

# Ledyard Charter School Board of Directors

## Board Meeting Minutes

Wednesday, August 9, 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.*

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### 1. Call to Order

The meeting was called to order at 5:03 P.M.

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

Absent: Bethany Solomon

A quorum was present.

### 2. Public Input

There was no public input.

### 3. Consent Agenda

Approve minutes from 7/26/23

*A motion was made by Ben Beisswenger 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:

- There have been many school improvements made over the last few weeks since the July board meeting.
- The DOE auditors have determined that there have been no mistakes made by LCS therefore they are not requesting any kind of reimbursements. Ben requested some clarification about what the auditors found and Wendy said they found they found no deficiencies or discrepancies in the reporting by LCS.
- The June grant reimbursement of \$30,000 was expected in July but LCS did not receive it. Wendy spoke to the DOE and their reasoning for not sending the funds was due to a "pause". Wendy said expects to receive those funds by 8/18/23. She hopes they will not have to delay paying the teachers for their summer school work. Tom mentioned that the work being done upstairs is fortunately not required right now so that can be postponed as needed and no payment will be made until the money from the DOE is received by LCS.
- WestEd, contracted by the NHDoe, made some recommendations for school improvement including:
  1. developing a list of diagnostic tools
  2. using consistent instructional practices
  3. having students take ownership of their learning by self-grading
- Parents have expressed interest in helping out at LCS and Wendy believes they would be a good resource that she hopes to get more involved at LCS.
- LCS staff held a retreat where they determined their goals:
  1. prioritize the school community by utilizing the upstairs space for assemblies and events
  2. reduce bullying

3. help reduce confusion for seniors regarding graduation plans by providing them with credits and transcripts so that they can work with LCS staff to prepare for the year.

## 5. Building Report

Tom Puleo provided the building report.

The electrician will be coming to LCS to install the light fixtures and outlets upstairs. The goal is still for the project to be completed by the time school starts at the end of August.

## 6. Financial Report

Ben Beisswenger provided the finance report

### Current status of accounts as of August 9, 2023:

Checking: \$4,572.21

Money Market: \$1,021.24

Emergency Fund: \$6,800.00

Credits for June: \$100,708.03

Debits for June: \$128,154.38

### Notable Credits

Processed Date	Description	Amount
2023-07-14	TRANSFER FROM LOAN 0003 TO DEMAND 0004	\$ 50,000.00
2023-07-18	TRANSFER FROM LOAN 0003 TO DEMAND 0004	\$ 25,000.00
2023-07-27	AP PAYMENT STATE OF NEW HAM PPD	\$ 24,731.80

- We pulled 75K from the loan
- Tuition payment came in at \$24,731

Overall takeaway: we are actively using our line of credit, and waiting for all tuition funds to come in from the state.

- Ben then brought up a conversation he had with the grant writer. He believes she is a positive person but as an organization we need to ramp up outreach for grants beyond what she has been producing so far.
- He will be meeting with the grant writer every two weeks to assist with her in establishing relationships with the priority being increasing volume. Additionally, he created an [LCS Grant Brainstorming document](#) which lists organizations that may be open to partnering with LCS and how to go about approaching them.
- Wendy indicated that LCS is paying the grant writer position using a grant and that position will end in 2024 as only \$15,000 is still available. She said she *may* be able to extend that but the maximum payment available would be \$25,000 at \$30/hr.
- Ben recommends giving the grant writer another month to see if there is an increase in the activity and production of results while he is working with her periodically

- Lucretia asked if there is a possibility that an intern could take over the position and discussed Bethany's role as a fundraiser working with individuals and she plans to have further discussions with her on this matter.

## 7. Other Business

Lucretia called to have others discuss their individual progress over the last few weeks.

Amie Bettle / Website - Updates to the website include: creating a volunteer form that parents or caregivers could complete which could be helpful to the staff going forward, uploading the policies and procedures documents and performing general maintenance especially for the mobile version of the site.

Ivy Schweitzer / Dartmouth Field Trips - Ivy noted that she will continue as a liaison with Dartmouth to plan field trips and would like to have the faculty at LCS to complete a survey to determine what their needs are for their students this year. She hopes to plan 3-4 over the school year. Some ideas include:

- Visiting the greenhouse
- Watching a theater rehearsal
- Observing an english class/poetry writing

### Tom Puleo

- A student records database or SIS: Student Information System called ALMA developed and funded by the Lebanon School District. There are no guidelines for charter schools other than encouragement for all schools to use it. Wendy mentioned that the school is already using TeacherEase, a program that is paid for but would be willing to check out ALMA. Ben recommended against it if TeacherEase is working for them, however, since there is always a cost to change.
- He found the original LCS Charter and will email it to all board members if they are interested in reviewing it.
- Tom found out that New Hampshire bylaws require that referring schools contribute 80% whereas they are currently contributing 0-50%. He recommends that the board remind those schools of their lawful responsibility.
- Lucretia thanked Tom for finding out about this as one of her primary goals is to work with sending towns to increase their contribution and can use this information.
- Wendy noted that NH passed a policy that a charter school must send a Memorandum of Understanding (MOU) to the referring schools with their terms and will be able to use this information as well.

### Wendy Kozak - Small business loan

The Mascoma Bank small business loan has been applied for to pay off \$120,000 for the original loan used to pay for the building due to the high interest rate. She asked Ben two questions:

1. What is the collateral they should put up in order to get the loan?
2. What are the terms we should propose to pay off the loan?

Lucretia and Ben both recommend offering the building as collateral and Ben, along with Wendy, will be meeting with the person at the bank to discuss the terms.

## 8. Community Events

Tom Puleo suggested the Founders Day event for fun, fundraising and community. Ben asked Tom if he could put something together to present at the next meeting outlining clear and detailed ideas for the event. Ben

thinks this kind of event would be ideal for fall. Ben also suggested Positive Traks, a fundraising organization that matches funds for students.

## **9. Adjournment**

Lucretia adjourned the meeting at 6:02 P.M.

The next meeting is scheduled for September 13th at 5:00 pm via Zoom.