



Board of Trustees Meeting

September 17, 2020

8:00 AM to 10:00 AM

Meeting Location

Littleton Opera House Ballroom

APPROVED October 15, 2020

Present

Georgia Caron, Chair
Troy Merner, Board Member
Catalina Celentano, Board Member
Judith McGann, Secretary/Treasurer
Marion Anastasia, Board Member
Melanie Robbins, Vice-Chair
Amy Ingerson, Board Member
Evelyn Hopkins, Board Member
Lisa Lavoie, Superintendent
Kathy Meddings, Office Manager

Absent

Welcome/Call to Order:

Georgia Caron called the meeting to order at 8:00 AM.

NCCA Board of Trustees:

- **Introductions**
 - All of the attendees introduced themselves
- **Parent Representatives**
 - The parent representatives were welcomed to the board of trustees
- **Board Meeting Schedule**
 - The last meeting of the school year was tentatively scheduled for Monday June 7th, 2021
- **Code of Ethics**
 - The board were all given a copy of the code of ethics and asked to sign and return to Lisa

New Center Director and Return Teacher Introductions – Timothy Carignan & Gary Melanson:

Tim Carignan and Gary Melanson introduced themselves to the board of trustees.

Approval of Minutes: June 9, 2020 & August 6, 2020

A motion was made by Evelyn Hopkins and seconded by Judy McGann to accept the June minutes as is. **Board unanimously approved.**

A motion was made by Judy McGann and seconded by Evelyn Hopkins to accept the May minutes as is. **Board unanimously approved.**

Electronic Votes:

A motion was made by Georgia Caron and seconded by Melanie Robbins to accept the electronic votes as voted on over the summer. **Board unanimously approved.**

2020-2021 School Year Opening:

Lisa stated that the opening of the year went really well. She explained that the 2-week orientation period was ending on September 18th and the hybrid model was going to start the week of September 21st. She reported that as of this date Littleton had a 100% attendance rate and Lancaster's attendance rate was in the high 90s.

The students are receiving one-on-one meetings which are meant to go over the student's goals and achievements.

A lot of work was done over the summer by the task force to make sure everything ran smoothly, as well as reworking all of the handbooks for the students and parents. Lisa thanked everyone for their hard work.

Enrollments – NCCA sent in the first day enrolled student number to the NHDOE and the total was 50. Thirteen students are from the NH Career Academy and 37 from NCCA. Unfortunately, 3 students have already left the NHCA program. The NCCA number is down about 3 students from last year, but Lisa is confident that number will rise.

Financials:

FY20 Closeout/Financial Audit/DOE25

Lisa stated that after the audit was completed by Paul Mercier NCCA ended up with \$57,000 surplus at the end of FY20.

FY21 Budget-COVID 19 Impacts

In taking a look at the current budget, it was discovered that due partially to Covid-19 impacts and the sale of additional slots, there has been large change in the budget. The bottom line has gone from a negative \$14,000 to a positive \$73,500.

FY22 Draft Budget

Lisa handed out the draft budget for FY22. The budget shows a \$4000 deficit at this time and that is mainly due to the assumption that the new Lancaster teacher will take the health insurance at the 2-person rate. Also the NHRS rate will be going up next year.

On the revenue side Lisa made the assumption that NCCA tuition will stay the same next year. Marion asked why NCCA is not raising the tuition next year due to the great bargain it is. The suggestion was to maybe raise the tuition to \$6250 to make it a rounder number. Lisa gave a brief overview of the other revenue items including the lease aide.

New England Wealth Advisors/Investment Portfolio

Lisa and Kathy had a Zoom meeting with 2 men who are working with Don Roy on our investment portfolio. They have not yet taken over the account, but will do so sometime in the future when Don Roy retires. Lisa spoke with them about possibly making some changes to the portfolio to make them a little higher risk to see if NCCA can increase the yield.

Fund Balances

At this time of year NCCA's fund balances are the lowest they are going to be. Kathy just sent out invoices for FY21 school year, plus NCCA should be receiving the first ADM

payment as well as the differentiated aide payment soon so the fund balances will be back up by the end of October.

A question was asked about the money market account, so Kathy did a brief overview of all of the accounts NCCA holds.

NCCA Website:

Lisa received a call about a new website company. After doing a webinar with the company, Lisa is suggesting that NCCA switch over their current website to this new company, SchoolinSites, because it will make it very easy for NCCA employees to make their own changes to the website. It is a very easy process and will be very helpful in keeping the website up to date. The hosting is \$900 a year and there is a onetime fee of \$500 to convert the current website into the new one. Also if NCCA signs the contract before September 30th, the staff will receive 1 full day of training for free vs the usual \$800 fee. A motion was made by Melanie Robbins and seconded by Georgia Caron to switch over to the new website company. **Board unanimously approved.**

Principal's Report:

Lisa informed the board that she is going to be reaching out to Jill Bromenschenkel from ICLE to possibly do a Zoom meeting to pick up on the work that was done last spring on the new 5 year goals.

Lisa had almost finished the renewal when she found out that it had been postponed due to the pandemic. She is planning on reaching out to the NHDOE soon to find out when this can be rescheduled.

Lisa, Kathy, Kim and Janet made sure over the summer that all of the required reports for NHDOE were submitted on time, including the Emergency Operations Plan. The Littleton site met with the Deputy Chief of Police Chris Tyler about safety issues and Kathy will be following up with him at a later date to finalize plans/ideas. At the next staff meeting the Lancaster site will be meeting with the Lancaster Chief of Police.

NCCA has received the virtual reality software and hardware delivered. Kathy gave a brief overview the software capabilities and is looking forward to learning more about it.

Lisa is looking into purchasing a camera for the school bus that is being used for the Lancaster run as that bus is used exclusively for NCCA and there have been some issues in the past.

Georgia asked about the Student Assistance Provider position. Lisa stated that she currently has an interview scheduled for the following Monday, and another potential interviewee that she needs to contact.

Meeting was adjourned at 9:18 AM.