

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

- **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:

<ul style="list-style-type: none"> ● Motion to Approve - Nominate Officers ● Motion by: Adam ● Seconded by: Lindsay ● Vote: (8) Yes, (0) No, (0) Abstain ● Motion passed or failed: Passed 	<ul style="list-style-type: none"> ● Motion to Approve - Bylaws ● Motion by: Lynne ● Seconded by: Adam ● Vote: (8) Yes, (0) No, (0) Abstain ● Motion passed or failed: Passed
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Motion to Approve - Confidentiality Policy (Amended) ● Motion by: Lindsay ● Seconded by: Phyl ● Vote: (8) Yes, (0) No, (0) Abstain ● Motion passed or failed: Passed
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Motion to Approve - Whistleblower Policy ● Motion by: Phyl ● Seconded by: Hollace ● Vote: (8) Yes, (0) No, (0) Abstain ● Motion passed or failed: Passed
<ul style="list-style-type: none"> ● Motion to Approve - Hiring Professionals ● Motion by: Adam ● Seconded by: Maura ● Vote: (8) Yes, (0) No, (0) Abstain ● Motion passed or failed: Passed 	<ul style="list-style-type: none"> ● 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
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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 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: