

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

### **Annual Meeting on June 30, 2022**

#### **Draft Minutes**

The Annual Meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on June 30, 2022 at 10 Sharon Road, Peterborough, New Hampshire. The meeting was called to order at 6:05 p.m. by Chairman Barry Tanner. Board members present were: Barry Tanner, Kim Lavallee, Leo Plante, Richard Merkt, (being a quorum of the Board) and Kerry Bedard (ex officio and Executive Director). Trustee Jim Fricchione attended via Zoom. 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 commenced with the Pledge of Allegiance led by Chairman Tanner.

Chairman Tanner read the School Mission of LCA.

Executive Director Bedard presented a "Mission Moment," reporting on the recent Parents' Social held in Greenfield. She estimated that approximately 350 school parents and children attended the picnic, which group was addressed by both Chairman Tanner and Executive Director Bedard. It was a positive and successful event for all.

The Chairman opened the meeting for public comments. No public comments were offered. Hearing no public comments in person or via Zoom, the Chairman closed the public comment portion of the meeting.

Richard Merkt presented his Secretary's Report, consisting of Minutes of the Board's regular public meeting on June 2, 2022, as well as sealed Minutes of the non-public portion of the meeting. On motion by Mr. Plante, seconded by Vice Chair Lavallee, the Minutes of the public portion of the meeting were approved as submitted by a vote of 4-0-0. On a motion by Vice Chair Lavallee, seconded by Mr. Merkt, the Minutes of the non-public portion of the meeting were approved as submitted and sealed by a vote of 4-0-0.

Treasurer Kim Lavallee opened the Treasurer's Report and invited LCA's accountant, Caitlin Blundell, CPA, to present the school's monthly financial report for June 2022. Ms. Blundell reviewed key performance indicators, the profit and loss statement, the balance sheet, the operating budget, and a cash flow forecast. She noted that cash flow is still tight for the school due to a combination of construction costs and delays in receipt of grant-eligible reimbursements. Mr. Plante reported that LCA anticipates receiving a significant donation within the next week that will help alleviate the cash flow concern.

Executive Director Bedard presented her report to the Board. She noted that LCA is on track to open in just 62 days. With regard to finance issues, she reported that LCA's grant-eligible expense documentation has been submitted to the state Department of Education for its review. On LCA enrollment, she stated that 183 enrollment packets have been completed and returned. In addition, she expects that 8 students currently on the wait list will also be enrolled, with 2 additional students as potential enrollees. This would bring school enrollment to 193 of the 197 students authorized by the

State Board of Education. Additional parent information sessions will be conducted during July and August.

With regard to faculty, Executive Director Bedard reported that Principal Liz Wilber has submitted a letter of resignation, effective July 1, 2022. The Executive Director expressed her gratitude for Liz's contributions as a member of LCA. Teachers, staff, and parents have been informed. At present, LCA has 9 out of 10 classroom teachers hired. Remaining open positions are: a Kindergarten classroom teacher, a physical education teacher, a special education teacher, and two paraprofessionals.

Executive Director Bedard also reported on the status of the LCA facility. Construction is progressing and should be complete in time for the scheduled opening of school. A town construction permit has been applied for to allow the school to construct a playground for students. All items will be removable, which is a condition for playground equipment to be eligible for reimbursement under LCA's grant from the state. LCA is seeking quotes from qualified security firms for necessary security features to be installed at the school.

Two handbooks are still in the preparation stage and are expected to be ready for Board review and approval prior to school opening.

Chairman Tanner expressed the Board's thanks to Executive Director Bedard, Vice Chair Lavallee, and Caitlyn Blundell for their invaluable efforts during the school's start-up phase.

Under Board Business, Chairman Tanner noted that David Bedard has been working closely with Hutter Construction on issues of school construction and expects Hutter to meet the August 31 due date.

With respect to transportation, the Chairman commented that a meeting with school parents has been held and a letter sent to Education Commissioner Edelblut. LCA's attorney and ConVal's attorney are in contact and seeking to work out an accommodation on transportation issues. LCA has presented a proposal, and school hours will be adjusted to deal with final transportation arrangements.

Regarding recruitment of LCA Board Parent Members, Chairman Tanner reported that five letters of interest have been received from prospective school parent Board candidates. He stated that a review and interview process will commence in the next week.

The Board's 2022/2023 schedule of regular meetings was presented for Board consideration. In general, the Board will meet the first Thursday of each month, except for September 2022, when it will meet on September 8. Starting time will be 6 p.m. Mr. Merkt, seconded by Vice Chair Lavallee, moved adoption of the meeting schedule. The motion passed by a vote of 4-0-0.

The following Board officers for 2023 were nominated, seconded, and elected by the Board:

Chairman – Barry Tanner (by Lavallee, Merkt; approved 4-0-1);  
Treasurer – Kim Lavallee (by Tanner, Plante; approved 4-0-1);  
Secretary – Richard Merkt (by Plante, Lavallee; approved 4-0-1);  
Vice Chair – Kim Lavallee (by Tanner, Merkt; approved 4-0-1).

14 Fiscal management policies recommended by the Policy Committee were reviewed and adopted by the Board (all listed on the Annual Meeting Agenda). Per suggestion of Vice Chair Lavallee, available

state codes for each policy were appended. On motion of Mr. Merkt, seconded by Mr. Plante, all of the Fiscal management policies were adopted by the Board by a 5-0-0 vote.

Mr. Plante, seconded by Mr. Merkt, moved that the meeting enter a non-public session under RSA 91-A:3, II(b) to consider hiring a person as a public employee. Executive Director Bedard was requested to remain for the non-public session. On a roll call vote, Mr. Tanner voted yes; Ms. Lavallee voted yes; Mr. Plante voted yes; Mr. Fricchione voted yes; and Mr. Merkt voted yes. The motion was approved by a vote of 5-0-0, whereupon the meeting entered into non-public session at 6:55 p.m.

The decision of the Board in the non-public session was to approve the employment of an additional staff member and adjust the LCA organization chart accordingly.

Chairman Tanner noted that the next regular meeting of the Board will be at LCA on Thursday, August 4, 2022 at 6 p.m.

Chairman Tanner moved that the meeting adjourn, Vice Chair Lavallee seconded the motion, and the Board approved by a vote of 5-0-0, whereupon Chairman Tanner declared the regular meeting adjourned at 7:31 p.m.

Respectfully submitted,

Richard Merkt, Secretary