

Cornerstone Chartered Public School

Monthly Board of Trustees

Meeting Minutes



DATE	TIME	LOCATION	
July 15, 2025	4:00 PM	120 E. Thetford Rd, Lyme, NH/Remote	
CALL TO ORDER	TIME	NAME	
	4:08 PM	Adam Bristol	
ROLL CALL : BOARD MEMBERS PRESENT WITH ROLES (Note remote participation with reason)			
Adam Bristol, Chair	Lynne Howard, Executive Director	Maura Hart (remote - location)	Frank Perotti, Vice Chair
Lindsay Wadleigh, Secretary	Rebecca Owens, Treasurer	Paul Benedict (remote - location)	
BOARD MEMBERS ABSENT (Excused or unexcused)			
Hollace Bristol - excused	Alex DesRuisseaux - excused		
GUESTS OR STAFF PRESENT (with titles)			
APPROVAL OF PRIOR MINUTES			
Date of prior meetings: 5/20/25, 6/17/25, 7/8/25		Motion to approve by: Paul	
Seconded by: Lindsay		Vote result: (5) Yes (0) No (1) Abstain - Motion Passed	
MEETING MINUTES			
OLD BUSINESS			
<ul style="list-style-type: none">● New language in Articles of Agreement<ul style="list-style-type: none">○ On guidance of legal counsel, language in amended Articles of Agreement is as follows: <i>"The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Specifically, the purpose of Cornerstone Chartered Public School is to establish, open, and operate a public charter school under a charter granted by the NH Department of Education exclusively for educational purposes, serving grades K-8."</i>● Board Training on Asana<ul style="list-style-type: none">○ A few people have not completed this - please do so soon			
REPORTS			
<ul style="list-style-type: none">● Director's Report<ul style="list-style-type: none">○ Help creating policies is needed - See Policy Log<ul style="list-style-type: none">■ Frank volunteered to help and has made a connection with Surry Village Charter School for examples○ Need more board members			

- Looking for members with legal, construction, and financial expertise
- Some committees are up and running already
 - Committee Chairs: Recruit members, establish a meeting schedule, and report to Lindsay so she can post the schedule on our website. Keep agendas and minutes in the committee folder.
- We need staff, student, and family handbooks - looking for volunteers to help create these
 - Find examples to model ours on
- **Facilities Report**
 - Negotiations are continuing on our lease
 - Cost of living escalator was a sticking point
 - Concern: if the other side of the building is leased to someone else before we have need for that space. Current tenant leaves in March 2026.
 - Architect completed an initial inspection and provided a quote
 - We did not get a full quote, just for a few phases. It was expensive.
 - Kacey Silva from the NH Dept of Ed recommended contacting local officials first to decide on scope of work, then confer with the architect after if needed. Only "health and safety" renovations are covered by the grant.
 - Adam said the most cost-effective option would likely be to work directly with with contractors rather than having an architect manage the entire project
 - We have received two quotes for hazmat inspections
 - RPF only gave us a quote for asbestos inspection while John Turner included mold and PCB
 - Lynne asked for RPF to provide a more inclusive quote
 - PCB inspection is not required in NH, but it is in VT
 - Testing company and remediation company should be separate in order to prevent conflict of interest
 - Rebecca offered to provide some company recommendations
 - Other Inspections
 - Building inspector and Deputy Fire Chief are visiting the building on July 24th
 - Rebecca recommended asking the fire chief to look at the parking lots regarding access
 - Tim Carney from NH Dept of Ed will come out for final approval to issue certificate of occupancy
 - Frank will look into more about public school codes. There are some exemptions for charter schools.
- **Financial Report**
 - Accounting Services
 - New system for 2-person expense authorization for >\$500 for electronic payments
 - Video (link is available in Financial Report) for June 2025 Financial Statements
 - Line of Credit & Grant Access
 - Approved for \$300,000 LOC on 7/17 from Building Hope
 - We do not need to prepay interest on this - we pay it at the end
 - NH Health and Education Facilities Authority (HEFA): Application is submitted. We are on a 12-18 month waiting list
 - Quickbooks Statement of Activity report is available outlining expenses and revenues
- **Fundraising Report**
 - Case Statement is almost finished after work with Rick Peck. We will be sending it to a graphic designer which will be ~ \$7,000.
 - We are also gathering proposals for branding, marketing, and grant writing
 - Total target for donations is \$11 million for the first 7 years.
 - Rebecca recommended putting the word out in The Lebanon Times and Upper Valley Business Alliance. Adam volunteered to reach out to the Upper Valley Business Alliance. Lindsay will find out how to get featured in The Lebanon Times.
 - Other marketing ideas: offering workshops on a certain techniques at libraries, writing op-eds about literacy or OG

- **Governance Report**

- Frank has made a connection with Surry Village Charter School and will be able to view their policies and handbooks as models
- Frank and Lynne will be looking at free furniture at Lebanon School District tomorrow and will keep an eye out for more
- Janet Mitchell (Lyme School) and Nicole Lackie (Surry Village Charter School) were recommended as a potential board members and/or committee members
- Lynne is going to a training on charter school leadership in Concord, NH

- **Curriculum Report**

- Committee had their first meeting, spending time on definition of purpose and goals
 - We need a Building and/or District Administrator on the committee
 - Upon board approval, Kim Phoenix will be joining with background in special Ed and literacy

NEW BUSINESS

- **Motion to Approve New Curriculum Committee Member - Kim Pheonix, Educator**

- Resume and short bio are in the meeting date folder
- Motion by: Rebecca, Second: Frank
- **Votes: (6) Yes (0) No - Motion Passed**

- **Motion to Approve Procurement Policy**

- Motion by: Frank, Second: Adam
- Lynne has gone through General Assurances with links to all the different laws to try to cover everything
- We need to cross reference this with the Conflict of Interest and Pecuniary Benefit Policy (GOV-01)
- Purchases over \$500 require two authorized signatures
- Three Levels of Purchases
 - Micro-Purchases (less than \$10k aggregate)
 - No competing quotes, cost analysis, or board approval required
 - Simplified Acquisitions (up to \$250k)
 - Must **make a reasonable attempt** to obtain at least two quotes, distributed among a range of vendors, and get board approval
 - Sealed Bids (above \$250k)
 - Bids must be publicly solicited with two or more bidders (IFB)
 - Contract shall be awarded to lowest responsive and responsible bidders. Lynne added extra language giving us the right to reject bids on other sound, documented reasons
 - No negotiations and board approval required
 - Competitive Proposals (if sealed bids not suitable)
 - Used when scope of work is not fully defined. Invite vendors to evaluate and provide quotes.
 - Requires request for proposal process with at least two bidders
 - Evaluated using a scoring system and allows for negotiation
- Buy America Preference: Specific regulations regarding buying certain materials from USA only. Lynne will investigate further.
- An asset management system will be important as we begin tracking all of this
- **Votes: (6) Yes (0) No - Motion Passed**

- **Motion to Authorize Lynne to Sign Board Resolution Authorizing Loan Agreement with Building Hope Finance**

- Motion: Adam, Second: Frank
- **Votes: (6) Yes (0) - Motion Passed**

- **Motion for Lynne to write our state reps and senator to encourage them to join the lawsuit against the federal government for withholding Title funds**

- Motion: Lindsay, Second: Rebecca
- Funding is being withheld "pending review"
- **Votes: (6) Yes (0) - Motion Passed**

ACTION ITEMS:

- Board members should complete Board Training if not done already
- Board members should think ahead about any possible "disasters" in the future and potential solutions
- Board members should identify other potential board and/or committee members
- Committee chairs will set a meeting schedule and send it to Lindsay
- Frank will help create policies and look into school building codes
- Adam will reach out to the Upper Valley Building Alliance
- Lindsay will look into getting featured in The Lebanon Times

ADJOURNMENT TIME: 5:48 PM

BY WHOM: Paul Second: Lindsay

NEXT MEETING DATE: August 19, 2025

TIME: 4:00 PM - 5:30 PM

LOCATION: 120 E. Thetford Rd, Lyme, NH