

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)			
<div>OLD BUSINESS</div> <div><div>● Clarification of the approval process for payment of invoices for Lindsay and Lynne.</div><div><div>○ Board confirmed that invoices will be submitted to Rebecca (Treasurer) for approval, followed by a required second approval per policy.</div><div>○ The Board previously voted in an emergency meeting to authorize these payments; this item served to confirm next steps.</div></div></div>			
REPORTS			
<div><div>● Director's Report:</div><div><div>○ Updates provided on:</div><div><div>■ Code consulting</div><div>■ Upper Valley Business Alliance</div><div>■ SAU 88 furniture purchase</div><div>■ Furniture donation</div><div>■ Storage and moving options</div><div>■ Paul Benedict resignation</div></div></div></div> <div>● Facilities Report:</div>			

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

NEW BUSINESS

- **Auditor Selection FY 26**
 - Review of auditor options recommended by Caitlin Blundelle.
 - **Motion:** *Hire Steve Veroff for \$13,000 to audit CSP and regular spending*
 - 1st: Adam
 - 2nd: Maura
 - **Discussion:** N/A
 - **Vote:** Unanimous, motion passed
- **ETH-04 Grievance Policy and Procedure**
 - **Motion:** *to approve*
 - 1st: Maura
 - 2nd: Frank
 - **Discussion:** N/A
 - **Vote:** Motion carries unanimously
- **Trustee Goals**
 - Board agreed to establish trustee engagement goals focused on fundraising and outreach, including:
 - Completing four LGL referral forms before next meeting
 - Engaging on all active social media platforms weekly
 - Coordinating outreach to preschools and Special Education directors
 - Supporting development of revised brochures and case statements
 - Researching Little Free Library options
 - Reviewing donation form updates
 - Exploring videography options
 - Checking charitable gaming opportunities
- **Media Release for Trustees**
 - Lynne will prepare a release form for trustee signatures.
- **New Board Member Nomination- Janet Mitchell**
 - **Motion:** *to approve nomination*
 - 1st: Frank
 - 2nd: Adam
 - **Discussion:** Consideration of her availability and schedule alignment
 - **Vote:** Unanimous, motion passed

ACTION ITEMS:

- Adam: Follow up with sign company; reach out to videography contact
- Alex: Contact Dover sign company; research Little Free Library; review donation form; send DNNR information; explore videography options
- Lynne: Finalize shortened brochures and giving pyramid; prepare media release
- Frank: Outreach to VT/NH preschools and Special Education contacts
- Adam: Order brochure holders
- Lindsay: Coordinate brochure printing

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