

Ledyard Charter School Board of Directors

Board Meeting Minutes

Wednesday, April 19, 2023 | 5:00 P.M. | Ledyard Charter School

This meeting was conducted at Ledyard Charter School and 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 5:04 P.M.

Present: Lucretia Witte, Wendy Kozak, Tom Puleo, Ivy Schweitzer, Mike Harris, Ben Beisswenger, Jonathan Masland, Aubrie Hetzel, Amie Bettle, Patrick Darley, Jillian Conforti, and Jose Maldonado

Absent: Justin Campbell and Bethany

Solomon A quorum was present.

2. Public input

There was no public input.

3. Consent Agenda

[Minutes from 3.8.2023](#)

[Grant Assurances](#)

Motion to approve the consent agenda made by Mike Harris, seconded by Ivy Schweitzer and approved 7-0.

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

Some highlights Wendy touched on during the meeting include the following:

- There were 5 students with high honors this last quarter, 6 with honors.
- The Spring Fair is coming up along with Prom and Graduation.
- Graduation will be on 6/9/23 and board members are encouraged to attend.
- Goals for the month include planning the upcoming events, scheduling students for classes in the fall, approval of new students.

[CSI Staff Self-Assessment Results](#)

Wendy then discussed the CSI Staff Self-Assessment Results that came from the DOE assessments completed by the staff on school performance. These assessments will help LCS obtain funding for the 23-24 school year.

At this point Lucretia mentioned that the June board meeting will be shifted to coincide with the graduation so that board members will be able to attend the event. Then Wendy presented the [2023-24 Calendar](#) for review.

Motion to approve the calendar made by Mike Harris, seconded by Ben Beisswenger, and approved unanimously.

5. Rental Space Update

Ben Beisswenger provided the update on the rental space.

- Megan, the agent, is working on advertising the space. It has been shown one time (via referral). There was discussion regarding the renovation of the space or finding a renter willing to do the renovations. Ben indicated that there is a wall in need of repair and electrical outlets as well.
- Lucretia asked if Ben had spoken with Megan about lowering the rental fee and the cost for renovations. Ben responded that lowering rent was not considered and renovations may be \$4,000-10,000 but needs to get quotes for accuracy.
- Tom Puleo said he is willing to help with renovation work. He also spoke to the possibility of using that space to expand the school to include 7-8th grade. Several other members of the board concurred that this would be an excellent idea.
- Lucretia suggested Wendy meet with the Education Committee to explore the idea further.
- Mike Harris stated that Wendy is very busy in her current position and will need to seriously consider the additional work of managing a larger program.
- Jonathan Masland indicated that this would be a good professional development position and Tom said she could narrow the scope of her current position and possibly hire additional staff.
- In conclusion, Lucretia requested the Ed. Committee to meet again prior to the May meeting and Ben is to continue appraisal of renovation costs and explore the idea of lowering the rent.

6. Tuition Agreements with Sending Towns

- Justin Campbell was absent from the meeting so the agreements with Sending Towns will be updated at the next board meeting.
- Wendy stated that the state of NH may increase funding for Charter Schools to \$9,000 per student, but has nothing definite yet.

7. Finance Committee Report & Cash Flow Projections

The following report was provided by Mike

Harris: Current cash holdings as of 4/18/2023:

Checking account: \$45,000

Money Market account: \$26,000

The cash flow projection at the end of March projected a June 30 deficit of \$11,000. However, that projection does not include the possible use of the money market funds nor does it anticipate the receipt of about \$45,000 in grant funds that Wendy Kozak expects to receive. If those two sets of revenues are realized, then the end of June balance comes to about \$60,000 which would carry us into the end of July. The use of the line of credit would then be utilized to carry the school until the 2023-24 revenues begin.

Other factors

The important unknown factor is the state audit of our past grant funds. Our auditor, Rowley & Associates, continues to work on this, and we have received no further direction from the state. We anticipate some penalty but the lack of current direction leaves us hopeful that the penalty may be relatively light. Nonetheless, we ought to be prepared with resources to pay some amount of a fee.

Recommendations:

- Transfer \$26,000 from the money market account into the school operating/checking account.

This money was set aside in that account to be used for renovations. We have essentially obtained permission to use the money now and will do so to pay off the kitchen renovation bills.

- Request an increase in our line of credit to \$100,000 from the current \$75,000. We need to renew our line of credit with Mascoma Bank sometime in the next couple of months, and it seems prudent to increase the amount especially given the uncertainty about the state audit. Even last summer, our cash flow was very tight, and the increase would give us some assurance of the means to get through the summer.

A motion to approve the transfer of \$26,000 from the money market account to the checking account as well as requesting an increase in the line of credit was made by Mike Harris and seconded by Lucretia Witte. It was approved unanimously.

- Mike made a request to approve the contribution to the staff retirement funds, about \$8,000. Even with the realization that our cash flow is tight, we simply have increased our financial base and the school program has been successful, thereby suggesting the appropriateness of the contribution.

A motion to approve a 3% increase in for staff retirement funds was made by Mike Hrris and seconded by Wendy Kozak. It was approved unanimously.

8. Committee Reports

Tom Puleo spoke on behalf of the Education Committee and invited Ivy to speak regarding her work on Dartmouth field trips. She has several already set up, the following were mentioned during the meeting:

- 1) touring the greenhouses
- 2) watching a play rehearsal
- 3) tour of the campus
- 4) students may review a lecture to learn how to take notes.

Tom is still exploring a healthcare advocacy program and Jillian is helping him to determine how many of the students have healthcare coverage and learn why some students are not covered.

9. Future Year Planning

Lucretia discussed plans for the end of the year.

1. Board member intentions to return: Amie, Ben, Bethany, Ivy, Jonathan, Justin, Lucretia
 2. Board member intentions to resign: Mike, Aubrie
 3. Filling open / officer roles
 4. Participation
- Wendy suggested that board participation at school activities would be good. For example, the fair and the graduation are coming up and would be a good opportunity. Board members are always welcome at the school and Jillian agreed that students would enjoy meeting new people.

- Lucretia plans to look over the language regarding current board member obligations and rules to consider future planning.
- Tom asked if a retreat was planned again for the summer and Lucretia indicated that it is likely.
- Mike Harris stated that the position of Board Liaison with the staff should be designated and Lucretia concurred as well as Patrick Darley.
- Mike and Lucretia requests that anyone interested in the Treasurer position should speak with Mike Harris for more information.

10. Adjournment

Next meeting: May 10, 2023, Via Zoom The meeting was adjourned at 6:02 P.M.

Minutes submitted by Amie Bettle, Secretary