

Ledyard Charter School Board of Directors

Board Meeting Minutes

Wednesday, November 9, 2022 | 5:01 PM | via [Zoom](#)

This meeting is 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 and introductions

The meeting was called to order at 5:01 pm.

Present: Lucretia Witte, Wendy Kozak, Aubrie Hetzel, Amie Bettle, Bethany Solomon, Johnathan Masland, Patrick Darley, Ben Beisswenger, and Ali Heller

Absent: Mike Harris, Ivy Schweitzer, Tom Puleo, Justin Campbell

A quorum was present.

2. Public input

There was no public input.

3. Consent agenda

Approval of the minutes from 10.12.2022.

Motion by Ben Beisswenger, seconded by Lucretia Witte and approved unanimously.

4. Executive Director's report

Wendy Kozak gave the Executive Director's Report, [October 2022 Director's Report](#).

- A bookkeeper must be hired for \$10hr/week to start.
- LCS is required to obtain a food service license.
- Help is needed to write 4 policies and procedures for the Student Handbook.
- LCS is identified as a CSI school (a school in need of improvement). The board may need to do a survey to identify areas that need improvement, and this status provides \$20,000-80,000 in funding for improvements.

5. Committee Reports

1. Governance

- Ali Heller indicated that she will be working with Justin Campbell on governance documents.

2. Education

- The Student Support Plan is currently under review. Special attention is on student mental health, crises, behavioral issues, and self respect. Per Wendy, staff are trained annually in handling behavioral issues in the classroom as required by the state.
- Additional work was done on the website in collaboration with Wendy Kozak.

3. Fundraising

- Wendy Kozak continues with the newsletter, prepares for the annual letter writing campaign, and the winter fair fundraising event.

4. *Finance*

- The financial report and tenant lease update (below) constitute this month's Finance Committee report.

6. Financial Report

Note from Treasurer Mike Harris:

"I have not calculated the cash flow projection yet but will do so upon my return on Nov. 11.

The Mascoma account balances are as follows:

- Checking - \$54,600
- Money Market - \$26,000
- Escrow - \$2800
- Line of credit - 0

We did make a \$30,000 payment for the Haynes loan which reduces that debt to \$120,000. That's good progress and we'll hope to maintain payments on a quarterly basis. It makes our cash balance a bit low and the cash flow may get tight later in December before the next tuition payments. However, we realize we can utilize the line of credit on a short-term basis if we need to do so.

Otherwise, Jonathan and Wendy are more knowledgeable than I am now regarding the issues with the lease and the tenants. It was great having Ben Beisswenger join our finance committee."

7. Update on Lease of Upstairs Space

- Lucretia Witte proposed a vote on the cancellation of the lease as the general consensus seemed to be that a tenant that does not require special permits, extensive remodeling, one who pays the lease and requisite bills would be beneficial.
- Jonathan Masland requested a stay on this vote as he would prefer the Board Chairs meet with the tenant(s) and lawyer prior to a firm decision being made. Jonathan recommended Ben Beisswenger to be the Project Manager, and Ben agreed to do so.
- Patrick Darley brought up his concerns regarding the reputation of LCS, currently a pillar of the community, and the effects a sudden canceling of the lease may have.

Action Items recommended by Jonathan Masland:

1. Ben Beisswenger should speak with the lawyer regarding the legal aspect of the lease, billing and invoicing. Can these be sent directly to the tenant immediately and ongoing if they are going to remain?

2. Lucretia Witte and Justin Campbell, as the Co-Chairs, should speak to the tenants to develop a personal relationship prior to canceling the lease, the lawyer regarding legal issues, and Cam regarding context.

8. Other Business

ED Preliminary evaluation - a rubric has been developed for review.

1. Justin Campbell and Lucretia Witte will generate a survey for the board by the next Board Meeting 12/14/22.
2. Patrick Darley recommends a more concise rubric and he, as well as Ali Heller, recommend that the LCS staff should be involved in the ED evaluation.
3. The survey will also be sent to the LCS Community for feedback.

Board chairing responsibilities

1. The Secretary and Treasurer will need to provide information to Lucretia regarding their respective duties.
2. Term limits and length of terms will need to be determined.

Action Items:

Lucretia Witte requests that all board members read the [ED Preliminary Evaluation](#) and [Board chair responsibilities](#) documents and provide her with your opinions and suggestions prior to the next meeting in December, 2022.

The next In-Person Meeting will be at 5pm on December 14, 2022 at LCS then at 5:45 the board will meet at a restaurant (TBD) for dinner.

9. Adjournment

The meeting was adjourned at 5:54 pm.