

Lionheart Classical Academy Board of Trustees

Meeting on May 5, 2022

Approved Minutes

A regular meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on May 5, 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 Lavallee, Richard Merkt, (being a quorum of the Board) and Kerry Bedard (ex officio and Executive Director). Principal Elizabeth Wilber was also present. Trustees Fricchione and Plante were excused. 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 with a number of people via a Zoom connection.

The meeting commenced with the Pledge of Allegiance led by Chairman Tanner.

Chairman Tanner read the School Mission of LCA.

Principal Elizabeth Wilber presented several additional responses by school parents to the inquiry, "Why LCA?" The school parents cited LCA's list of virtues as a key reason for them to enroll their children.

The Chairman opened the meeting for public comments and summarized Board Policy BEDH, which sets forth the ground rules for comments by the public. A school parent from Temple expressed the collective concern of her peers about having adequate transportation to and from school for their children. Chairman Tanner noted that LCA is working on this need at the present time. Hearing no further public comments in person or from Zoom participants, 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 April 7, 2022, as well as sealed Minutes of the non-public portion of the meeting. On motion by Vice Chair Lavallee, seconded by Mr. Merkt, the Minutes of the public portion of the meeting were approved as submitted by a vote of 3-0-0. On a motion by Vice Chair Lavallee, also seconded by Mr. Merkt, the Minutes of the non-public portion of the meeting were approved as submitted and sealed by a vote of 3-0-0.

Kim Lavallee opened the Treasurer's Report and invited LCA's accountant, Caitlin Blundell, CPA, to present the school's monthly financial report for April 2022. Ms. Blundell reviewed key performance indicators, the profit and loss statement, the balance sheet, the draft operating budget, and a cash flow forecast. She noted that many LCA start-up expenses will be reimbursable under the charter school program grant (but not security deposits).

Vice Chair Lavallee, seconded by Mr. Merkt, moved approval of the 2022-2023 operating budget. The motion was approved by a 3-0-0 vote.

Executive Director Bedard noted that LCA is scheduled to go before NH HEFA on May 24, 2022 to request an award of \$200,000. LCA does not yet have a tax-exempt organization letter from the IRS,

however, the agency should provide a letter acknowledging that an application for 501(c)3 status has been submitted.

The Executive Director reported that enrollment was at 156 students, but that another 37 packages have been sent out to student families drawn from the wait list. A final parent information session will be held on May 7, 2022 for school parents, wait list parents, and parents interested in applying in the future.

Executive Director Bedard also reported that LCA is now ready for the New Hampshire Department of Education's "walk-through" visit in connection with the charter school grant program. Vice Chair Lavallee noted that reimbursement payments via ACH typically occur in about a 30-day turn-around period.

Executive Director Bedard also reported holding a recent parent focus group to solicit parental input on school uniforms. Guidelines for school parents are expected to be issued by late May. She noted that Chairman Tanner has offered to underwrite purchase of one polo-style shirt with the LCA logo for every student attending LCA in 2022.

The Executive Director provided an operational update, confirming receipt of an information technology vendor proposal, selection of Microsoft 365 software for use at LCA, and payment of a permanent website development fee deposit. She also presented the Conval transportation proposal, read the relevant RSA, and discussed potential impacts of LCA operations.

Under Board Business, Vice Chair Lavallee, seconded by Mr. Merkt, moved adoption of the interim Conflict of Interest Policy as LCA's permanent policy and amendment of the By-laws to conform to this action. The Board approved the motion on a vote of 3-0-0.

Principal Elizabeth Wilber gave a presentation of LCA's proposed school calendar for 2022/2023, which generally follows the Conval District's calendar for the same period. September 10, 2022 is scheduled for LCA's Grand Opening celebration. Mr. Merkt, seconded by Vice Chair Lavallee, moved approval of the proposed calendar, and motion was approved by a vote of 3-0-0.

Regarding recruitment of LCA Board Parent Members, Chairman Tanner suggested appointing a subcommittee of the Board (Vice Chair Lavallee and himself) to review volunteering parents based on criteria set forth on pages 15-19 of LCA's charter. An invitation notice to school parents will be prepared to review at the June Board meeting, and it was suggested that some school parents may be included in the selection process for Board Parent Member candidates.

Under Committee reports, the Policy Committee will meet during May to address pending policy issues and make recommendations to the full Board.

Chairman Tanner having noted that there was no new business for the Board to address, Vice Chair Lavallee, seconded by Mr. Merkt, moved that the meeting enter a non-public session under RSA 91-A:3, II(b) and II(l) to consider hiring a person as a public employee and to consider legal advice provided by legal counsel. Executive Director Bedard, Principal Wilber, and LCA Attorney Robert Best were requested to remain for the non-public session. On a roll call vote, Mr. Tanner voted yes; Mr. Merkt

voted yes; and Ms. Lavallee voted yes. The motion was approved by a vote of 3-0-0, whereupon the meeting entered into non-public session.

Upon conclusion of the non-public session, Mr. Merkt, seconded by Ms. Lavallee, 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. Tanner voted yes; Ms. Lavallee voted yes; and Mr. Merkt voted yes. The motion was approved by the Board by a vote of 3-0-0. The decision of the Board in the non-public session was 1) to request Mr. Best to prepare a letter seeking modification of Conval's proposed transportation plan to better fulfill the needs of LCA students; and 2) to delegate to the Executive Director discretion to present offers of employment consistent with prior recommendations, screening practices, staff standards, and LCA salary/budget guidelines based on information presented and Board discussions during the non-public session.

After the closed session, Executive Director Bedard reminded the Board about General Assurances and the Board authorized the Board Chair and the Executive Director to sign the General Assurances.

Chairman Tanner noted that the next regular meeting of the Board will be at LCA on Thursday, June 2, 2022 at 6 p.m.

Chairman Tanner moved that the meeting adjourn, Ms. Lavallee seconded the motion, and the Board approved by a vote of 3-0-0, whereupon Chairman Tanner declared the regular meeting adjourned at 8:23 p.m.

Respectfully submitted,

Richard Merkt, Secretary