

Lionheart Classical Academy Board of Trustees

Regular Meeting on April 11, 2024

Approved Minutes

A Regular Meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on April 11, 2024 at 10 Sharon Road, Peterborough, New Hampshire. The meeting was called to order at 6:14 p.m. by Vice Chair Kim Lavallee. Board members present included: Chairman Tanner (via Zoom), Vice Chair Kim Lavallee, Bailey Sweet, Kristie Greenwood, Lori Finn (via Zoom), Kevin McDonald, Jason Nero, and Richard Merkt (being a quorum of the Board), and Kerry Bedard (ex officio and Executive Director). The Vice Chair 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 Vice Chair Kim Lavallee

Executive Director Kerry Bedard recited the School Mission of LCA.

Executive Director Kerry Bedard presented a "Mission Moment," discussing a study of Frederick Douglas and the return to LCA of Ashuelot Concerts.

Vice Chair Lavallee opened the meeting for Public Comments. She provided a brief outline of the public comment process, the time limits involved, and limitations on the nature of comments offered. The following public attendees spoke: Jordan McCarthy (on partnership in education and strategic planning); Leah Seymour, Marissa Frosch, Anne-Sophie Edwards, and Ashley Wheel (all on staffing needs); Dr. Fred Ward (on Board's role as a fund-raiser). No further public comments were offered, whereupon Vice Chair Lavallee closed the Public Comment portion of the meeting.

Richard Merkt presented his Secretary's Report, consisting of draft Minutes of the Board's Special Meeting held on March 28, 2024. On motion by Trustee Greenwood, seconded by Trustee Sweet, the Secretary's Minutes of said Special Meeting were approved without change by a roll call vote of 8-0-0.

The Treasurer's Report followed, with Caitlyn Blundell, CPA, (via Zoom) discussing the March 2024 financial statements for LCA. Ms. Blundell reported an operating surplus of about \$961,505 for the school as of March 31, 2024, with a cash balance of \$883,084. Both revenues and expenditures remain in line with projected operating budget parameters thus far in the budget year. \$442,522.38 remains available of LCA's Charter School Program grant, as of March 31, 2024. Executive Director Bedard discussed working with nine districts on student services.

Trustee Nero moved acceptance of the Treasurer's Report, Trustee Sweet seconded the motion, and, by a roll call vote, the motion was approved, 8-0-0.

The Board next moved to consider the 2024/2025 revised Budget. Finance Committee Chair Nero thanked the Executive Director for the revised Budget and Organizational Chart. The Board's goal was to provide as much support as possible to the faculty and staff. The revised Budget reflects a projected Operating surplus of about \$120,000. Executive Director Bedard discussed staff additions under the revised Budget. Trustee Merkt suggested future budgets include percentage increase for enrollment and each major category of spending, to facilitate Board review. Use of the remaining CSP grant balance was discussed. Ms. Blundell commented that both staffing levels and salaries are in line with those of other charter school clients she serves. The Board thanked the Executive Director and her staff for their work at LCA. Vice Chair Lavalley asked her whether the budget and support personnel funded by it will provide her with the staff and support she needs for the upcoming year. The Executive Director replied that the K-3 and 4 floating TA positions will provide needed support, that the budget process was productive, and that she appreciated the questions and engagement.

On motion by Trustee Sweet, seconded by Mr. Nero, the Board approved the proposed 2024/2025 Budget by a roll call vote of 7-0-0 (Chairman Tanner having departed the meeting).

Trustee Nero next discussed plans for the Grade 7 build-out, which has a budget of \$120,000 (\$100,000 for construction and \$20,000 for computers and equipment). The Executive Director is dealing with Hutter Construction about the required work. The potential exists for

a private loan to help offset construction project costs. Some of the expenses may be eligible for CSP grant reimbursement. Meanwhile, the HEFA Line of Credit will be accessed to offset LCA expenses during the spring and summer months due to the state schedule in per pupil aid payments.

With respect to fund-raising, Trustee Greenwood reported that the April 13, 2024 auction has brought in about \$19,000 in corporate donations to date, plus nearly \$8,000 in ticket sales.

Trustee Nero discussed authorizing Executive Director Bedard to hire and train a front desk assistant as of May 1, 2024 (before the 2024/2025 Budget year commences). After discussion, and on motion by Trustee Sweet, seconded by Trustee Greenwood, the Board authorized the hiring by a roll call vote of 7-0-0.

Executive Director Bedard presented a summary of her monthly report to the Board. She discussed student support, field trips, end-of-year activities, employee contract renewals, new hires for Academic Year 2024-2025, and completion of state/federal compliance audits with adoption of mandated policies. Student enrollment is now 263, following two withdrawals; attrition is within expected norms. Executive Director Bedard noted that 90 children are currently on the wait list. Vice Chair Lavalley noted the success in enrollment and described the high percentage of sibling enrollments as a vote of confidence in LCA by school families

Vice Chair Lavalley noted that the revised Organization charts needed Board approval. Trustee Bailey, seconded by Trustee Nero, moved the approval, which passed 7-0-0 on a roll call vote.

Under Committee Reports, Trustee Sweet reported that the Organization Committee has no update as yet on a meeting with the Landlord. A letter will be drafted and reviewed. The facility manager position has been approved in the new budget, but no one has been hired as yet.

Trustee McDonald reported for the Trustee Security Committee. He stated that a security evaluation meeting is scheduled and requested a status update on a SAFE grant.

Trustee Finn reported for the Policy Committee, noting that the following draft policies (mandated) had been posted and discussed:

- 1) Grievance Policy (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0);
- 2) Due Process Policy (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0);
- 3) Student Conduct Policy (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0);
- 4) Weapons Policy (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0);
- 5) Restraint and Seclusion Policy (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0);
- 6) Behavior Management (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0); and
- 7) Bullying and Harassment Policy (approved by the Board on motion of Trustee Greenwood, seconded by Trustee Nero, on a roll call vote of 7-0-0);

Trustee Finn provided an update on the Academic Committee, noting that the Committee had held its first meeting and discussed the separate school calendar needed for Grades 6 and 7, due to a greater number of classroom hours required by the state. In addition, she commented that an Academic Report will be issued at the end of this school year, followed by quarterly reports beginning in 2024/2025. Trustee Finn noted that a Latin teacher is in the budget for the upcoming year and that a French or Spanish teacher will follow in Grade 10.

Under New Business, Vice Chair Lavalley requested that the next Regular Board Meeting agenda include a discussion of funding provisions for Special Education under the state statute, as well as what action LCA is required to take.

Also, Vice Chair Lavalley noted that membership in the Board will change later this spring, with Chairman Tanner stepping down due to other obligations after serving as a Founder and Board Chairman for more than three years. He will remain involved with LCA in a senior advisor capacity. Two Parent Trustee terms will expire, requiring either re-appointments or new Trustee candidates.

Vice Chair Lavalley stated that the next Regular Meeting of the Board will be on Thursday, May 9, 2024 at 6:00 p.m.

On motion by Trustee Greenwood, seconded by Trustee Sweet, to have the Board enter into non-public session under RSA 91-A:3, II(a) to discuss public employees and legal contracts, the motion passed on a roll call vote of 7-0-0 (“Yes” votes by Trustees Lavalley, Nero, Sweet, McDonald, Greenwood, Merkt, and Finn). The Executive Director was invited to remain for the non-public session. The Meeting entered non-public session at 7:45 p.m.

The Meeting returned to public session at 8:35 p.m. on motion of Trustee Nero, seconded by Trustee Sweet. The motion passed on a roll call vote of 7-0-0 (“Yes” votes by Trustees Lavalley, Nero, Sweet, McDonald, Greenwood, Merkt, and Finn). Trustee Nero, again seconded by Trustee Sweet moved to seal the minutes of the non-public session. The motion passed on a roll call vote of 7-0-0 (“Yes” votes by Trustees Lavalley, Nero, Sweet, McDonald, Greenwood, Merkt, and Finn). The decision of the Board in non-public session was to review LCA employment status and needs, discuss the Executive Director’s role and performance, and to consider a proposed letter addressing LCA’s rent obligations.

Mr. Merkt moved that the Regular Meeting adjourn, Mr. Nero seconded the motion, and the Board approved by a roll call vote of 7-0-0, whereupon Vice Chair Lavalley declared the Regular Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Richard Merkt, Secretary