

Ledyard Charter School Board of Directors

Board Meeting Minutes

Wednesday, October 11, 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

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

Present: Lucretia Witte, Tom Puleo, Wendy Kozak, Ben Beisswenger, Bethany Solomon, Amie Bettle, and Tonya McMurray, Ivy Schweitzer, Alison Heller

Absent: none

A quorum was present.

2. Public Input

There was no public input.

3. Consent Agenda

Approve [minutes from 9/13/23](#)

Confirm Alison Heller as a member of the board effective October 11, 2023.

A motion was made by Bethany Solomon to approve the consent agenda, seconded by Tonya McMurray and approved unanimously.

4. [Executive Director's Report](#)

Wendy Kozak provided the Executive Director's Report. Some of the highlights she brought up are included below:

- LCS currently has 47 students, increased from 45.
- The monthly newsletter will be going out tomorrow (10/12).
- LCS has had 2 field trips since the start of the year and weekly assemblies which has been a great community booster.
- A silent auction will be held the last week of October. She encourages all board members to make donations for the auction. A link has been emailed. Tonya recommends that people who arrive for in person bidding on the auction could register for virtual bidding at the school. Wendy has been advertising the auction in various places including listserv. Bethany recommends advertising in VOX Daily, a newsletter put out by Dartmouth. Ivy said she would continue to provide Dartmouth connections.
- Wendy said a number of items have been donated to the school which are in use such as fish tanks, a tower garden, and vegetable growing lights.
- Lucretia asked if Wendy had considered refurbishing bicycles for students.
- Alison Heller said that she could run an after school program in which students could refurbish bikes for use or resale.

6. Building Report

Tom Puleo provided the building report.

- The lighting has been installed in the upstairs space and looks great.
- Banwell is working with him to get the Certificate of Occupancy (CofO). They need to work out how many people can fit into the space safely.
- The CofO may be granted temporarily if there are estimates, invoices, etc. indicating LCS is taking steps to install the elevator.
- There have been two payments made to Banwell for their work in getting the CofO totalling \$1,600.
- It was mentioned that Tom could get in touch with Amy Clark at the DOE as she may be able to provide funding.
- Lucretia asked what the timeline may be for completion of the CofO and Tom indicated he does not have enough details to provide a definitive answer. Basically we are waiting for the CofO as all that remains to be done upstairs is the painting and decorating.
- When asked if we can go ahead and paint now, Tom indicated that perhaps that is possible, but we need to be careful to make sure the space is not being used for schooling or any other purpose as there is no CofO as of yet.

7. Financial Report

Ben Beisswenger provided the finance report (these numbers are rounded)

Current status of accounts as of October 11, 2023:

Checking: \$154,000

Money Market: \$51,000

Emergency Fund: \$7,600

Credits: \$263,000

Debits: \$235,000

Notable Credits:

State of NH (tuition): \$63,000

Transfer from loan to demand: \$

AP Payment State of NH (tuition): \$

Lucretia noted that the amount in checking needs to last through December which is doable. Wendy said that it costs less than \$30,000 in operating expenses per month as she is frugal. Since she is only paying wages and utilities, plus cutting expenses in salary (losing 2 employees in October this year) than she is certain she will not exceed the current balance before January.

8. Tuition Project

Lucretia provided this report.

- Thank you letters were sent to the sending schools (Lebanon and Mascoma). In the same letter she informed them that LCS will be increasing the tuition to \$6,350 and provided a breakdown of expenses.
- School budgets are drafted by December and approved by March therefore she is pressed to complete this process during the next two months.
- Letters will be sent to noncontributing schools requesting payments are included in their budgets for the next year noting that LCS has a long waitlist and will be prioritizing students from paying schools.
- All of these letters will be sent shortly before or following the next board meeting.
- Tonya suggested the parent committee send letters to the sending towns as well and Lucretia agreed.

9. Other Board Member Updates

Fundraising

- Bethany is investigating how to spread the word about community fundraising and finding corporate sponsors. She is considering the rotary club, the young professionals club and she will follow up with them.
- Bethany is also considering Dartmouth's greek life organizations and bringing the school in front of organizations that do fundraising. She mentioned a friend, Amy Blackwell, who is an executive director of a charter school who may be able to give them some more ideas if Wendy is open to that. Ms. Blackwell may be open to being on the board, but remotely only as she works for Global Learning Charter School in New Bedford.
- Lucretia suggested when contacting upper valley organizations to let them know we can host events and she prefers to meet with Ms. Blackwell prior to inviting her in as a board member.
- Wendy suggests all board members make donations to the silent auction. She requests members to post the event in various places and get involved.
- Bethany suggests Wendy provide a goal for donors. She also said that Wendy needs a link to the items/event and congratulated Lucretia on her engagement!

10. Adjournment

Lucretia adjourned the meeting at 5:55 P.M.

The next meeting is scheduled for November 8, 2023 at 5:00 pm via Zoom.