

Cornerstone Chartered Public School

Monthly Board of Trustees

Meeting Minutes



DATE	TIME	LOCATION	
2025-05-20	4:00 PM	120 E. Thetford Rd, Lyme, NH/Remote	
CALL TO ORDER	TIME	NAME	
	4:08	Adam Bristol	
ROLL CALL : BOARD MEMBERS PRESENT WITH ROLES (Note remote participation with reason)			
Adam Bristol, Chair	Lynne Howard, Executive Director	Maura Hart	Frank Perotti
Lindsay Wadleigh, Secretary	Alex DesRuisseaux (remote - location)	Rebecca Owens, Treasurer	Paul Benedict (remote - location)
Phyl Macomber (remote - location)	Hollace Bristol (remote - location)		
BOARD MEMBERS ABSENT (Excused or unexcused)			
GUESTS OR STAFF PRESENT (with titles)			
APPROVAL OF PRIOR MINUTES			
Date of prior meetings: 4/8/25 and 5/6/25		Motion to approve by: Rebecca	
Seconded by: Lindsay		Vote result: (9) Yes (0) No - Motion Passed	
MEETING MINUTES			
OLD BUSINESS <ul style="list-style-type: none">			
NEW BUSINESS <ul style="list-style-type: none">Policy Approval Motions<ul style="list-style-type: none">Non-Discrimination and Title VI Compliance PolicyNon-Discrimination Grievance ProcedureNon-Discrimination NoticeDebarment and Suspension Compliance PolicyFalse Claims Awareness PolicyFalse Claims Act Certification Cover SheetLobbying and Political Activities PolicyNon-Trustee Committee Member PolicyNon-Trustee Committee Member Policy - Acknowledgment FormDrug-Free Workplace Policy			

- Drug-Free Workplace Policy - Employee Acknowledgment Form
 - Motion to approve all policies by Paul, Seconded by Frank
 - **Vote: (9) Yes (0) No - Motion Passed**
- **Board Resolutions and General Assurances Approval Motions & Signatures**
 - Motion to approve Board Resolutions - Minutes of Organizational Minutes of the Trustees from Solloway & Hollis meeting on 5/6/25
 - Motion by Lynne, Seconded by Alex
 - **Vote: (9) Yes (0) No - Motion Passed**
 - General Assurances
 - This is a document that school districts sign annually as an acknowledgement of federal laws in order to receive federal funding
 - This year was different - added language around DEI on page 1, section 6
 - Frank reported that the Lyme school district received an update that many districts have not turned this in and have retained legal counsel to hold off until June 30, 2025
 - In most recent copy, this DEI language has been redacted,
 - Motion to approve redacted document and sign it by Lynne, Seconded by Frank
 - Discussion
 - May be due as soon as June 1st, so it's best to approve at this time
 - This language around Title VI is very vague and can be misconstrued which can have broad implications
 - **Vote: (9) Yes (0) No - Motion Passed**

REPORTS

- **Director's Report - Lynne**
 - Check your Cornerstone email daily and look at the folder structure in the shared drive
 - Working documents will stay in the Committees subfolders
 - Finalized documents will go into the appropriate subfolders under Board of Trustees main folder
 - File Management & Access Guidelines and Google Drive Folder Structure is right at the top
 - Correspondence & Contacts Folder contains "Contact Log" which might be helpful to view/add
 - Notes folder contains meeting notes that trustees can view and reference
 - Project Management Tool - Asana
 - Right now, we have a free trial. Lynne will apply for an education discount - 50% off
 - Project: Board Training & Compliance - videos to watch
 - Each trustee will watch the video, mark the task complete, and sign the certification by June 30, 2025
 - NH Alliance for Public Charter Schools - May Membership meeting
 - May 22, 2025 from 6-8 PM in Derry, NH
 - Information about board membership
 - Board Talking points have been shared for us all to stay on the same page when speaking to stakeholders
 - Cornerstone Opening Tracker is on Asana and in the Shared Drive under Board of Trustees > Charter School Pre-Opening Resources
- **Facilities Report - Adam**
 - Committee is exploring different avenues for potential facilities in the area
 - Rebecca recommended attending the Lebanon Economic Development Commission public meetings
 - Reach out to area developers, for example, Rivermill Commercial Center
 - Check out River Valley Community College
 - Church spaces - Adam and Lynne have toured area churches and inquired regarding leasing spaces
 - Starting out small vs. going big
 - If we start out small, we would have to fit the space to work and leave it when we outgrow it
 - Purchasing land, building a small building ,and adding more later might work better

- **Financial Report - Rebecca**

- Bank account is up and running with the \$20k loan available
 - Current balance is \$17,375 after recent expenditures
 - Legal fees have not been billed yet
- Applications are pending for line of credit to secure grant access
 - Some traditional lenders have also expressed interest
 - Pre-opening Cash Flow Forecast has been submitted to Mascoma Bank
 - Claremont Savings Bank was recommended

- **Fundraising Report - Alex**

- Committee is having weekly meetings with Rick Peck - the Philanthropy Guy - to create Case Statement
- We have a 30 day trial with Little Green Light - donor management system
- Considering Stripe or Paypal as payment processors
 - Apple Pay was recommended
- NH Gives is coming up on June 10-11 (24 hours of giving)
- Rebecca asked: Is it possible to accept a letter of commitment? Long term donations should be considered - a large sum might be more palatable over 3 years
- Adam encouraged everyone to keep a big picture perspective in mind: and talk to potential donors about a multi-year strategic plan
- Rebecca recommended designing our fundraising efforts around specific donor interests
 - LGL will allow us to keep track of those interests and share

- **Governance Report - Lynne**

- Background Checks required for all board members
 - Governance Committee will develop and recommend procedures for background checks
- Bylaws are approved and many policies as well
 - There is a log of policies that have been approved and which need to be created still
 - The log notes when these policies need to be reviewed
- Recruitment continues for the Board and committees

- **Other Business**

- Approval for Authorized Signatures for Financial Documents
 - Motion to have two authorized signers by Lynne, Seconded by Rebecca
 - Amendment to have four authorized signers in order to have back-ups
 - Lynne, Rebecca, Adam, and Lindsay
 - Recommendation to create a Procurement Policy which aligns with our decision tonight
 - **Vote: (9) Yes (0) No - Motion Passed**
- Website
 - Small change in messaging to keep broad appeal - "Building readers, thinkers, and leaders"
- Tech
 - Create a strategic tech plan for the future to make sure all tech works together and integrates

ACTION ITEMS:

- Lynne will allow members to change their profile pictures on shared Google Drive
- Lynne will give each trustee access to Asana
- Trustees will watch training videos and complete certifications on Asana by June 30, 2025
- Trustees will continue to identify facilities/land, fundraising ideas, and potential board members/committee members

ADJOURNMENT TIME: 5:49 PM

BY WHOM: Frank Second: Lindsay

NEXT MEETING DATE: June 17, 2025

TIME: 4:00 PM - 5:30 PM

LOCATION: 120 E. Thetford Rd, Lyme, NH