

Ledyard Charter School Board of Directors

Board Meeting Minutes

Wednesday, October 9, 2024 | 5:00 P.M. | Meeting [online via Zoom](#)

This meeting was conducted via Zoom. The authority to conduct a public meeting in this manner was granted by Governor Sununu's 12th Executive Order issued on March 23, 2020.

1. Call to Order 5:02 PM

The meeting was called to order by Alison Heller (sitting in for Lucretia Witte) at 5:07 P.M.

Present:, Wendy Kozak, Alison Heller, Katie Bullock, Julie McKenney, Shelby Whittet, Amie Bettle, Ivy Schweitzer, Ben Beisswenger

Absent: Lucretia Witte, Bethany Solomon

A quorum was present.

2. Public Input - Alison requests a review of the school's by-laws. The strategic planning committee could take up that task. Ivy moves that the strategic planning committee update the bylaws. Seconded by Shelbie Whittet and approved unanimously.

3. Consent Agenda

[Approve minutes from September 11 meeting](#)

- Julie made a motion to approve the consent agenda, Ben seconded the motion and it was approved unanimously.
- Wendy needs to get the line of credit to be renewed and it needs to be voted on by the board. Ben makes a motion to approve extending the line of credit. Seconded by Alison and approved unanimously.
- Alison is going to remove herself from the vice chair position as she is assuming a staff role at the school. Lucretia has agreed that staff may not serve on the board as well. Wendy wanted everyone to know that Alison will be working part time at the school planning the renovations as a Resource Coordinator. She will be meeting with architects, etc. She will also be helping Wendy with tasks that need to be completed (data entry, errands, and more). A grant will be covering the pay for her position.

4. Executive Director's Report

Wendy Kozak provided the director's report and provided the following highlights during the meeting:

- 49 students attending, enrollment is not closed. Some new students are not working out - they are not attending. The cutoff for enrollment will be 50 students.
- Wendy received grants for various types of field trips focusing in a number of different areas. Several field trips will be occurring simultaneously. She would like to get a loan to buy a 15 passenger van.
- Block scheduling is still going very well.
- Fundraising: All federal grant funds have been used. Remaining is about \$100k of new federal grants. 3 employees are getting paid through the grants. 5-6 grants can get written within a week. A mailing was sent out to the big donors, not asking for money, just an update. An additional payment is received for low income students (USDA) for tuition and the lunch program. The savings account has been paid back. They are still waiting for a tuition check which should be about \$20k. All of the bookkeeper's wages were

being covered by grants but now that money is no longer available. Therefore the expenses will be higher this year over all.

- Collect as much information now regarding the renovation now and get it scheduled. Later it will need to be decided if another loan will be needed to cover the balance of the renovation costs. Meanwhile, continue fundraising to cover as much of the cost as possible.
- Ivy wanted to know if the student response was positive and if it was beneficial for Wendy. Wendy said that many of the field trips are free. The biggest problem is transportation and scheduling. Some students do not want to go on field trips. Hartford students are excused from the field trips. Ivy suggested that the students research why experiential learning is so effective for learning. Wendy agrees and she actually observed a psychology class learning about memory. Practicing working memory/short term memory, and long term memory which was an excellent example of experiential learning.
- Alison mentioned that there is not another fundraiser until December. Wendy noted that they are hoping to schedule a pop-up thrift store to sell some clothing.

5. Building Updates

Renovation

Alison provided the building update. She learned some interesting things about the building. She is working with electricians and Banwell to obtain the architectural plans. She noted the timeline may work for the summer, and is hopeful.

6. Finance Report

Ben Beisswenger provided the financial update.

Notable Credits

Processed Date	Description	Amount
10/3/2024	AP PAYMENT STATE OF NEW HAM PPD	\$71,401.06

Notable Debits

Processed Date	Description	Amount (+/-)
10/10/2024	NET 566950 GUSTO CCD 6semk2f8238	\$ 16,765.02
10/24/2024	NET 971744 GUSTO CCD 6semk2je4a0	\$ 16,188.66

7. Committee Reports

Experiential Education -- Ivy & Alison

They wrote a survey to give to the teachers and when they complete the survey they will meet one on one with the teachers. She is gathering resources for teachers and items teachers can use for their classes. Ivy thinks that Alison would be a great person to tell the students about the benefits of experiential learning.

Community Engagement -- Shelby & Katie

Leb Fest was the event for September and October will be scheduling an event on October 31st from 6-8 at the school

Finance -- Ben, Amie & Julie

Did not meet this month

Strategic Planning -- Lucretia & Bethany

Neither committee members were available to share any progress

7. Adjournment

The meeting was adjourned at 5:44 P.M.

The next meeting is scheduled for November 13, 2024 at 5:00 PM, via Zoom