

Lionheart Classical Academy Board of Trustees

Regular Meeting on March 14, 2024

Approved Minutes

A Regular Meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on March 14, 2024 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 included: Chairman Tanner, Vice Chair Kim Lavalley, Bailey Sweet, Kristie Greenwood, Lori Finn, Kevin McDonald, Jason Nero, and Richard Merkt (being a quorum of the Board), and Kerry Bedard (*ex officio* and Executive Director). The Chairman noted that this was 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.

Executive Director Kerry Bedard presented a "Mission Moment," discussing her attendance at a recent event in Connecticut sponsored by Hillsdale College. The event addressed K-12 Classical Education and its important role in contributing to the development of educated and responsible citizens.

Chairman Tanner opened the meeting for Public Comments. Vice Chair Lavalley provided a brief preface, explaining the public comment process, the time limits involved, and limitations on the nature of comments offered. Dr. Fred Ward spoke for several minutes, expressing his opinion on personnel decisions made by LCA. No further public comments were offered, whereupon Chairman Tanner closed the Public Comment portion of the meeting.

Richard Merkt presented his Secretary's Report, consisting of draft Minutes of the Board's Regular Meeting held on January 11, 2024.

On motion by Trustee Greenwood, seconded by Mr. Nero, the Secretary's Minutes of said Regular Meeting were approved without change by a vote of 8-0-0. The Minutes of the Board's Regular Meeting held on February 22, 2024 were not yet available in final draft, and consideration of same by the Board was tabled until the Board's Regular Meeting on April 11, 2024.

The Treasurer's Report followed, with Caitlyn Blundell, CPA, (via Zoom) discussing the February 2024 financial statements for LCA. Ms. Blundell reported an operating surplus of about \$350,000 for the school as of February 29, 2024. Both revenues and expenditures are in line with projected operating budget parameters thus far in the budget year. She also reported receipt by LCA of approximately \$723,000 from the state on March 1, 2024 as the latest round of per pupil aid. About \$442,000 remains available of LCA's charter school grant, which funds remain available for use until February 2025. LCA's \$200,000 HEFA loan was repaid on March 5, 2024. Executive Director Bedard noted that LCA will re-draw on this line of credit this spring. Chairman Tanner thanked Ms. Blundell for her report.

Executive Director Bedard presented an oral summary of her monthly report to the Board. Highlights included a Q3 assessment with staff to review successes and challenges, managing a Grade four teaching transition, preparation for the 2024-2025 enrollment lottery to be conducted on March 16, 2024 at LCA, and drafting of a revision of LCA's Admission Policy to adjust admission preferences for children of school teachers.

Both Chairman Tanner and Mr. Merkt requested that future policy changes be highlighted in the text, to make it easier for Board members to identify what portion of policy is proposed for amendment. Following this, Mrs. Sweet moved, seconded by Vice Chair Lavalley, that the Board approve the changes to the Admission Policy recommended by Administration. The motion was approved by the Board by a vote of 8-0-0.

Under Committee Meeting Updates, it was noted that the Board is moving to reduce the number of standing committees to three (Academic, chaired by Mrs. Finn; Finance, chaired by Mr. Nero; and Organizational, chaired by Mrs. Sweet). Strategic Planning will

continue as a task force. The Academic and Organizational committees will meet the first Monday of each month at 5:00 p.m. and 6:15 p.m., respectively. The Finance Committee will meet on the last Wednesday of each month at 5:00 p.m., but not this April due to school break. The Finance Committee will meet on Wednesday, March 20, 2024 at 6:15 PM to continue work on the budget.

Vice Chair Lavalley moved approval of the foregoing committee structure and meeting schedule, Mrs. Finn seconded the motion, and the Board approved the motion by a vote of 8-0-0.

Trustee Sweet reported that the Strategic Planning Committee met on February 20, 2024 and discussed engaging an outside legal firm to advise the Board with regard to discussions with LCA's landlord on lease agreement issues, possible future ownership of the school's building, and conversion of restricted stock previously donated to the school. These issues impact the Board's ability to plan further improvements to the school facility as LCA grows.

Chairman Tanner briefed the Board on his discussions with the landlord and is presently awaiting word on whether a meeting with him can be arranged. He also discussed preparation of a letter to the landlord to be signed by Board members, addressing pending issues.

Mr. Merkt moved approval of engaging the law firm of Devine, Millimet and Branch to advise the Board, Mrs. Greenwood seconded the motion, and the Board approved the motion by a vote of 8-0-0.

An outline of job responsibilities for a possible facilities director was presented by Mrs. Finn. Discussion was had among Board members concerning potential advantages of contracting for facilities management services, as opposed to adding a position to the staff.

Mr. McDonald moved, seconded by Vice Chair Lavalley, that the Board approve posting the position and also consider engaging a facilities management firm to provide the required services. The motion was approved by the Board by a vote of 8-0-0.

Mrs. Sweet noted that the next Strategic Planning meeting is scheduled for March 19, 2024.

The Policy Committee will meet on April 1, 2024 at 5:00 p.m. to consider three issues: 1) Policy on aligning LCA with any other party, including impact of restrictions under LCA's existing curriculum licensing agreement; 2) Policy on acceptance of conditioned donations; and 3) A package of policies required by the federal and state governments as a condition of acceptance of federal and state grand funds.

The Trustee Safety Committee reported that installation of school zone signs (to slow traffic near LCA) is in process. Drug-free zone signs are being considered. The committee will be folded into the Organizational Committee going forward.

Vice Chair Lavalley reported on behalf of the Finance Committee. Trustee Nero will become Committee Chairman as of March 20, 2024. The committee reports that all insurance coverage will be auto-renewed this year, with a goal of reviewing coverage prior to the next cycle. The Committee has reviewed the 2024-2025 School Budget and requests a special meeting of the Board by March 28, 2024 to facilitate staff hiring and contract renewals. The Grade Seven build-out of LCA's facility will be discussed at the next meeting of the committee.

Board members suggested that next committee meeting also include a discussion of donor acknowledgment procedures and methods to ensure that donors receive news and information about LCA's progress on a regular and consistent basis.

Trustee Greenwood reported on fund-raising, noting that April 13, 2024 auction ticket sales are proceeding and that the Fund-Raising Committee will be seeking auction item donations and sponsorships through the end of March.

Under New Board Business, Vice Chair Lavalley noted that a Board Member Training session will be conducted on March 23, 2024 and recommended that all Board members attend, if possible.

Chairman Tanner noted that there was no Board business requiring a non-public session of the meeting.

Chairman Tanner noted that a Special Meeting of the Board will be scheduled at LCA on Thursday, March 28, 2024 at 6:00 p.m. to review and approve the School Budget for 2024-2025.

Chairman Tanner noted that the next Regular Meeting of the Board is scheduled to take place on Thursday, April 11, 2024 at 6:00 p.m.

Mr. Merkt moved that the Regular Meeting adjourn, Mr. Nero seconded the motion, and the Board approved by a vote of 8-0-0, whereupon Chairman Tanner declared the Regular Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Richard Merkt, Secretary