



North Country
**Charter
Academy**
Chart Your Course

Board of Trustees Meeting
April 3, 2026
ALLSTAFF Contracting Services
260 Main Street, Littleton, NH 03661
Approved May 21, 2026

Draft minutes prepared by Lisa Lavoie, Principal/Superintendent

Present

Kate Cassady, Chair

Lisa Lavoie, Principal/Superintendent

Present Remotely(Via ZOOM)

Janet Steinert, Vice Chair

Paul Mercier Jr, Board Member

Absent

Robin Scott, Board Member

James Cochran, Board Member

Shelia Humphrey, Board Member

Maureen Demick, Board Member

Rebecca Metcalf, Treasurer/Sec

Welcome/Call to Order

Kate Cassady opened the meeting at 8:00 am

Kate Cassady reads the NH RSA 91-A:2 in reference to participating in a meeting remotely. Both Janet Steinert and Paul Mercier, Jr. state their need to participate remotely due to the ice storm occurring at the time of this meeting. Kate Cassady states the reason satisfies statutory requirements.

Approval of Minutes – March 19, 2026

The Board reviewed the meeting minutes for the March 19, 2026. Janet Steinert made a motion to approve the minutes and Paul Mercier, Jr., seconded the motion. A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance

Kate Cassady, Chair

Paul Mercier Jr, Board Member

Janet Steinert, Vice Chair

The Board unanimously approved.

Secretary of State: Articles of Agreement

Lisa informed the Board that there is a need to modify the current name of the charter school due to the new RSA-B:5 (III) which requires the name to include the words “chartered public school.” Lisa also reviewed the current Articles of Agreement and identified that it will be Article #1 that will need to change from North Country Charter Academy to North Country Academy Chartered Public School. Paul Mercier, Jr. made a motion to approve the changing North Country Charter Academy to North Country Academy Chartered Public School and Janet Steinert, seconded the motion. A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance

Kate Cassady, Chair

Paul Mercier Jr, Board Member

Janet Steinert, Vice Chair

The Board unanimously approved.

Toxic Chemical Policy

Lisa Lavoie review NCCA’s Workplace Safety Policy and the proposed amendment as recommended by the NHED Bureau of School Facilities. Janet Steinert made a motion to approve the amendment and Paul Mercier Jr. seconded the motion. A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance

Kate Cassady, Chair

Paul Mercier Jr, Board Member

Janet Steinert, Vice Chair

The Board unanimously approved.

FY 27 General Assurances

Lisa reviewed the FY 27 General Assurances with the Board members and members discussed its compliance requirements. Paul Mercier, Jr. made a motion to approve the FY 27 General Assurances and Janet Steinert, seconded the motion. A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance

Kate Cassady, Chair

Paul Mercier Jr, Board Member

Janet Steinert, Vice Chair

The Board unanimously approved.

Facility Maintenance Plan

Lisa reviewed the Facility Maintenance Plan with the members. Paul Mercier, Jr. recommended that we ask anyone we contract for services such as for cleaning to get a list of chemicals being used and to also have this identified at places in which students are engaged in work-based learning activities to avoid allergic reactions. Board members supported the recommendation. Lisa will add this to the Facility Maintenance Plan and include it in NCCA’s WBL documents. Paul Mercier, Jr. made a motion to approve the Facility Maintenance plan and Janet Steinert, seconded the motion. A verbal rollcall was conducted by Kate Cassady and a yes was given by all in attendance

Kate Cassady, Chair

Paul Mercier Jr, Board Member

Janet Steinert, Vice Chair

The Board unanimously approved.

Title I & IV Stakeholder Feedback

Lisa discussed with the members the current use of funds from Title I and Title IV and asked the members for their feedback. Members strongly supported the current use of funds and believes the supplemental project based activities meet the need of our students. Members were very impressed at visiting the student's onsite at White Mountain Science, Inc. and at the Littleton Arts Studio. The members recommended keeping these supplemental activities for the students.

New Hires

Lisa discussed with the Board the three new educators that have been hired. Gregg Mahoney, Jennifer Mroczko and Jenny Hagen. Lisa was very pleased that the NCCA teachers actively participated in the interview process. The new educators have begun cross training with the current teachers.

Staff Professional Development

Lisa informed the Board that all staff will be meeting on March 30, 2026 as a professional development day. The agenda has been established and will be focused on addressing E-Learning, Bridges Program and Public Relations

Janet Steinert made a motion to adjourn, Paul Mercier, Jr. seconded the motion. The meeting adjourned at 10:08 a.m.