

## **Lionheart Classical Academy Board of Trustees**

**Meeting on April 7, 2022**

### **Minutes – Draft for approval**

**A regular meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on April 7, 2022 at 10 Sharon Road, Peterborough, New Hampshire. The meeting was called to order at 6:00 p.m. by Chairman Barry Tanner. Board members present were: Barry Tanner, Kim Lavalley, Leo Plante, James Fricchione, Richard Merkt, and Kerry Bedard (ex officio and Executive Director). Principal Elizabeth Wilber was also in attendance. Chairman Tanner noted that this is a public meeting and that notice of same had been duly posted in accordance with state law. The meeting was also shared via a Zoom connection.**

**The meeting commenced with the Pledge of Allegiance.**

**Chairman Tanner read the School Mission of LCA.**

**Principal Elizabeth Wilber presented several responses by school parents to the inquiry, "Why LCA?"**

**The Chairman opened the meeting for public comments. Vice Chair Kim Lavalley read Board Policy BEDH, which sets forth the ground rules for comments by the public. Hearing no further public comments in person or from Zoom participants, the Chairman closed the public comment portion of the meeting.**

**Richard Merkt gave his Secretary's Report, consisting of Minutes of the Board's regular meeting on March 3, 2022 and the Board's special meeting on March 23, 2022. On motion by Vice Chair Lavalley, seconded by Mr. Plante, the Minutes were approved by a vote of 4-0-1, with Mr. Fricchione abstaining due to his absence at the latter meeting.**

**Scott Olmstead of The Insurance Center was invited to present a summary of LCA's insurance coverages, following which Mr. Olmstead responded to a number of questions from the**

**Board. Chairman Tanner thanked Mr. Olmstead for his assistance to the Board in understanding LCA's insurance needs and the variables involved.**

**Kim Lavalley opened the Treasurer's Report and invited LCA's accountant, Caitlin Blundell, CPA, to go through the school's financial report for March 2022. Ms. Blundell reviewed key performance indicators, the profit and loss statement, the balance sheet, the draft operating budget (on both accrual basis and cash basis), and a cash flow forecast. She identified July and August 2022 as months in which current figures indicate negative cash balances, due to the expense of leasehold improvements to the LCA's facility. She suggested that the Board explore seeking a line of credit to remedy the short-term cash balance issue.**

**The Board discussed the cash balance question and expected compensating revenues from pledges, fund-raising activities, and grant reimbursements, as well as timing of construction payments. Pursuit of a line of credit was also discussed.**

**The Board next considered two written proposals from firms to provide auditing services to LCA. The Board sought input from Ms. Blundell and Board members regarding the projected costs involved and experience with the firms involved. Following the Board's discussion, Mr. Merkt moved, seconded by Mr. Plante, to approve engaging the Wechsler firm at a sum not to exceed the expense projected in its proposal. The motion was approved by a vote of 5-0-0. In a separate motion by Mr. Merkt, seconded by Mr. Tanner, the Board authorized its Treasurer (Kim Lavalley) to sign all documents required to move forward with the engagement. The vote was 5-0-0.**

**The Board also approved, on motion of Mr. Tanner, seconded by Mr. Plante, LCA's seeking a line of credit up to \$250,000 from a lender, with the proviso that any such line be paid down to zero as soon as recovery in the school's cash balances allow. The motion passed by a vote of 5-0-0.**

**Kerry Bedard presented her Executive Director's Report. She reviewed progress on the process of enrolling students based on the lottery results. LCA continues to receive registrations, and parent**

information sessions are continuing. The current student waitlist is around 67. LCA is on the State Board of Education agenda for April 14 to amend LCA's charter to add two classrooms and increase approved enrollment. When enrollment has been settled, LCA will seek parent trustee candidates for the Board.

Executive Director Bedard also discussed various operational issues, including staff search, IT requirements, the LCA website, and progress on the construction process. She also reported on progress in meeting requirements for the federal charter school program grant and mentioned that the State Department of Education is scheduled to make a site visit to LCA on April 13.

Vice Chair Lavalley noted that pending federal proposed rule changes in the charter school grant program are not favorable to formation of new charter schools and could interfere with future charter school formation efforts.

Under Committee Reports, the Hiring Committee requested a non-public session of the Board pursuant to RSA 91-A:3, II(b) to discuss the hiring of a person as a public employee. Mr. Merkt, seconded by Mr. Plante, moved that the Board enter a non-public session of the Board pursuant to RSA 91-A:3, II(b) to discuss the hiring of a person as a public employee. Chairman Tanner requested the Executive Director and Principal remain for the non-public session. On a roll-call vote, Mr. Merkt voted yes; Mr. Plante voted yes; Mr. Fricchione voted yes; Vice Chair Lavalley voted yes; and Chairman Tanner voted yes. The vote being 5-0-0, the meeting went into non-public session.

Upon conclusion of the non-public session, Mr. Fricchione, seconded by Mr. Plante, moved that the Board come out of closed session and that the minutes of the non-public session be sealed. A roll-call vote was conducted. Mr. Fricchione voted yes; Mr. Plante voted yes; Mr. Merkt voted yes; Vice Chair Lavalley voted yes; and Chairman Tanner voted yes. The motion was approved by the Board by a vote of 5-0-0. The decision of the Board in the non-public session was to delegate to the Executive Director discretion to present offers of employment, based on information presented and Board discussions during the non-public session.

**Chairman Tanner noted that the next regular meeting of the Board will be at LCA on Thursday, May 5, 2022 at 6 p.m.**

**Mr. Merkt moved that the meeting adjourn, Mr. Plante seconded the motion, and the Board unanimously approved, whereupon Chairman Tanner declared the regular meeting adjourned at 8:30 p.m.**

**Respectfully submitted,**

**Richard Merkt, Secretary**

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## Non-Public Session Minutes

A non-public session of the regular meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on April 7, 2022 at 10 Sharon Road, Peterborough, New Hampshire. The non-public session commenced at 7: 15 p.m. Board members present were: Barry Tanner, Kim Lavalley, Leo Plante, James Fricchione, Richard Merkt, and Kerry Bedard (ex officio and Executive Director). Principal Elizabeth Wilber was also in attendance, at the Chairman's request. The purpose of the non-public session of the Board pursuant to RSA 91-A:3, II(b) was to discuss the hiring of a person as a public employee.

Principal Wilber reviewed for the Board how job applicants has been solicited, promotional efforts to secure qualified candidates, first and second interview questions, and a faculty interview tool used during the interview process. She also presented a hiring report to the Board, including biographies for Round One Recommendations for hire: Meridy Bower (Kindergarten teacher); Julie Dowd (1<sup>st</sup> grade teacher); Joseph Vitulli (4<sup>th</sup> grade teacher); Robert Daniel (5<sup>th</sup> grade teacher); Lisa Lipkin (Music teacher); Britni Girard (Teacher's aide); Brenda Pollock (Teacher's aide); and Adaris Pickett (Student Support Services Coordinator).

The Board expressed its appreciation to Executive Director Bedard and Principal Wilber for their recommendations, which would be implemented within LCA's budget framework to staff salaries and benefits.

The non-public session ended at 8:20 p.m., at which time the meeting returned to its regular open (public) status.

Respectfully submitted,

Richard Merkt, Secretary