthcare, Littleton Food Coop, local salons, medical spas, and local HVAC companies. NCCA also continues its partnership with Casella Waste Management, and created a garden using the greenhouse. Specifically, NCCA in partnership with the NH Master Gardner Program, local

farmers, and Casella Waste Management was able to help support local food banks by providing 850 units of servings of vegetables.

James Cochran asked for clarification regarding students being able to return to resident districts for CTE course offerings. Lisa Lavoie advised that students are allowed to attend CTE classes/programs within their resident districts and that NCCA promotes and encourages it.

Georgia Caron established a 19-week Transition Life Skills course for her students at the Lancaster site, which was presented to the board during the November 2024 meeting.

Volunteer Opportunities: Lisa Lavoie reviewed a few of the volunteer opportunities students and staff participated in which included the Freedom in Democracy project sponsored by Casella Waste Management, Conner's Climb, A Day of Caring beautification project with Casella Waste Management.

Appendix: Lisa Lavoie reviewed the documents that were listed within the Appendix section to include pictures, flyers, etc.

Interplay: Lisa Lavoie informed the board that NCCA participated in a sandbox account with Edmentum and Interplay learning to bring additional CTE courses to students that leads to certification. Based on current information, this will not be a viable option for NCCA as it requires time commitments such as 2 or 4 years. We are continuing to obtain information and may be able to support this option in the future.

NCCA Renewal & Onsite Visit: Monday, October 20, 2025

Lisa Lavoie reviewed the NCCA Renewal & Onsite process for Monday, October 20, 2025. Advised that she has spoken with Tal Bayer, NH DOE State Administrator, in regards to the renewal process. Lisa shared a copy of the Onsite Meeting schedule for stakeholders, this will also be emailed to all Board Members. Kate Cassady asked that as many board members as possible should be in attendance.

Policies

Policy Schedule: Lisa Lavoie reviewed the 2025-2026 Policy Schedule. While there are a lot of policies the schedule is used as a goal for completion and items may fluctuate from meeting to meeting.

New Policies: The Board reviewed the following new policies for its first reading: AB, ECAF, EEAA, JJJ.

AB: James Cochran made a motion to approve policy AB, Janet Steinert seconded the motion. **The Board unanimously approved.**

ECAF: Rebecca Metcalf made a motion to approve policy ECAF, Janet Steinert seconded the motion. **The Board unanimously approved.**

EEAA: James Cochran made a motion to approve policy EEAA, Janet Steinert seconded the motion. **The Board unanimously approved.**

JJJ: Janet Steinert made a motion to approve policy JJJ, Robin Scott seconded the motion. **The Board unanimously approved.**

Amended Policies: The Board reviewed the following amended policies: JICJ.

JICJ: Rebecca Metcalf made a motion to approve amended policy JICJ, Maureen Demick seconded the motion. **The Board unanimously approved.**

Financials

FY25 Closeout/MSDOE25/Financial Audit: Lisa Lavoie advised that we are nearing the end of our FY25 closeout with our consultant, Paul Mercier Jr. Paul is currently working on the MSDOE25 and we expect to be at an operating loss of roughly \$53k. Lisa reviewed that the highest contributors to this loss in State Aid, Differentiated Aid, \$10k expense in lawyer fees, and expenses contributed to the approval of the contingency plan.

FY26 Budget & Fund Balance: Lisa Lavoie reviewed that FY26 is off to a good start. There are no significant items at this time to discuss, however, there are some contingency plan expenses that have trickled in due to timing of invoices etc.

Non-Public Session RSA 91-A311:

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

Rebecca Metcalf, Treasurer/Sec	Kate Cassady, Chair
Robin Scott, Board Member	Janet Steinert, Vice Chair
Maureen Demick, Board Member	James Cochran, Board Member

The session began at 10:15am.

A motion was made by Janet Steinert to come out of Non-Public session. Rebecca Metcalf seconded the motion. Non-Public was exited at 10:42am.

A verbal rollcall was conducted by Rebecca Metcalf and a yes was given by all in attendance

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The Board is pleased Lisa Lavoie is seeking a contract renewal.

Rebecca Metcalf made a motion to adjourn. Maureen Demick seconded the motion. The meeting adjourned at 10:44am.