

Cornerstone Chartered Public School
Monthly Board of Trustees
Meeting Minutes



DATE	TIME	LOCATION	
September 16, 2025	4:00 PM	325 Mount Support Rd, Lebanon, NH/Remote	
CALL TO ORDER	TIME	NAME	
	4:10 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	Alex DesRuisseaux	Rebecca Owens, Treasurer	Hollace Bristol
BOARD MEMBERS ABSENT (Excused or unexcused)			
Paul Benedict - excused			
GUESTS OR STAFF PRESENT (with titles)			
APPROVAL OF PRIOR MINUTES			
Date of prior meeting: July 15, 2025 & September 10, 2025		Motion to approve by: Adam	
Seconded by: Lindsay		Vote result: (7) Yes (0) No - Motion Passed	
MEETING MINUTES			
<p>OLD BUSINESS</p> <ul style="list-style-type: none"> ● Final Case Statement <ul style="list-style-type: none"> ○ This is our case for support. It will be used for all of our messaging - donor relations, social media, marketing ○ Outlines who we are, what we want to do, and what we need ○ Take some time to read through on your own so we can all be on the same page ○ Suggestion from Rebecca: Add more about how Wyatt's story resolved, how OG helped 			

REPORTS

- **Director's Report - Lynne**
 - We have a line of credit for \$300.00 from Building Hope which will allow us to spend our grant money
 - We got a 1 year extension on our CPS grant
 - We have general liability insurance for the building, and officers & directors liability insurance
 - Price will go up as we have workers come in
 - Board no longer has access to Asana. We will keep a subscription for the administration only.
- **Facilities Report - Adam**
 - Our lease is finalized for 325 Mount Support Rd, Lebanon, NH! Attorney review has been completed and certified
 - Hazmat inspections have been completed; both lead and asbestos findings are minimal
 - Invoice for asbestos/PCB inspections and analysis is \$4,685
 - Lead inspection was ~\$900
 - We have a proposal for abatement for \$9,815
 - We can have the water testing done for free through the state before we open
 - We will be replacing the sign in the front yard with a Cornerstone sign
 - Coming up soon
 - Wreck-out of cabling. This needs to be done before demo.
 - Cold weather prep
- **Financial Report - Rebecca**
 - According to our accountant, we are right on track for balancing our credits and expenses
 - Report includes expenditures from last meeting to end of August
 - Draw sheet needs to be completed for October and submitted to Building Hope
- **Fundraising Report - Alex**
 - Planning our first, selective fundraising event in the spring (if not sooner)
 - Bringing in people who can contribute in any capacity (the 5 T's), not just large-scale donors
 - Exploring subscription-style donor program
 - Ongoing work on non-cash gifts
 - Research into what time of year people are feeling most charitable, most likely to give
 - Working on creating a list of potential donors and how we sort them
 - Little Green Light (LGL) is our donor management platform. Keeps track of donors capacity, interests, contact info, email, previous donations
 - We now have a form for online donations via Stripe on our website
 - There are two fundraising pillars 1) Enrollment 2) Donors & Grants
 - Idea: reach out to area businesses regarding donations - a sign or banner, for example
- **Governance Report - Frank**
 - Focusing on finance policies - especially, procurement
- **Curriculum Report - Maura**
 - Monthly meetings have been set up
 - We have 4 members currently; still looking for more members
- **Marketing & Enrollment Report - Lindsay**
 - Marketing ideas:
 - "Do you need something to be hopeful about??"
 - Events or live demonstration at local libraries or parks or community events
 - Lynne meets weekly with other charter schools and can ask about what is successful for their marketing
 - Under the sign, include a box with one-page case statement copies
 - Purpose of the committee is two-fold: marketing for awareness and enrollment
 - We have several marketing firm proposals to consider
 - Work is being done on the website and more frequent social media posts
 - We will be reconnecting with the Valley News for a possible new article

NEW BUSINESS

- **Services & Proposals - spreadsheet outlines the costs, benefits, and drawbacks**
 - Student Information System (SIS) = Alma. They have a application & enrollment add-on, and they tie into the state reporting system
 - Marketing: The Social HQ - we have had a strategy meeting already
 - **Motion for approval of hiring The Social HQ - Premium Social Media + General Marketing package for \$40,000/yr by Adam, seconded by Maura**
 - Discussion:
 - Cheaper (social media only) plan or more expensive (add general marketing)
 - Lynne recommended saving \$150 a month with a 12 month agreement. This is an investment in our future.
 - Adam suggested making sure we are reaching both donors & families in our strategy
 - **Vote: (7) Yes, (0) No, (0) Abstain, Motion Passed**
 - Marketing: Laura O'Rourke Consulting
 - Alex met with her - her focus is on small, community-based events
 - Discussion: How much can we do independently and with Rick? Maybe hire her later?
 - Fundraising - Grant Writing:
 - IQ Ignited = recommended by Rick, ~\$53,000 a year
 - We just got two more proposals through our RFP. We will need to have a special meeting to approve these after review.
 - Facilities - Architects:
 - Banwell is being recommended by several board members, and they have a good understanding of what we need already and our budget
 - Phase 1: \$12,934 - three different drawings to provide us with options
 - **Motion for approving hiring Banwell Architects by Frank, seconded by Rebecca**
 - Discussion:
 - We gave them the parameters of our needs
 - They know how to make things ADA compliant and up to code
 - Push structural engineer off until phase 2
 - **Vote: (7) Yes, (0) No, (0) Abstain, Motion Passed**
- **Furniture donations** (free!) from Lebanon School District and Pat Morse, CPA
 - Storage container - rent or buy? Lynne will email Lebanon school district regarding their storage, and Frank will research other options
- **Policies**
 - Federal grant section has been removed from the FIN-03 Procurement Policy; new policy called FIN-FGP Federal Grant Administration Policy has been created
 - **Motion to approve FIN-FGP Federal Grand Administration Policy and approve amendment of FIN-03 Procurement Policy by Lindsay, Second by Alex**
 - **Vote: (7) Yes, (0) No, (0) Abstain, Motion passed**
 - GOV-01 Conflict of Interest Policy - now includes Mandatory Federal Disclosures
 - **Motion to approve amended policy by Frank, Second by Hollace**
 - OPS-01 Key and Access Control Policy
 - **Motion by Adam, Second by Lindsay**
 - **Vote: (7) Yes, (0) No, (0) Abstain, Motion passed**
- **Director and Assistant Director Salaries - Led by Frank**
 - **Adam, Lynne, and Lindsay recused themselves as per Conflict of Interest Policy**
 - **Present: Alex, Maura, Frank, Hollace, Rebecca**
 - Conversation around salary, value of paying people for the work they do
 - Plan to create ad-hoc committee to discuss fair compensation and benefits, write job description, and compare with other charter schools/DOE
 - Meeting Tuesday, Sept 23, 2025 at 4:00 PM
 - **Motion to investigate paying Director, Lynne Howard, and Asst. Director, Lindsay Wadleigh, and begin**

paying them by contract in October directly or retroactively - by Maura, Seconded by Rebecca
■ **Vote: (5) Yes, (0) No, (0) Abstain, Motion Passed**

ACTION ITEMS:

- Board members should look into their network for potential connections that might be able to offer time, ties, testimony, treasure, or talent. Even people who may just be looking for something to be hopeful about!
- Board members should read the case statement

ADJOURNMENT TIME: 6:36 PM

BY WHOM: Adam Second: Lindsay

NEXT MEETING DATE: Oct. 21, 2025

TIME: 4:00 PM - 5:30 PM

LOCATION: 325 Mount Support Rd, Lebanon, NH