

Ledyard Charter School Board of Directors

Board Meeting Minutes

Wednesday, May 8, 2024 | 5:00 P.M. | Meeting online via Zoom

This meeting was also 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

The meeting was called to order by Lucretia Witte at 5:05 P.M.

Present: Lucretia Witte, Tom Puleo, Ben Beisswenger, Wendy Kozak, Bethany Solomon, Amie Bettle, Ivy Schweitzer, Alison Heller, Patrick Darley, Jillian Conforti

Absent: none

A quorum was present.

2. Public Input

There was no public input.

3. Consent Agenda

Ivy Schweitzer made a motion to approve the minutes from the board meeting in April,. Ben seconded the motion and it passed with unanimous approval.

4. Executive Director's Report

Wendy presented the Executive Director's Report and provided the following insights during the meeting:

- **Graduation** is confirmed for June 14, 5-6:30 at Lebanon SAU. Speaker TBD. Bethany requested a calendar invite.
- There has been **no student turnover** during the last month, a **mural painting club** has been started and the film studies class is learning about **film noir**.
- The **schedule of classes** has been tentatively prepared for the next school year.
- **Contracts** are completed for all staff members save for Tom Puleo's. This is due to his salary requiring additional grant monies to be available to cover his position.
- **Grants:** Wendy is working on submitting numerous grants to cover his salary as well as for covering supplies related to outdoor education and experiential learning. Wendy has been working with Tom Leduc to help with planning this direction of curriculum programming and providing suggestions as to how to make requests for this on grant applications. They are applying for **non-federal grants** as well based on projects such as the **outdoor education program** and she is seeking large grants to cover the **renovation** of the upstairs space.
- Bethany asked what Wendy is specifically asking for on the grant applications. Wendy is asking for primarily **STEM related items** (equipment related to science, outdoor recreation and physical fitness). Another goal is to not only obtain funding for Tom's position and equipment but also a vehicle.
- Alison asked if Wendy is working outside the school to partner with another school or **members of the community**. Wendy stated that that is one of her goals and she welcomes suggestions and ideas that she can add to the grant applications.

- **Building update:** Tom has removed a wall to open up a classroom, updated the wifi settings so students will no longer be able to stream on their phones.
- **MRI School Status:** Wendy discussed how she is working on an application to qualify LCS as an MRI school. LCS has formerly been designated as a CSI school; a Charter School in need of Improvement. For this qualification, the school received additional funding from the state of NH. The MRI designation is given when a school is considered a CSI school for more than 2 years. Wendy is currently waiting to learn if the school will be given Title I or Title II status which will then determine the funds provided by the state.
- **Fundraising:** The thrift shop at Dartmouth raised \$1,700. They plan to continue this activity increasing the number of days they hold it which they hope to increase donations even more.

5. Finance Report

Ben Beisswenger provided the finance report.

Overall takeaway: we remain in a solid cash position, more went out the door than came in in April. We started to pay down our Haynes loan more completely.

Current Balance

Date	Account	Name	Amount
May 8th 2024	Small Bus Check 1	Main Checking Account	\$154,277.61
May 8th 2024	Epic MMA 3	Money Market Account	\$129,669.50
May 8th 2024	Small Bus Check 2	USDA Emergency Fund	\$10,400.00
		Total Cash	\$294,347.11

Credits and Debits

Type	\$
Credit	\$ 29,044.01
Debit	\$ (72,638.86)

Notable Credits:

Description	Amount
State Of New Hampshire	17338.7

Notable Debits:

Description	Amount
Payroll	-14700.6
Payroll	-14302.8
Loan Payment	-5827.9

6. Fundraising Report

Bethany stated that she is happy to help Wendy out with the grant appeals as they come up, but she has nothing new to report on her end.

7. Building Report

Tom Puleo provided the building report. Wendy spoke earlier on Tom's work at the school. He further stated that he made minor fixers around the school. Regarding the Certification of Occupancy for the upstairs space everything they need to obtain is in place. He noted that LCS has received their first rent check for renting the space for the month of May.

8. Board Planning for Next Year

- Lucretia asked current board members to state their intentions regarding returning next year. This is preliminary as final decisions will be determined at the June meeting.
- Lucretia stated that she is happy to continue in the **Board Chair** position, though she will need some support during the fall as her baby will be born in August.
- Ben stated that he is happy to continue in the capacity of **Treasurer**. However, he would also be fine with passing the position on to someone else as well since he would like to spend more time on board responsibilities but he has new work and travel obligations.
- Amie stated that she is happy to continue on as **Secretary**.
- Bethany stated that as **Fundraising Chair** she feels she is unable to dedicate the time and effort the position deserves so she has been asking around for someone who may be interested in taking her place. She is willing to remain in the role if it cannot be filled otherwise. However, she is unable to dedicate the time to it that she would like to.
- Tom will not be returning to the board unless his position at LCS cannot continue due to funding.
- Ivy stated that she is happy to continue as a board member but will not be able to take a leadership role due to other obligations.
- Alison is happy to continue on as a board member and would like to take on the role of **Vice Chair**.

9. Board Goal Setting

Lucretia stated that it is Wendy's job to set the goals for the school and the job of the board to support her so that those goals can be reached.

Wendy's requests:

1. Each member brings a certain number of connections to LCS in the form of either donors, field trip hosts, guest speakers, professional development providers, or volunteers for building projects.
2. Find new members who have experience with the law, policies, and/or fundraising.

Lucretia's ideas for board goals:

This will be discussed in more depth at the June meeting and she hopes board members will have ideas to contribute.

1. Building -- continue renting the upstairs, cleaning the back upstairs and fixing up the downstairs
2. Achieve full enrollment, prioritizing full paying districts
3. Establish a growth strategy for building our donor base and a grants forecasting program.
4. Strategic planning process -- what should we dedicate

10. Onboarding and Offboarding Process

June 12 meeting:

- Finalize goals, elect officers for coming year
- An opportunity for observation for prospective board members

July 10 meeting (in person at LCS):

- Vote in new members
- New officers take the lead
- Recognize and thank any outgoing members
- Make an action plan for each goal
- After the meeting -- celebration with the staff (as available)

11. Board Work-day Update

Alison is running the work day and currently I have Patrick, Jim, and Tom as the staff representatives to work that day. Tom stated that he has been unable to obtain premade garden boxes. He is working with one of the teachers to help with making the boxes. On Saturday, May 12, there will be work for the board members to do to start the garden project.

12. Adjournment

Lucretia adjourned the meeting at 5:58 P.M.

The next meeting is scheduled for June 12, 2024 at 5:00 P.M., via Zoom.