

# Cornerstone Chartered Public School

## Informational Meeting of the Board of Trustees

### Meeting Minutes



DATE	TIME	LOCATION	
2025-06-17	4:00 PM	120 E. Thetford Rd, Lyme, NH/Remote	
CALL TO ORDER	TIME	NAME	
	4:11 PM	Adam Bristol	
ROLL CALL : BOARD MEMBERS PRESENT WITH ROLES (Note remote participation with reason)			
Adam Bristol, Chair	Lynne Howard, Executive Director	Paul Benedict (remote - location)	Frank Perotti (remote - location)
Lindsay Wadleigh, Secretary (remote - location)	Alex DesRuisseaux (remote - location)	Hollace Bristol (remote - location)	
BOARD MEMBERS ABSENT (Excused or unexcused)			
Maura Hart- excused	Rebecca Owens, Treasurer - 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: (9) Yes (0) No - Motion Passed	
MEETING MINUTES			
As quorum is not present, no votes will be taken during this meeting. Reports and discussion only.			
OLD BUSINESS			
<ul style="list-style-type: none"><li>Everyone can change their profile picture on the Cornerstone Google Account<ul style="list-style-type: none"><li>Adam asked if Trustees could have authorization to more of Google's features, i.e. Google Maps</li><li>Paul recommended that those that have full admin access should be in close communication and give other members as full access as possible<ul style="list-style-type: none"><li>On Zoom, give members the ability to freely share</li></ul></li></ul></li><li>All Trustees have been invited to Asana, our project management tool<ul style="list-style-type: none"><li>Reminder: Complete Board Training by June 30 and complete certification form</li></ul></li><li>NH Charter School Alliance<ul style="list-style-type: none"><li>We have free membership for a year (until we open)</li><li>Workshop slides on Board Governance have been shared - Hollace recommended spending explicit time on these as a board</li></ul></li></ul>			
NEW BUSINESS			
<ul style="list-style-type: none"><li>Phyl has resigned from the board for personal reasons</li></ul>			

## REPORTS

- Director's Report - Lynne
  - Continue to work in your Cornerstone Google Drive and email - reach out for help if needed
  - Use the Contact Log to take notes on meetings and conversations, as others will need to take over this work at some point
  - Check the Opening Tracker - Lynne is using this to track our progress
- Facilities Report - Adam
  - Adam showed pictures of 325 Mt. Support Rd and discussed the building's features
  - Adam has scheduled a walk through with an architect and has been in touch with a construction company
- Financial Report - Lynne
  - Building Hope has offered us a line of credit - waiting for this to be finalized
    - A new, dedicated bank account has been opened to facilitate this with ACH
    - Reimbursement from the state is taking average 2-3 weeks
  - Rebecca and Lynne attended a training session on the grant management system
  - Lynne created a system for getting two electronic signatures for digital payments and tracking them
  - Lynne shared a monthly expenses statement
    - Reimbursement will be on pause for the month of July due to state reconciling
  - Grant must be spent within a certain timeframe
  - Paul suggested FDIC insurance - maximum amount that the government will insure. Make sure our account is covered for the total amount.
- Fundraising Report - Alex
  - Case statement is close to completion and will be sent to a graphic designer in a few weeks
  - Stewardship offerings and gift pyramid are in the works as well as making connections with grant writers
- Governance Report - Frank
  - Forms for background checks are in the works, and there is a draft policy for this
  - Need volunteers to continue working on creating policies
    - Procurement Policy should be a priority
- Marketing Report - Lindsay
  - Website has been updated
  - Several new initiatives - print ads, Facebook ads, community survey
  - We have a nomination for a new member of the Marketing & Enrollment Committee and an advisor

## ACTION ITEMS:

- Lynne will give board members more access in Google and Zoom, as it makes sense
- Board members will complete board training on Asana by 6/30/25

ADJOURNMENT TIME: 5:13 PM

BY WHOM: Paul Second: Hollace  
Vote: (6) Yes (0) No - Motion Passed

NEXT MEETING DATE: July 15, 2026

TIME: 4:00 PM - 5:30 PM

LOCATION: 120 E. Thetford Rd, Lyme, NH