

Ledyard Charter School Board of Directors

Board Meeting Minutes

Friday, June 9, 2023 | 6:15 P.M. | Ledyard Charter School

This meeting was conducted in person at Ledyard Charter School.

1. Call to order and introductions

The meeting was called to order at 6:13 P.M.

Present: Lucretia Witte, Wendy Kozak, Tom Puleo, Ivy Schweitzer, Mike Harris, Ben Beisswenger, Amie Bettle, Patrick Darley, James Leavitt, Jillian Conforti, Christine Richardson, Marianne St-Laurent, and Tonya McMurray

Absent: Aubrie Hetzel and Bethany Solomon A quorum was present.

Note from Lucretia: Today we are joined by a guest, parent and prospective board member Tonya McMurray. Tonya is a family and child counselor/psychologist at the Family Place. Her son is in 10th grade at LCS and she has been in the building and in meetings with Wendy very regularly. She is a huge supporter of our program, and is considering joining the board effective in July. She joined us for this meeting to meet all of us and see how our meetings run, and for us to meet her.

2. Public input

There was no public input.

3. Consent agenda

[Minutes from 5/10/2023](#)

Approval of new Policy and Procedure Documents Discussion

Ivy: How to implement them?

Wendy: They are already being implemented; these are just making them more compliant.

Mike: What is the difference between the two Procurement docs: Ivy: one is policy, one is process. Mike: Don't we have these already ie. conflict of interest:

Wendy: this is an updated version

Mike: No tolerance: can we still exercise discretion? Wendy: yes

Mike: Records policy: how long do we hold on to them? Someone needs to make a decision about that. Mike: Let's get recommendations for this. Special education is different.

Motion to approve the consent agenda made by Mike Harris, seconded by Ben Beisswenger and approved unanimously.

4. Officer Election

Chair -- Lucretia Witte

Co-Chair -- Tom Puleo

Secretary -- Amie Bettle

Treasurer -- Ben Beisswenger

Motion to approve officer elections made by Lucretia Witte, seconded by Mike Harris and approved unanimously.

5. Executive Director's Report

Discussion of need for an elevator (ADA accessible) : Eventually, we will spend a lot of money on this; it's in process. Tom: We need to get more estimates for this. It could be a lift.

At this point in the meeting Amie Bettle, Secretary, took over writing the minutes from Ivy Schweitzer who had filled in during her absence at the beginning of the meeting.

Some highlights Wendy touched on during the meeting include the following:

- Audit: The audit deadline has been moved back to 7/2/23.
- Fundraising: Per a conversation with Bethany and her colleague, the idea of friend-raising as opposed to fund-raising has been brought up. This is where more people help to raise funds via peer-to-peer interactions.
- Staffing: The math tutor has become a much needed position at LCS and Wendy will be having the tutor lead math tutorials daily from 10-2 for groups of up to 5 students. Mrs. Heller and Ms. Richardson will not be returning in the fall. Wendy has posted the job and has received one response and is confident that this is the person she will be hiring for the position.

5. Finance Committee Report & Cash Flow Projections

Cash Flow Projections report provided by Mike Harris

- We project a June 30 balance of about \$25,000 including a final NH tuition payment of \$30,000. That is enough money to get us into mid-July. We are hopeful of receiving some additional grant money, and the line of credit will carry the school through August.
- As of today, the checking account balance is \$43,000, the money market account holds \$1021, and the USDA emergency fund holds \$6,000. We deposit \$400 into the USDA account each month. There is a limit as to how much that needs to hold. I will confer with Wendy about that limit as we prepare a summer report for the USDA.
- The line of credit has been renewed for \$70,000. Mascoma Bank was initially reluctant to increase that amount because we had a net operating loss in FY22 when we purchased the building. Mascoma was probably more positive with us given our good numbers this year, but we wound up talking about taking out a bank loan to pay off the Haynes loan and/or to finance the renovation work. The NH state legislature approved their budget which includes an increase in tuition. Mike is awaiting confirmation, but could be up to \$1,500 per student.
- Mike has worked with Ben Beisswenger as he will be transferring to him the responsibilities of the Treasurer.

Update on Sending Town Tuition Increases

Lucretia Witte provided this update. The tuition contributions have not been updated and as Justin Campbell was formerly in charge of this assignment, she was unable to work on it prior to his recent resignation.

Unfortunately, Sending Towns will not be contributing this year as they have already completed their budget. Lucretia asserts that next year we will need to get ahead of this and make sure that they are in contact with Sending Towns earlier in the year. She will be working with Tom Puleo, Co-Chair, on this project. Mike Harris suggests making contact with them by November but no later than December 2023.

6. Teacher Retirement Contributions

Mike Harris proposed that Ledyard School Board contribute 3% of its employees' 2022-23 salaries to the employees' respective individual retirement accounts prior to June 30, 2023. A 3% contribution ought to total about \$9,000 to \$10,000.

Motion to approve that LCS contributes 3% to employee individual retirement accounts made by Mike Harris, seconded by Lucretia Witte, and approved unanimously.

7. Discussion of the Upstairs Space

Upstairs Space Proposal

- Jillian Conforti, de facto building manager per Wendy, stated that LCS is not able to schedule a contractor for even up to a year and has had trouble scheduling a quote. An electrician is going out to provide a quote next week. She is planning to contact the town regarding permit requirements.
- Mike Harris stated that the Holtz Brothers could provide an estimate as they are a smaller organization and may have the time and incentive. It is important to get an estimate for the bank to see they are actually using the funds from the loan for renovation purposes.
- Wendy indicated that drywall is needed especially if an elevator must be installed. She recommends a drop-ceiling for electrical and light fixtures.
- Ben suggests that drywall would not necessarily be needed, we could put posters up on the unfinished walls. Can the school still use the space without getting a lot of work done on the space?
- Tom stated that it is really only the electrical that must be completed and Jillian added that the electrical permits are also required in order for them to be able to use the space.
- Tom said that there are some renovations that can be done without a permit. The permits are required for electrical and anything that needs a masters license to be completed. If anyone has any design specifications that they would like to let him know right away.

8. July Retreat

5 - 7:30 pm -- all staff and board members are invited Hosted at LCS in upstairs space

Objectives

- Thank the outgoing board members (Aubrie, Mike) and welcome new members (Tonya?)
 - Celebrate: What went well this year? How can we continue & build upon this success?
 - Aspire: What are our 1-3 key priorities for next year?
 - Organize: How do we want to organize ourselves going forward to be as effective as possible?
-
- Lucretia discussed the plan to have a retreat again this summer for current and prospective board members. She would like to use the time there to establish priorities and plans for the next year. She proposed July 12th or 19th from 5-7:30pm. Several attendees were unable to attend on the 12th and others on the 19th. She will contact absent board members, Bethany and Aubrie, to find out if they will be available on either of those dates.
 - Lucretia asked for opinions on external facilitators. Ben suggested holding part of the meeting with a facilitator and part without. She will be contacting him to discuss. She asked if anyone had any comments or recommendations regarding the retreat.
 - Wendy recommended that the retreat include less chatting and more focus. No other comments were

forthcoming.

- Lucretia ended the discussion indicating that a [sign-up sheet](#) for the potluck will be distributed in the near future.

9. Adjournment

The meeting was adjourned at 7:22 PM

Next meeting: July Retreat Date TBD, from 5 to 7:00 pm, in person at LCS (upstairs).

Minutes submitted by Amie Bettle, Secretary