

Call to Order / Attendance at 5:05

- Present in person: Amie Bettel, Erin Pospychala, Wendy Kozak, Carine Abbott, Chris Smith, Lucretia Penfield. Present on Zoom: Katie Bullock, Kristine McAllister, Julie McKenney. Absent: Ben Beisswenger.
- Quorum present with 8 voting members.
- Between last meeting and today:
 - By electronic vote conducted on August 25, 2025, the members unanimously elected Kristine McAllister, Chris Smith and Carine Abbott to the Board. Of 6 eligible voters 4 voted in favor and 2 did not vote.
 - Current board members: Lucretia, Ben, Katie, Julie, Erin, Kristine, Chris, Carine, and Amie

Consent Agenda

- Minutes from 8/13/2025 board meeting were approved
- Public Input- no public input

School Update & Charter Renewal: Wendy

- nearly all courses returning, three teachers now in their 7th or 8th year at LCS and one in her 2nd, one new class *Write a Book*, new after-school STEM Club
- 50 students. 40% of students are new this year
- van has been in constant use, taking students on frequent and more varied field trips
- launched Teacher Peer Observation program, giving each faculty member the opportunity to observe a colleague's class, exchange feedback, and adopt new instructional strategies.
- preparing to roll out our new mental health counseling program
- new team members. **Jessica Jenna**, Food Program Manager, **Ashlee Kelley**, Instructional Aide, **Nikki Grimes** Fundraising Coordinator.

Finances

- The financial position remains strong, no debt and over \$100,000 in reserves.
- largest chunk of tuition funding for the year was received: State of NH Tuition: \$137,641, Lebanon School District Tuition: \$30,000, Mascoma Valley Regional School District Tuition: \$23,750
- Next Anticipated Tuition Payments: \$23,750 from MVRSD in November for Quarter 2. \$100,000+ from NH DOE in December , \$30,000 from Lebanon in January for Semester 2

Charter renewal

- charter schools must renew authorization every five years, updating the document to reflect current practice and needs. **Site visit scheduled for October 28 likely from around 9:00-1:00.** Department of Education staff will meet with leadership, staff, and board members. Final stage will occur on **December 11**, when LCS presents its renewal application in person to the State Board of Education.

Committee Reports & Discussion

Outreach Committee Report – Katie

- Lebfest- went well. Craft went well. Not much interest in items for sale, maybe skip that next year. Try to get a table near to other vendors with kids' activities. Maybe students could do face painting at the table. Try a prize wheel. Offer simple informational things such as a bookmark.
- Working on ideas for trunk or treat.

Governance Committee Report – Julie

- Bylaws- Amie said updates needed for policies on voting, and for board attendance. Wendy suggested updating conflict of interest section. Thanks to Kristine who typed up all the bylaws into a google doc. Needs to be sent to the board one month before voted on. Committee will send new bylaws in January for review, to vote on at February board meeting.
- Cellphone policy- Wendy said the new cellphone free school is going well, there haven't been cellphones out in classes. A written policy is needed for the school. Julie looked at NH state law and examples of policies while working on it.

Building & Grounds Committee Report – Wendy and Chris

- Considering options for upstairs.
 - Chris met with construction consultant who gave possible options including pitless elevator, LULA (limited use limited access), elevator shaft on the outside of the building, top down elevator. Town of Lebanon gave requirement for a lift, Chris clarified lift is required not elevator
- How to best use the upstairs space.
 - Tech center? Which would not require a lift and could have a different entrance.
 - Air conditioning will probably be needed for any uses we decide on (to use for school or to rent out)
- Carine looking around at other buildings if considering moving to a new space. Currently, she hasn't seen anything that looks like it would meet the needs of the school.
- Looking at evacuation and safety plans.
- Wendy explains the electric bike company that sets up bike charging stations around the area, they proposed putting a charging station on LCS property and also wanted to put solar panels on the building roof. Proposed as a benefit for the company to have a spot near the tunnel, and for the school for advertising. No updates from the bike company since before school started.
- Concerns about random people on the property, sitting at the picnic tables, hiding behind dumpster using drugs

Treasurer's Report – Ben

Cash			
Date	Account	Name	Amount
October 6th 2025	Checking	Main Checking Account	\$ 101,032.83
October 6th 2025	Savings	Money Market Account	\$ 2,417.90

October 6th 2025	USDA Mortgage Reserve	USDA Emergency Fund	\$ 11,352.05
		Total Cash	\$ 114,802.78

Liabilities			
Date	Account	Name	Amount
October 6th 2025	Loan ****2722	Auto Loan	\$ (23,637.00)
October 6th 2025	Line of Credit	Line of Credit	\$ -
		Total Liabilities	\$ (23,637.00)

Notable Debits (since June 1 2025)

Effective Date	Amount	Reference Number	Description
9/16/2025	\$ (36,753.49)	89958379	BILL_PAY INTUIT XX8640 TRUMBULL-NELSON
6/16/2025	\$ (26,284.20)	84977964	Intuit
7/15/2025	\$ (23,541.61)	86566101	Intuit
6/5/2025	\$ (16,640.39)	84411097	NET xx6291 GUSTO 6semk4qc2n7
6/18/2025	\$ (16,238.62)	85132076	NET xx9038 GUSTO 6semk4uirkn

Notable Credits (since June 1 2025)

Effective Date	Amount	Reference Number	Description
9/23/2025	\$ 137,641.00	90325717	Salary/Regular Income from State Of New Hampshire
9/4/2025	\$ 60,466.74	89333708	Salary/Regular Income from State Of New Hampshire
6/10/2025	\$ 50,000.00	84680795	Deposit
8/4/2025	\$ 46,582.99	87648034	Salary/Regular Income from State Of New Hampshire
9/23/2025	\$ 30,000.00	90325716	Deposit
9/23/2025	\$ 23,750.00	90325718	VENDOR PMT MASCOMA VALLEY R XX-368
9/3/2025	\$ 18,000.00	89253250	CYBERGRANT CYBERGRANTS-CAFA ACH_XX1023

Approvals & Discussion

- Vote on Employee Retirement Contributions (2024–2025): LCS has contributed around 3% of employee salaries to their retirement accounts each year, voted on by the board each year depending on finances. The benefit isn't in their contracts. Teachers asked about not getting the contribution last year. It was unintentionally overlooked last year.

- Board vote to approve the retirement account contributions- Lucretia makes motion, Carine seconds- unanimously passed
- Approval of New LCS Employee Contracts
 - Board voted to approve 3 new employee contracts- Lucretia motions and Carine 2nds. Passed unanimously.

Non-public Session

- Motion approved to enter nonpublic, then after discussion motion approved to leave non-public.

Announcements

- Charter Renewal Site Visit Oct. 28, time TBD
- **Thanksgiving Feast – Nov. 25, 12:00 pm- all are welcome**
- Committees Meet in November
- Next Board Meeting – Dec. 10 at 5:00 pm. Potluck at LCS with white elephant gift exchange

Adjourned at 5:58 pm

End of meeting celebration recognizing:

Shelby (who was not able to attend)

Bethany- for many years of service on the board, her fundraising expertise to help the school maintain financial stability.

Ivy- for years of working with students in collaborative opportunities with Dartmouth, for fundraisers, and years of service on the board.

Lucretia- for years of leadership as board chair, inspirational leadership guiding school and making it a better place. An essential and constant support to Wendy during the first few years as director.

Notes from 9/10/25 virtual meeting to start committee work

Called to order by Amie at 5:05

Present: Amie, Chris, Carine, Kristine, Katie, Wendy, Erin

Updates from Wendy: enrollment is 50 students, most LCS has started the year with. Hired a cook and a new para. Building reconstruction is almost complete. She recently learned that the next step in construction would have cost \$200k, not the \$20k they quoted her. She is relieved we decided to stop the project, and that the students don't seem bothered by the change in plans. Wendy is working with Trumbull Nelson on the full detail of what happened for use in communication with donors, and also if LCS goes to the town. New cellphone policy is going well, not as difficult as expected, kids admit they are learning more.

Updated Committees

- Building & Grounds: Chris, Carine, Amie (Wendy will join this group)
- Outreach: Katie, Erin
- Finance: Ben
- Governance: Julie, Kristine

Adjourned to committees: at 5:18

