

Cornerstone Chartered Public School

Monthly Board of Trustees

Meeting Minutes



DATE	TIME	LOCATION	
Oct. 21, 2025	4:00 PM	325 Mt. Support Rd, Lebanon, NH/Remote	
CALL TO ORDER	TIME	NAME	
	4:00 PM	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, Vice Chair
Lindsay Wadleigh, Secretary (remote)	Hollace Bristol (remote)	Alex DesRuisseaux	
BOARD MEMBERS ABSENT (Excused or unexcused)			
Rebecca Owens, Treasurer - excused			
GUESTS OR STAFF PRESENT (with titles)			
APPROVAL OF PRIOR MINUTES			
Date of prior meeting: Sept 16, 2025 & Oct 2, 2025		Motion to approve by: Frank	
Seconded by: Maura		Vote result: (6) Yes (0) No - Motion Passed	
MEETING MINUTES (taken by Alex DesRuisseaux)			
OLD BUSINESS Lynne, wondering about approval process for payment of Lindsay and Lynne. Feels inappropriate for her to approve. Plan is for them to submit invoices, Rebcca to approve, and then it requires a second approval. We already voted in emergency meeting to pay them- just confirming the approval process to get them paid.			
REPORTS - Director's Report: - Code Consulting - Upper Valley Business Alliance - Furniture Purchase for SAU 88 - Furniture Donation - Looking at Storage Options and Movers - Paul Benedict Resignation - Facilities Report: - Financial Report: - Curriculum Committee: - Meeting monthly with lots of work in between			

- Creating curriculum, playbook to coincide with it, and example units/lessons.
- **Fundraising & Development:**
 - 2, 4x4 signs, with the last 8 in. being separate panel for rotating announcements
- **Marketing and Enrollment Report:**
 - Onboarding with Alma
 - Social Media- Social HQ
- **Financial Report**
- **Facilities Report**

NEW BUSINESS

- **Motion to approve Hiring an Auditor for FY 26**
 - We have 3 auditors recommended by Caitlin Blundelle.
 - Nathan Weschler: Seemed great, but expensive and can't fit us right now.
 - One other stopped communicating
 - Steve Veroff: Caitlin highly recommended him, will audit both CSP and regular spending for 13,000.
 - **Motion:** to hire Steve Veroff at \$13,000.
 - 1st by Adam, 2nd by Maura.
 - **Discussion:** N/A
 - **Vote:** Motion carries unanimously
- **Motion to approve ETH-04 Grievance Policy and Procedure**
 - **Motion:** to approve
 - 1st by Maura, 2nd by Frank
 - **Discussion:** N/A
 - **Vote:** Motion carries unanimously
- **Discussion around creating goal for trustees**
 - Goals around fund development and how we can do that/support fundraising committee
 - Fill out LGL form, 4 times by next meeting
 - Sign
 - Adam to follow up with sign company, Alex to send to Dover based one as well
 - Engaging on social media on all active platforms. Sharing on Social Media 1x a week.
 - Coordinating with preschools
 - Frank still has contacts in VT, but planning to check in NH and with Special Education directors. With brochures, can reach out there.
 - Lynne working on shortened versions of those brochures and the giving pyramid. Also printing full case statements.
 - Adam to order brochure holders
 - Lindsay to reach out about printing.
 - Little Free Library
 - Alex to look into it
 - Alex to look into donation form.
 - Videography
 - Adam to reach out to daughters fiance, James
 - Alex to look into past videography contact
 - Alex to send information on DNNR
 - Charitable Gaming, Lynne and Adam to check in
- **Media Release**
 - Lynne wants a release form for trustees to sign so that we can be on social media.
- **New Board Member Nomination**
 - Janet Mitchell, potential new board member. Frank says her background is in the post office, she is detail oriented, and can be a linear thinker. Has been the school business administrator in Lyme recently. She is knowledgeable in that role and has done HR. Has technical expertise she can bring to us and a lot of

energy. Adam added that she also has a lot of financial experience that she could bring to us.

- **Motion:** to approve Janet Mitchell as a Board Member
 - 1st by Frank, 2nd by Adam.
- **Discussion:** Hesitancy around whether she has the ability to dedicate time to us. She currently has a conflict with the school district timing as far as attendance goes. While in a crunch for quorum, we need additional board members that are local.
- **Vote:** Motion carries unanimously

ACTION ITEMS:

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ADJOURNMENT TIME: 5:56 PM

BY WHOM: Adam Second: Frank

NEXT MEETING DATE: Nov 19, 2025

TIME: 4:00 PM - 5:30 PM

LOCATION: 325 Mt. Support Rd, Lebanon, NH