

# Ledyard Charter School Board of Directors

## Board Meeting Minutes

Wednesday, August 14, 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.*

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### 1. Call to Order

The meeting was called to order by Lucretia Witte at 5:02 P.M.

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

Absent: none

A quorum was present.

### 2. Public Input - none

### 3. Consent Agenda

1. [Approve minutes from July 10 meeting](#)
2. [Approve school policies discussed during last meeting](#)

Bethany Solomon made a motion to approve the consent agenda, Ivy Schweitzer seconded the motion. It was approved unanimously.

### 4. Executive Director's Report

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

#### Summer School

- The program finished last week. They only had 3 students this summer but it was rewarding.
- School Improvements: LCS staff have been working either full or part time over the summer running the summer school or working on improving the property in preparation for school starting in a few weeks. The floors at the school are being refinished by an alumni of LCS who is starting a flooring business. He is doing a great job and LCS is assisting in helping him get his business off the ground.

#### USDA Food Program

- The program is underway as the menu, ordering and distribution is all in place and they are ready to implement the program when the new school year begins. Reimbursement will occur after several months as other details need to be in place. Wendy continues to work on this project.

#### Incoming Seniors

- Wendy has prepared letters to be sent to families with seniors outlining their path to graduation.

#### Sending Towns

- Wendy has contacted sending schools to request an increase in tuition for the students sent to LCS from their town (students who would normally be in their school and receiving funds for that student from the state).
- Wendy was informed by Lebanon High School that she is too late to receive increased tuition for the current school year, but perhaps it could be increased for 2025-26. Most LCS students come from

Lebanon, Grantham and Canaan. Wendy will be giving 3 tours next week to representatives from various sending schools to advertise how LCS can help students.

- Wendy is planning to contact special education teachers or counselors and guidance counselors as well to explain what LCS does and how they can help students. She is also communicating with a middle school counselor to discuss students that may benefit from LCS after graduating.

#### Rental Space

- The current tenant has requested in writing to end their lease early due to their dissatisfaction with the lack of air conditioning. As part of their lease agreement they may request a cancellation of tenancy if the request is made in writing 30 days in advance. Their last day will be 9/6.
- The new tenant, Amish Jam, Jelly and Honey House, will be moving in in September. They are an established company that has mail-order clientele and storefronts in other cities. They now wish to open a storefront in Lebanon. The company is aware that a renewal in September of 2025 is not an option.

#### Fundraising and School Expansion

- Wendy had sent a letter to Dorothy Byrne with their success this year and the foundation sent another \$25,000 unexpectedly. The total amount raised to date is \$175,000 earmarked for the school expansion. Wendy did note that some of those funds were borrowed to cover expenses over the summer. However, that will be replaced when tuition funds are received from the state.
- Wendy fully expects to be able to begin the school expansion next year to include installing a lift, as required by the city.

#### Board Questions for Wendy

- Ben asked if Wendy is working with their lawyer on the lease for the new tenant. Wendy responded that she is. She noted that since the school is tax exempt their renters are not. Therefore, someone has to pay the property taxes for the time the renter is using the space in that building.
- Wendy is working with the lawyer to ensure that the new tenant will agree to pay the property taxes (which amounts to about \$5,000).
- Ben asked if this lease also has a clause allowing the tenant to move out early with notice. Wendy said that the lease Laura put together does not have this clause. The former renter provided the lease to LCS and they took it as is. While their lawyer is still looking over the lease for the new tenant and said he was happy with it upon first review. Wendy will send the lease to Ben to look over as well to get his opinion.
- Lucretia asked Wendy to discuss the documents sent via email to the board: Executive Director Reports Folder and Fundraising Events Calendar. Wendy indicated that the folder is just that with past and present reports for review as needed. This was requested in last month's meeting and she was following up.
- The fundraising events calendar will be completed and expanded upon with more details (times/places) as determined. Board members are encouraged to sign up for as many as time and willingness allows.

### **5. Finance Report**

Ben Beisswenger provided the finance report via email.

Overall takeaway: we are drawing down on our account due to mainly having outflow, although one tuition payment came in. We are still in a safe financial place.

**Current Balance**

Date	Account	Name	Amount
August 14th 2024	Small Bus Check 1	Main Checking Account	\$20,676.35
August 14th 2024	Epic MMA 3	Money Market Account	\$136,229.91
August 14th 2024	Small Bus Check 2	USDA Emergency Fund	\$11,551.75
		<b>Total Cash</b>	<b>\$168,458.01</b>

**Credits and Debits**

Type	\$
Credit	\$ 37,201.78
Debit	\$ (67,685.11)

**Notable Credits**

Date	Recipient	Amount
7/24/2024	AP PAYMENT STATE OF NEW HAM PPD	\$ 13,515.52

**Notable Debits**

Date	Recipient	Amount
7/18/2024	NET 042237 GUSTO CCD 6semk1ndjkh	\$ (13,397.10)
7/3/2024	NET 570129 GUSTO CCD 6semk1jbcq4	\$ (12,892.20)

**6. Committee Reports**

Alison Heller went over expectations for the committees to include that they should meet and communicate regularly, set goals and report monthly progress to the board.

Experiential Education -- Ivy & Alison

Alison provided the report for their committee. Their goals are as follows:

1. Connect with LCS teachers and staff regarding current courses and find out what resources the teachers may need and if they need help procuring them.
2. Look at other experiential learning programs and find out what other schools are doing in this area to determine if LCS would benefit from incorporating other types of courses.

Community Engagement -- Shelby & Katie

Katie provided the report for their committee. A more detailed report will be provided at the next meeting.

1. They discussed doing 2 larger events and 2 smaller events to help the school.
2. They are also looking into inviting a couple of students to join their committee and hope the students would be able to earn credits for their involvement.
3. Bethany suggested they include past and present donors as part of their community along with alumni. Lucretia noted that she would share the Community Engagement Survey draft with their committee.

Finance -- Ben, Amie & Julie

Ben provided the finance committee report. Their progress this month included each member will have chosen a project based on the committee's goals to lead, as follows:

1. Julie: Forecasting project costs for upstairs space. She will require information from Wendy as to past work on this project and goals in order to create a proper model and accurate projection.
2. Amie: Finding a better home for the \$175,000 fundraising income with the possibility of earning more interest on that money within the next year.
3. Ben: Banking engagement and loans. The Haynes loan has a rather high interest rate and perhaps the school should be paying that off more quickly. He will provide some insight into this.

#### Strategic Planning -- Lucretia & Bethany

Lucretia provided the report for this committee.

- They were excited to have Mike Harris, former LCS board chair and one of the school's original organizers, join their committee. Since he was a founder and visionary for the school he is an excellent resource to provide direction in regard to the use of the upstairs space.
- Mike agreed that the best use for the space was as part of the school since that was the original intention for it when the building was purchased. All were in agreement that the school should go forward with installing the lift and windows so they could use the area for the school.
- The committee created a Community Impact Study/Survey to be completed by parents, students, alumni and sending schools. It asks questions regarding what they are doing well, what needs improvement and suggestions. They expect to complete the analysis in December for additional planning in the spring.
- Bethany noted the benefits of having a non-board member on the committee and encouraged the other committees to do the same. This will also engage community members to possibly have an interest in joining the board in the future.
- Wendy mentioned that another former alumni, Wendy Bailey, may be interested in joining one of the committees as she is community-minded.

#### **7. Adjournment**

The meeting was adjourned at 5:47 P.M.

The next meeting is scheduled for September 11, 2024 at 5:00 PM, via Zoom