

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

**Meeting on February 3, 2022**

### **Minutes**

**A regular meeting of the Board of Trustees (the "Board") of Lionheart Classical Academy Chartered Public School ("LCA") took place on February 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, Kim Lavallee, Leo Plante, Richard Merkt, James Fricchione (via Zoom), and Kerry Bedard (ex officio and Executive Director).**

**The meeting commenced with the Pledge of Allegiance.**

**The Vice Chair, Kim Lavallee, read the School Mission of LCA.**

**The Chairman opened the meeting for public comments. Kim Lavallee read policy BEDH regarding public participation in board meetings and provided a brief explanation. Hearing no further public comments, the Chairman closed the public comment portion of the meeting.**

**Richard Merkt presented his Secretary's Report, including the Minutes of the regular Meeting of LCA's Board held on January 20, 2022. Leo Plante moved acceptance of the Minutes, Barry Tanner seconded the motion, and the Board approved the Minutes by a 5-0-0 vote.**

**Kim Lavallee presented the Treasurer's Report, noting the continuing successful fundraising efforts of Leo Plante, in particular.**

**Kerry Bedard presented her Executive Director's Report. At last count, 139 students have registered with LCA against a projected 148 seats and a maximum capacity of 168 students. The prospective distribution of potential students across grades is still within overall parameters. She reviewed attendance at recent in-person and Zoom parent information sessions. She also noted that further parent information sessions are scheduled for February 5, 16 (Zoom), and 26.**

**Executive Director Bedard reported that LCA leadership has announced regular office hours from 11:00 a.m. until 1:00 p.m. every Friday in February, beginning with February 4.**

**In addition to parent information sessions, she noted that Kim Lavallee has led community outreach in Wilton, as has Leo Plante in a number of communities within LCA's projected service area. LCA has gone "live" on the Facebook platform, and Kerry Marsh at Spectrum is developing a promotional piece for distribution by LCA. Executive Director Bedard stated that the Union-Leader newspaper indicated that it will cover the February 5 parent information session at the school.**

**She also reported that LCA has received from Oyster River Middle School an offer to donate middle school furniture to LCA. She discussed various alternative approaches to moving and storing the furniture during renovations at LCA. The move is scheduled for February 21.**

**Richard Merkt made a motion to approve expenditure of school funds not to exceed \$7,000.00 to move and store the furniture offered by Oyster River Middle School. Leo Plante seconded the motion, which passed by a 5-0-0 vote. The vendor will be North American Moving and Storage, and an invoice and certificate of insurance will be required from the vendor, as suggested by Treasurer Lavallee. Principal Elizabeth Wilber and David Bedard will spearhead the furniture moving and storage effort for February 21.**

**Under the Consent Agenda and on motion by Richard Merkt, seconded by Leo Plante, the Board adopted by a vote of 5-0-0, the LCA Board bylaws and policies previously amended and recommended to the Board by the Policy Committee.**

**Under Board Business, Chairman Tanner addressed the following matters:**

- 1. He expressed the Board's recognition of and thanks to Dr. Fred Ward for his extraordinary contributions and generosity to LCA, noting that LCA would not be where it is today without Dr. Ward's enthusiasm and leadership for the project;**

- 2. Chairman Tanner discussed the need to establish staggered terms for members of the Board. Vice Chair Lavallee explained the purpose, which is to provide leadership continuity on the Board. Terms will be three years going forward, except for parent-Trustees, each of whom will serve a one-year term to broaden parent involvement in the Board. Following discussion, the Board agreed to the following staggered terms: James Fricchione – one year; Barry Tanner and Leo Plante – two years; and Kim Lavallee and Richard Merkt – three years. Leo Plante, seconded by Richard Merkt, moved approval of the staggered terms, which were approved by the Board by a 5-0-0 vote;**
- 3. The Chairman requested a motion to accept cash and in-kind donations, but only those required to advance LCA school operations (such as the Oyster River Middle School furniture donation). Treasurer Lavallee offered the motion, seconded by Leo Plante, and approved 5-0-0 by the Board. It was noted that the Executive Director will be charged with discretion to determine what in-kind donations should be accepted on behalf of the school.**
- 4. Treasurer Lavallee briefed the Board on LCA bank account procedures. There will be four approved signatures on the bank account, including the Treasurer and Executive Director. Two signatures will be required on all checks, however, for transparency, all four authorized signatories will be notified of all checks issued on behalf of LCA. The school's accountant, Caitlyn Blundell, will be able to review all payments, but only the administrators will be able to initiate a payment. The accountant will review all checks against LCA's budget to identify any material deviations.**
- 5. Executive Director Bedard noted that LCA presently has one insurance proposal in hand and is anticipating receipt of another shortly. ADP's payroll services will cover workers' compensation and unemployment insurance coverage needs. Treasurer Lavallee observed that, whatever vendor is selected, Directors (i.e., Trustees) and Officers insurance coverage should be part of the package required by LCA.**

**Under Committee Reports, Richard Merkt stated that the Policy Committee's next task is to approve an Admissions Policy Overview, which needs to be in place for the LCA student enrollment lottery.**

**The Policy Committee has a draft in hand and expects to be able to approve it shortly for submission to the full Board for adoption.**

**Barry Tanner reported for the Facility Committee, which has received two estimates for construction work required to renovate 10 Sharon Road, Peterborough, for scholastic use by LCA. Both prospective vendors are well-qualified in terms of professional experience, and their designs, although not identical, are both suitable for LCA's use. Both vendors project being able to complete the renovation by a June 30 target date, although both are experiencing supply-chain challenges. One initial proposal offers a significant cost saving, but the cost will still exceed the founding organization's original expectations. LCA will need to provide its own or third-party financing for the project, so vigorous fund-raising efforts remain a priority.**

**The Facility Committee is waiting for a final proposal from the low vendor and expects to forward it to the Board with the Committee's recommendation within the next two weeks. Given the tight time frames, a special meeting of the Board will likely be required to authorize a contract award.**

**Under New Business, Vice Chair Lavalley encouraged visitors in attendance to make themselves aware of various pending legislative proposals affecting charter schools in New Hampshire and to have their voices be heard, whether through personal testimony or correspondence with legislative committees.**

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

**The Chairman announced that the next regular meeting of the Board will take place at LCA (10 Sharon Road, Peterborough, New Hampshire) at 6:00 p.m. on Thursday, March 3, 2022. Public notice of the meeting will be posted at the school, in compliance with the requirements of state law.**

**Leo Plante moved that the meeting adjourn, Richard Merkt seconded the motion, and the Board unanimously approved, whereupon**

**Chairman Tanner declared the meeting adjourned at 7:09 p.m.**

**Respectfully submitted,**

**Richard Merkt, Secretary**