

Ledyard Charter School Board of Directors

Board Meeting Minutes

Wednesday, February 8, 2023 | 5:00 P.M. | Ledyard Charter School

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.

1. Call to order and introductions

The meeting was called to order at 5:01 P.M.

Present: Justin Campbell, Mike Harris, Aubrie Hetzel, Ivy Schweitzer, Bethany Solomon, Jonathan Masland, Ben Beisswenger,, Wendy Kozak, and Patrick Darley, Amie Bettle, Allison Heller, Jillian Salzman

Absent: Lucretia Witte, Tom Puleo

A quorum was present.

2. Public input

There was no public input.

3. Consent agenda

Approve the [minutes from .1.11.2023](#)

Motion by Ivy Schweitzer. Seconded by BethanySolomon, and approved unanimously.

4. Executive Director's Report

Wendy provided the report and the following are some highlights of the report shared during the meeting:

- There were 6 students that graduated at the end of semester one which allowed for several new students to enroll.
- 2 new classes were added to include poetry and French
- A number of students have applied to HACTC for enrollment in the fall of 2023. They will learn the status of their enrollment by the end of February.
- Funding has been procured to cover overtime for staff to work on the upstairs unit to prepare it for lease.
- A school dance is planned for the students which everyone at LCS is excited about.
- Mrs. Heller will be going on maternity leave soon and Wendy is working on retaining a substitute in her place.
- The commercial kitchen renovation is progressing and almost completed.
- Wendy held a meeting with Cisco through which food will be ordered.
- A Federal Grant Expert position is now open and available.
- A recently hired bookkeeper has taken over the responsibility of reporting grants which has lifted a heavy burden from Wendy.
- \$284,000 in Federal funds have been approved and now requires allocation and the audit is moving forward.

- The minimum fundraising target has been achieved as \$58,600 has been raised.
- A thank you was extended to Ben Beisswenger for his role in the upstairs area which will be available for lease.
- Jonathan Masland praised the acquisition of the CCBA membership and asked if the cost could be underwritten.
- Bethany Solomon inquired regarding the federal grants and whether the funds needed to be spent prior to being reimbursed which was affirmed by Wendy who added that the bookkeeper is responsible for this task.

5. Financial Reports

Update provided by Mike Harris.

Balances:

Checking \$62,000

Money Market \$26,000

Line of Credit \$15,000 due

Small Business (USDA) \$4,400

Cash flow projection \$27,000

Comments:

The checking account balance is satisfactory and it ought to cover expenses for at least two months while we await a state tuition check and a tuition payment from Lebanon. The cash flow projection for June 30, 2023 is barely satisfactory; our target is upwards of \$40,000 to cover expenses for July.

Questions:

1. I expect that the issues of the rental space and the NHDOE audit will be on the agenda for discussion.

Response: The audit is still in process and the rental space will be discussed.

2. Payments for the line of credit and the Haynes loan remain open for discussion. Right now we owe \$15,000 on the line of credit and \$120,000 on the loan; the latter is due in Sept. of 2025. Immediate payments will probably have to await the resolution of the DOE audit and the receipt of the winter NH tuition payment of about \$90,000.

Response: The payment will be on hold for the time being.

3. The money market account holds about \$26,000, most of which is a donation from the Couch Foundation. The application for the donation cited our possible expansion into 7th and 8th grades and the need to renovate the upstairs area. The award letter specifies no details other than references to the application. The question arises whether we might utilize the donated funds for the kitchen project. The board ought to discuss this.

Response:

- *Jonathan Masland stated that he is hoping we can use the funding from the Couch Foundation to prepare the upstairs space for lease.*
- *Bethany suggested that a letter be written to the Couch Foundation informing them that the funds will be used in a slightly different way: instead of developing the upstairs space for 7th and 8th grade, it will be used for upgrading the commercial kitchen instead which will cost approximately \$40,000.*

6. Fundraising Reports

Bethany reported that Wendy already discussed topics regarding fundraising and reminded Wendy that a follow up is needed for those that donated. Wendy indicated she would remind Jillian to send out thank you notes.

7. Governance Committee Report

Justin Campbell stated there is no new information to report at this time.

8. Education Committee Report

Amie Bettle reported on behalf of Tom Puleo, Committee Chair. The committee met to discuss activities and field trips for LCS students available through Dartmouth College and the contacts that Ivy Schweitzer has. Ivy asked Wendy if a survey could be sent to the teachers inquiring as to what sort of activities would be most beneficial. Wendy indicated she could facilitate the survey. The following are activities suggested by Ivy:

- Hood Museum of Art
- Art Studio with photography, drawing, architecture, painting, sculpture & digital arts
- Library tour
- Engineering school
- Clubs (eg. prison initiative club, have them meet with LCS students at LCS)
- The Hop (Hopkins Art Center - currently undergoing renovation but may be used in the future)

Another idea that was floated was offering an after school club or class time to devote to a student published newsletter and/or yearbook. This could also be incorporated into a survey.

9. Update on Lease of the Upstairs Space - Ben Beisswenger

Ben Beisswenger provided the update. He suggested that tenants be limited to using the space for office or retail only. The space needs to be cleaned and work needs to be done on the ducts and other small fixes.

Regarding real estate agents, there are two options available at present:

1. Megan with Mosely and Associates. Ben recommended Megan over Mr. Brown. Wendy Kozak and Bethany Solomon agreed Megan would be a better fit.

2. Cam Brown, the previous realtor. Cam did not provide a refund even though the tenants he brought into the agreement did not pay rent or end up using the space, but he did agree to assist in finding a new tenant for free.

Other related discussion:

- Ben inquired if it would be appropriate to have 2 agents working on the lease. Amie Bettle indicated that based on a family member having been a commercial real estate agent that it would not be appropriate and a single agent would be advisable.
- Ben stated that he would discuss the decision with a lawyer and determine if hiring Megan would be a good direction from a legal standpoint.
- Ben inquired about the appropriate rent amount. Bethany stated that the rent was \$2,500/month, or at less than \$3,000. Justin Campbell indicated that the current rental market would most likely determine the current rate. Ben said he would discuss with the realtor an appropriate amount based on the market today.

Other unrelated discussion:

- Justin Campbell spoke regarding the tuition agreement with the state that an increase in tuition is an acceptable expectation based on inflationary measures. He also indicated that he would coordinate with Wendy to prepare a letter stating costs.

12. Adjournment -- Justin Campbell

Next meeting: 5pm on March 8, 2023 , in person at LCS

The meeting was adjourned at 5:50 P.M.

Minutes submitted by Amie Bettle, Secretary