

# Cornerstone Chartered Public School

## Monthly Board of Trustees

### Meeting Minutes



DATE	TIME	LOCATION	
2025-04-08	6:30 PM	120 E. Thetford Rd, Lyme, NH/Remote	
CALL TO ORDER	TIME	NAME	
	6:33	Adam Bristol	
<b>ROLL CALL : BOARD MEMBERS PRESENT WITH ROLES (Note remote participation with reason)</b>			
Adam Bristol, Chair	Lynne Howard	Hollace Bristol	Maura Hart
Phyl Macomber	Alex DesRuisseaux	Rebecca Owens	Paul Benedict (remote - location)
Lindsay Wadleigh			
<b>BOARD MEMBERS ABSENT (Excused or unexcused)</b>			
Frank Perotti - Excused			
<b>GUESTS OR STAFF PRESENT (with titles)</b>			
<b>APPROVAL OF PRIOR MINUTES</b>			
Date of prior meeting: N/A		Motion to approve by:	
Seconded by:		Vote result:	
<b>MEETING MINUTES</b>			
REPORTS			
OLD BUSINESS			
NEW BUSINESS			
<ul style="list-style-type: none"> <li>Lynne welcomed the board and thanked everyone for their participation. <ul style="list-style-type: none"> <li>Lynne reminded the board of our mission: to make a difference for children who struggle to read because they deserve it.</li> </ul> </li> <li>Lynne introduced each board member briefly</li> <li><b>Nomination of officers:</b> <ul style="list-style-type: none"> <li>Chair - Adam Bristol</li> <li>Vice Chair - Frank Perotti</li> <li>Secretary - Hollace Bristol</li> <li>Treasurer - Lindsay Wadleigh</li> </ul> </li> </ul>			

- **Bylaws**
  - Maura asked about section 5.3 B - should the board be in charge of setting academic goals?
    - Yes, it is only about oversight. The Executive Director will be carrying this out.
  - Lynne provided an overview of each section of the bylaws.
- Articles of Incorporation are pending
- **Policies**
  - Conflict of Interest and Pecuniary Benefits Policy
    - Rebecca said that this covers your partner as well
  - Confidentiality Policy
    - Rebecca brought up protecting students' immigration status - we can state this explicitly
      - Amendment - Item Number 3: Definition of Confidential Information - "including citizenship status"
    - Hollace asked if staff members need to follow this policy as well - yes
  - Board Communications and Email Use Policy
    - Paul asked if we will get Cornerstone email address - yes
      - There was a discussion about using .edu or .org
      - .edu is for post-secondary institutions
      - We will have .org email addresses
    - Adam asked if two-factor authentication is secure; Paul said it is appropriate in this case
  - Whistleblower Policy
- **Communication and Transparency**
  - Rebecca recommended that email communication comes from the head of the organization and bcc:
- **Charter**
  - Everyone should look at this on their own time, including the timeline
- **Approve hiring and payment of professionals for legal, financial, and development**
  - Robert Best - lawyer
    - We do not have a letter of engagement from him yet.
    - Adam suggested setting a retainer up to \$2,000 to engage his services
  - Caitlin Bundell - CPA (\$2,500/month)
    - Discussion around the pre-opening service plans - several board members recommended going with bronze (more conservative). If need is justified, upgrade at that point.
    - Caitlin has agreed to defer payment until we have access to our CSP grant
  - Rick Peck - fundraising (\$2,000/month)
- **Little Green Light** - donor management platform (\$486 annually)
  - Alex recommends this software from previous use
  - Rebecca recommends donations through checks vs. paypal (due to fees)
  - Fiscal sponsorship from Founders Academy Foundation, Inc. (501(c)(3) - offer donors tax exempt status until we are able to become our own 501(c)(3)
- **Grant Status**
  - Tentative award until we file our Articles of Agreement with the state (pending)
    - Program assurances, general assurances, achievement assurances need to be signed
  - The grant is reimbursable only
- **Budget**
  - Adam mentioned that Senator Jim Rubens said that we are underfunded in Year 0
  - This is budget is very minimal - without any fundraising
  - Service Credit Union denied our application for a line of credit due to current status of federal grants
  - Building Hope is a foundation that has offered a line of credit for Cornerstone
  - Lynne would like to provide a personal loan of \$20,000 to get us started
  - Open a bank account - Adam asked what level of expenditures should require two signatures
    - \$500 was recommended
- **Committees**
  - Governance & Compliance: Frank, chair

- Finance: Lindsay, chair
- Facilities and Operations: Adam, chair
  - Members: Rebecca
- Development and Fundraising: Alex, chair
  - Members: Lynne, Adam
- Marketing and Enrollment:
- Personnel and Hiring:
- Student Achievement and Curriculum: Maura, chair
  - Members: Hollace and Phyl
- Technology: Paul, chair
- **Board Training** is coming up in May from NH Alliance of Charter Schools
- **Meeting Schedule**
  - Poll will be sent out to set a regular day, week of month, and time

#### VOTES TAKEN:

- Motion to Approve - **Nominate Officers**
- Motion by: Adam
- Seconded by: Lindsay
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Bylaws**
- Motion by: Lynne
- Seconded by: Adam
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Conflict of Interest Policy**
- Motion by: Hollace
- Seconded by: Phyl
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Confidentiality Policy** (Amended)
- Motion by: Lindsay
- Seconded by: Phyl
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Board Communications and Email Use Policy**
- Motion by: Rebecca
- Seconded by: Maura
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Whistleblower Policy**
- Motion by: Phyl
- Seconded by: Hollace
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Hiring Professionals**
- Motion by: Adam
- Seconded by: Maura
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Initial Start-up Budget, Loan Application with Building Hope, and Opening a Bank Account with Authorizing Signatures from Treasurer and Executive Director**
- Motion by: Adam
- Seconded by: Alex and Paul
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Board Resolution Authorizing the Promissory Note**
- Motion by: Adam
- Seconded by: Alex
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

- Motion to Approve - **Committees**
- Motion by: Lindsay
- Seconded by: Phyl
- Vote: (8) Yes, (0) No, (0) Abstain
- Motion passed or failed: Passed

ACTION ITEMS:

- Lynne will complete the requirements for the CSP grant once the Articles of Incorporation are approved.
- Adam will execute a Promissory Note for a loan from Lynne.
- Lynne will establish a bank account and deposit loan.
- Lynne will complete application for loan from Building Hope
- Lynne will amend the Confidentiality Policy to include "citizenship status."
- Paul will assist Lynne in converting the Google workspace account to an education account.
- Lynne will provide trustees with school emails and access to Shared Google Workspace.
- Lynne will set up contracts with professionals and set up Little Green Light
- Lynne will set up a poll for regular meeting schedule

ADJOURNMENT TIME: 8:30 PM

BY WHOM: Adam Second: Alex  
Vote: (8) Yes (0) No (0) Abstain  
Motion passed or failed: Passed

NEXT MEETING DATE: TBD

TIME:

LOCATION: