

Cornerstone Chartered Public School

Monthly Board of Trustees

Meeting Minutes



DATE	TIME	LOCATION	
May 19, 2026	4:00 PM	167 Summer St, Newport, NH	
CALL TO ORDER	TIME	NAME	
	4:09 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, Assistant Executive Director	Hollace Bristol (remote - location)	Alex DesRuisseaux (remote - location)	
BOARD MEMBERS ABSENT (Excused or unexcused)			
GUESTS OR STAFF PRESENT (with titles)			
APPROVAL OF PRIOR MINUTES			
Date of prior meetings: 4/21/26 & 5/7/26		Motion to approve by: Adam	
Seconded by: Frank		Vote result: (5) Yes (0) No - Motion Passed	
MEETING MINUTES			
*This meeting is in-person only due to limited internet access at our new facility. The in-person meeting is open to the public at 167 Summer St, Newport, NH.			
REPORTS - DISCUSSION & QUESTIONS ONLY			
<i>*Reports are attached at the end of this document</i>			
● MOTION: Frank moved that we accept reports as submitted. ○ Second: Maura ○ Discussion ■ Due to the move, we lost our enrollment in Lebanon. However, we now have a large amount of new applications. Lynne adjusted our budget documents to reflect new enrollment numbers. ■ We have joined the Newport Chamber Commerce, and we will be having a Facebook Live event on Saturday morning. ■ Postcards: almost all of the 3,000 postcards (to donors and families) have been sent out. ○ VOTE: ■ Adam: YES ■ Frank: YES ■ Maura: YES ■ Hollace: YES			

- Alex: YES
- Alex had to leave the meeting early at 4:24 PM

OLD BUSINESS

- **MOTION: Maura moved that the board hereby authorizes Cornerstone Chartered Public School, pursuant to RSA 7:19-a:II(b), to enter into a pecuniary benefit transaction with Adam Bristol of Current-Concepts Corp in the amount of \$87,746.32 for Internal Broadband Infrastructure and Network Connectivity.** The board authorizes this transaction based upon findings that the transaction is in the organization's best interests; that the transaction involved goods or services purchased or benefits provided in the ordinary course of the organization's business; that the transaction was for a reasonable or discounted price based upon basis for determination; that the material facts of the transaction were disclosed to the board; and that no member of the board who has engaged in a pecuniary benefit transaction in the current fiscal year participated in, voted on, or was present for the discussion of this transaction.
 - Adam disclosed his conflict of interest and left the meeting for this discussion and vote
 - **Second by Hollace**
 - **AYE: Board member(s) voting in favor - Maura, Frank, Hollace**
 - **NAY: Board member(s) opposing - None**
 - **ABSTAIN: Board member(s) abstaining - None**
 - **RECUSED: Board members not present for or participating in discussion or vote - Adam**
- **MOTION: Maura moved that we approve the 2nd revision of the Cornerstone Family Handbook.**
 - **Second: Adam**
 - Discussion: There are very little changes - just modified slightly due to our location change.
 - **VOTE:**
 - Adam: YES
 - Frank: YES
 - Maura: YES
 - Hollace: YES

NEW BUSINESS

- **MOTION: Adam moved that we approve the signing of the General Assurances.**
 - **Second: Maura**
 - Discussion: These promise that we will follow the law. All public schools have to sign.
 - **VOTE:**
 - Adam: YES
 - Frank: YES
 - Maura: YES
 - Hollace: YES
- **MOTION: Adam moved that we purchase furniture and fixtures for our school not to exceed the amount of \$97,000 including shipping.**
 - Second: Maura
 - Discussion: Sarah compiled the best options with several vendors that would give us the best price. We did get some furniture donations as well. This is a reasonable estimate, not an exact quote. There will be some flexibility.
 - **VOTE:**
 - Adam: YES
 - Frank: YES
 - Maura: YES

- Hollace: YES

- **MOTION: Adam moved that we purchase staff and student computers not to exceed \$17,500 with shipping.**

- **Second: Maura**

- We will look for the best price. It is important that staff computers come soon.

- **VOTE:**

- Adam: YES
- Frank: YES
- Maura: YES
- Hollace: YES

- **MOTION: Frank moved that we purchase (3) interactive whiteboards, (2) wall mounts, (1) cart not to exceed \$9,000 with shipping.**

- **Second: Adam**

- We will compare different brands and models.

- **VOTE:**

- Adam: YES
- Frank: YES
- Maura: YES
- Hollace: YES

NONPUBLIC SESSION - Entered at 5:10 PM

- **MOTION: Adam moved to enter nonpublic session citing RSA 91-A:3, II(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.**

- Second: Frank

- **ROLL CALL VOTE:**

- Adam: Yes
- Maura: Yes
- Frank: Yes
- Hollace: Yes

- Public session reconvened at 5:24 PM.

- **MOTION: Adam moved to seal the minutes of this nonpublic session for a (1) year period because it is determined that divulgence of this information would likely affect adversely the reputation of any person other than a member of this board**

- Second: Frank

- **ROLL CALL VOTE:**

- Adam: Yes
- Maura: Yes
- Frank: Yes
- Hollace: Yes

ACTION ITEMS:

- Lynne will research operating systems and printer models

ADJOURNMENT TIME: 5:31 PM

BY WHOM: Maura Second: Adam

NEXT MEETING DATE: June 16, 2026

TIME: 4:00 PM - 5:30 PM

LOCATION: 167 Summer St, Newport, NH/Remote

REPORTS

Director's Report

May 19, 2026

1. Attended Annual Report Workshop - presented by the NH Alliance for Charter Schools and NHED, Charter School Office

- Our annual report is not due August 31, 2027 after our first year of operation
- It is completed on the ESSP system in MyDOE Single-Sign On system
- Published on NHED website. Recommended that we publish on our website, too.
- April 21, there will be a community charter meeting to go through the report line by line

2. On-Site Monitoring Visit has been rescheduled to June 4, 9 am - 1 pm

- a. NHED and Fed Compliance will visit our site
- b. [Monitoring Status Report](#)

3. ESEA workshops at NHED: Grants 101 and Application Planning

- a. Lindsay and I attended on May 18th
- b. It is the admin opinion that pursuing Title funds this year is too burdensome for our very small team.

4. A draft school schedule has been created.

- a. Lindsay is working on putting it together in a spreadsheet for review.

5. School calendar will follow SAU43, which is published on our website - cornerstone-cs.org/school-calendar

6. Budget is due July 1, 2026

- a. Because of the shift in our location, we have had to start fresh with our enrollment. I have created three budget scenarios; trustees can view in the folder.

Respectfully submitted,

Lynne Howard

Executive Director

May 19, 2026

Curriculum Development Report

May 19, 2026

1. Completed Aligned ELA & Math curriculum standards

- Considering what else teachers need (more or less in terms of structure and guidance)
- Working on science and social studies standard alignment

2. Working on aligning assessment to our work

- Discussions: Universal screening reading math behavior SEL
- Assessment schedule and data decision rules
- Other processes to use data to inform the teaching and learning processes

3. Aware of and discussing schoolwide schedule with planning and co-planning time considerations

-

4. Inviting new members to the committee: Kelsey and Ameila Donahey

-

Respectfully submitted,

Maura Hart

Chair, Curriculum Committee

5.18.26

Cornerstone School Facilities Report

19 May 2026

1. Facilities Construction - Update

- a. Our new architect has code plans almost ready for review
- b. We don't foresee issues with any AHJ
- c. Next step is demo and building permits
- d. Our CM team is ready to start ASAP
- e. We have chosen a code-minimum design for 2026-2027
- f. Target occupancy date remains 7/15/25

2. Hazmat & Safety - no significant problems yet, just management.

- a. No lead inside school area
- b. Asbestos is contained
- c. Water still has to be tested
- d. Fire Protection Engineer visiting Friday at 10AM re sprinklers

3. Preliminary Tech Infrastructure - Underway

- a. Distribution frames have been identified
- b. Cable pathways have been identified
- c. Draft connectivity & device list ready for review
- d. Internet has been ordered

Respectfully submitted,

Adam Bristol
Chair, Cornerstone Facilities Committee

Financial Report

May 19, 2026

This month's report is short. I will ask you to review the reports from last month as we never really discussed them much because of the building crisis. Nothing much has changed there.

We remain very dependent on the grant for funding. It will be important for us to keep an eye on enrollment and revenue from donations and fundraising as we move forward.

I leave the discussion on our legal matters to the Executive Director and our Chair who have been most directly involved with that.

In the two reports ([Report 1](#) and [Report 2](#)) that are updated from our accountants, there is nothing unusual or unexpected. Here is a video overview: [click here](#).

Respectfully,

Frank Perotti, Treasurer

Marketing and Enrollment Report

May 19, 2026

1. Enrollment Update

- Due to our location change, some of our Lebanon families have decided to withdraw their enrollment. However, we have had quite a number of new applications and inquiries since announcing our new facility.

2. Outreach

- New trifold brochures and flyers are being distributed to area businesses and organizations (focusing mostly on Claremont, Newport, Grantham, Croydon, Goshen areas)
- We will be joining the Newport Chamber of Commerce and getting some signs up in the community
- Cornerstone will have a table at Newport Farmer's Market every Friday from 3-6 PM from May 29 until the end of summer - let us know if you'd like to volunteer to man the table!
- We will be attending the EdOpt Fair at the Claremont Savings Bank on June 3rd from 5-7 PM

3. Events

- We will be holding (2) Family Info Sessions in the next few weeks at our new facility
- We are planning an Open House/Ribbon Cutting/Family Picnic event for the summer

Respectfully submitted,

Lindsay Wadleigh

Chair, Marketing and Enrollment Committee