

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

**Regular Meeting on November 3, 2022**

### **Draft Minutes**

**A Regular Meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on November 3, 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, Leo Plante, Kim Lavallee, Bailey Sweet, Andrew Alajajian, Kevin McDonald, Richard Merkt (being a quorum of the Board) and Kerry Bedard (ex officio and Executive Director). Chairman Tanner noted that this is a public meeting and that notice of the 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.**

**Chairman Tanner presented a "Mission Moment," describing the second School Assembly held last week to highlight the Virtue of the Month, which was "Courage." He also noted positive feedback about LCA being received from a school grandparent.**

**The Chairman opened the meeting for public comments. Dr. Fred Ward, one of the Founders of LCA, suggested that the school consider establishing a team of student "ambassadors" to welcome guests to LCA. He commented that this would create a positive impression for visitors, and Board members expressed their agreement. Hearing no further public comments in person or via Zoom, the Chairman closed the public comment portion of the meeting.**

**The Chairman invited Treasurer Lavallee and Caitlyn Blundell, CPA, (via Zoom) to present the October 2022 Financial Report for LCA.**

**Ms. Blundell reported that the school's cash flow is slightly negative at the moment, but noted that this situation will resolve if, as expected, payment of state per-pupil aid or additional donations are received in November. Hutter**

**Construction has now received full payment of its charges for building renovations, except for retainage of about \$76,000. Ms. Blundell noted that some of Hutter Construction's charges may be eligible for Charter School Grant reimbursement and that \$637,000 in grant fund money remains available. In general, revenues and expenses are close to budget parameters, although LCA has achieved savings in salary and benefit areas, and lease aid payment exceeded budget by \$8,000.**

**Ms. Blundell reported that capital expenditures have exceeded budget by about \$375,000, due to higher-than-anticipated construction costs.**

**Chairman Tanner invited LCA Attorney Robert Best to report on the school's efforts to establish a line of credit with the state's HEFA financing program. Mr. Best (via Zoom) advised that sign-up for a \$200,000 line of credit will take place this coming week, with Treasurer Lavalley and Executive Director Bedard executing the required HEFA loan documents for LCA. The interest rate is set at 2.25%; the maximum loan term is five years; and the loan is unsecured. The Board expressed its thanks to Mr. Best for his efforts on behalf of LCA.**

**Richard Merkt presented his Secretary's Report, consisting of Minutes of the Board's regular public meeting on October 6, 2022. On motion by Mr. Plante, seconded by Mrs. Sweet, the Minutes of the meeting were approved as submitted by a vote of 7-0-0.**

**Executive Director Bedard presented her report to the Board. Student enrollment is presently 190 against an approved maximum enrollment of 197, and the Executive Director hopes to backfill some of these vacancies in the student body at mid-year. She reports having an in-box full of inquiries. For the next school year, she is looking at having two sections in each grade, as well as adding grade 6 to LCA.**

**The Executive Director also discussed other school needs for next year, including multi-purpose space, staff space, and hiring needs. Mrs. Sweet suggested contacting the school parent body with a list of LCA's anticipated needs and reactivating the Hiring Committee to assist.**

**Executive Director Bedard touched on tutoring to help students who need it and mentioned that reading volunteers are being coordinated through Mercy.**

**Memoranda of Understanding between LCA and Conval District regarding coordination on special education and IEP students are still in process.**

**The Executive Director discussed the desirability of adding a Development Coordinator to support and administer a capital campaign, as well as publish a newsletter to keep parents and other interested parties informed of progress. Treasurer Lavalley noted that all donations must be acknowledged with an IRS letter. There was also discussion of coordinating donor lists for LCA and the Monadnock Freedom to Learn Coalition, Inc.**

**Chairman Tanner requested that Mrs. Sweet help coordinate Family Outreach for LCA and suggested that Mr. McDonald call a fund-raising meeting to discuss and schedule LCA events for 2023.**

**Under Committee Reports, Chairman Tanner reported on the Facility Committee, focusing on the roofing issue as a result of recent water leaks. The consensus is that a roof replacement will be required, but the existing roof can be repaired on a short-term basis while a longer-term replacement plan is worked out. Chairman Tanner noted that HVAC units will also require replacement at some point. A meeting with Hutter Construction will be held to discuss Phase II Construction and a five-year construction plan. It was noted that some necessary, but non-construction, costs in the future may qualify for reimbursement under the state's Charter School Grant Program from the thus-far unused portion of LCA's state grant.**

**Chairman Tanner stated that no non-public session of the Regular Meeting is required at this time.**

**Chairman Tanner noted that the next regular meeting of the Board will be at LCA on Thursday, December 1, 2022 at 6 p.m.**

**Vice Chair Lavalley moved that the meeting adjourn, Mr. Merkt seconded the motion, and the Board approved by a vote of 7-0-0, whereupon Chairman Tanner declared the regular meeting adjourned at 7:21 p.m.**

**Respectfully submitted,**

**Richard Merkt, Secretary**