

# Ledyard Charter School Board of Directors

## Board Meeting Minutes

Wednesday, December 14, 2022 | 5:00 PM | 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 5:16 pm.

Present: Justin Campbell, Lucretia Witte, Mike Harris, Ivy Schweitzer, Bethany Solomon, Johnathan Masland, Ben Beisswenger, Ali Heller, Patrick Darley, Marianne St-Laurent, Jose Maldonado, Jillian Conforti, and Amie Bettle

Absent: Wendy Kozak, Aubrie Hetzel, Tom Puleo

A quorum was present.

### 2. Public input

There was no public input.

### 3. Consent agenda

Approval of the minutes [11.9.2022](#)

Motion by Mike Harris, Seconded by Ben Beisswenger and approved unanimously.

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

Please review the report by following the link.

### 5. Committee Reports

#### *a. Governance -- Justin Campbell*

- i. Bylaws, handbooks, policies and associated regulations are under review and will be compared with LCS policies.
- ii. NH school board association policies have been reviewed. The LCS audit is underway and going well.

#### *b. Education -- Amie Bettle*

- i. The website revamp is completed.
- ii. The committee is looking forward to working with Wendy on implementing the [Student Support Plan](#).

#### *c. Fundraising -- Bethany Solomon*

- i. Jillian Conforti reported that the annual fundraising effort resulted in about \$5,000 to date.
- ii. Bethany Solomon requests that when donations are received that they are reported to the board, provided a tax receipt and be added to the fundraiser list.

#### *d. Finance -- Jonathan Masland, Ben Beisswenger*

- i. Ben met with the tenants who met with a contractor to determine the feasibility of the project. If feasible, they will pay rent starting January 1, 2023 as well as back-rent.

Otherwise the lease will be considered void. Updates will be provided at the next meeting.

## **6. Financial reports - Michael Harris**

Checking account balance: \$83,000

Money market account: \$26,000

USDA Escrow: \$3,600

Line of credit balance: \$0

- Cash flow projection (Nov) year-end balance (June): \$30,000
- These funds will pay for kitchen work and were used to pay off line of credit earlier this month.
- We expect to receive \$50,000 in donations in the next two months which contributes to this cash flow projection.
- The next tuition payment will be received in March 2023
- \$83,000 will need to cover all expenses until March 2023. Therefore, we need to build up the year-end balance thru donations, fund-raising, etc. as much as possible to get through the summer and reduce the loan owed to Bob Haynes.
- A financial statement for the end of November from Check-write is available. Wendy has been investigating other bookkeepers but Check-write currently processes payroll. The statement assess our expenditures for specific accounts YTD.
- Grant money is received each month, thanks to Wendy. However, the effectiveness of the grants will be determined over the next six months due to the fact that while grant reimbursement has increased, so have expenditures via programming.

## **7. Executive Director Preliminary Evaluation -- Lucretia Witte**

- Justin and I formulated an ED Performance Rubric based on Wendy's job description.
- We shared this rubric with the board for feedback.
- We then formulated the revised rubric into a survey, which we shared with staff and board members.
- We used the survey feedback plus our own experiences to understand Wendy's performance to date.
- We had a meeting scheduled with Wendy on 12/13 to provide a snapshot of the initial feedback, which we will reschedule for the New Year.
- Wendy's job renewal conversation will be held in February 2023.

## **8. Adjournment -- Justin Campbell**

Next meeting: January 11, 2023 (via Zoom). The meeting was adjourned at 5:44 pm.

*Minutes submitted by: Amie Bettle, Secretary*