

Cornerstone Chartered Public School

Monthly Board of Trustees

Meeting Minutes



DATE	TIME	LOCATION	
February 16, 2026	4:30 PM	325 Mount Support Rd, Lebanon, NH/Remote	
CALL TO ORDER	TIME	NAME	
	4:39 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	Rebecca Owens, Treasurer	Alex DesRuisseaux (remote - location)	Hollace Bristol (remote - location)
BOARD MEMBERS ABSENT (Excused or unexcused)			
GUESTS OR STAFF PRESENT (with titles)			
APPROVAL OF PRIOR MINUTES			
Date of prior meeting: January 19, 2026		Motion to approve by: Adam	
Seconded by: Rebecca		Vote result: (5) Yes (0) No - Motion Passed	
MEETING MINUTES			
REPORTS			
- Director's Report - Lynne - Sarah's (Executive Support) contract is up, and Lynne would like to hire her for another 3 months - Her work log is under Supporting Documents in the meeting date folder - Adam and Lynne met with a staffer from Maggie Hassan's office - Lots of common ground - literacy is a platform of hers - Will be meeting with a rep from Sheehan next - Tim Carney (NH Dept of Ed Facilities Director) will be doing a walk thru on Friday of our facility - Planning Board Public Meeting on Feb. 23 - advisory only - Site monitoring visit on May 19 - 4 hours with NH Dept of Ed and federal compliance - Grants - lots in the works - Immersion Montessori School - interested in collaboration/combining - Curriculum committee feels that we should start our own work first before considering combining - Board of Trustees Manual - Outlines roles and responsibilities, officers, and committees - Governance Committee - we really need help with Board and committee recruitment - Frank brought up that finding people is challenging, especially people with principal donation capacity			

- Rick Peck suggested having a rubric and a RFP then contact different networks
 - We are looking to increase diversity on our Board with legal and financial expertise
 - We are looking for a chair and members for this committee
- **Curriculum Report - Maura**
 - New member - Martha Evans
 - Lynne created a teacher-friendly template for aligning standards
 - Organizing units that Hollace has put together
 - Worked on consistent messaging - finalized descriptions of Collaborative Project Based Learning
 - Discussed what a day of learning will look like for a Cornerstone student
- **Facilities Report - Adam**
 - Still some outlying questions and issues with architecture and design - meeting tomorrow with Banwell
 - Owner's Rep has been working on our building permit and will submit tomorrow
 - Demo crew has been working hard and is almost finished
 - Electrical and mechanical engineering needs to be re-designed - this needs to be done ASAP as this will hold up the bidding process with our construction contractor
 - Construction has been split up into stages to ensure we can open on time
 - Concrete cutting will happen soon - Adam has a quote for this for \$7,000
- **Financial Report - Rebecca**
 - Blundell Accounting will be sending our monthly report on Friday, so we don't have that yet
 - Main big expenses are construction and rent
 - We have front-loaded our rent, so this will be smaller for the next few months
 - Lynne did some reports on Quickbooks Online and Gusto (payroll platform)
 - These are available in the meeting date folder in Supporting Documents
 - CSP grant - construction costs total are estimated to be \$300 k - \$500 k
- **Fundraising & Development Report - Alex**
 - We have a 3 year contract with Donorsearch
 - We have curated a targeted list of 1500 potential donors and 1500 potential families
 - Committee will be sending out postcards to these addresses
 - Alex's students at Monarch School will be working on addressing and stamping
 - Goal is to have postcards sent out by end of March
 - Alex has created a list of 250 CPA businesses using public listings
 - Plan to send a targeted email to these businesses after tax season
 - Little Green Light (LGL)
 - Robert Levey is our LGL database consultant
 - Please use the dropbox email address (bcc:) when contacting anyone regarding Cornerstone because there is not a lot of data
 - These do not need to be asking for donations - just awareness and ask to spread the word
 - Contact Alex for help with using the dropbox email address
 - Lunch and Learn is scheduled with TSS Wealth Management
 - Lynne will be doing a presentation so that the advisors can advise their clients to include Cornerstone in their portfolios
- **Governance Report - Frank**
 - Policy development is continuing and making good progress - see Policy Log
- **Marketing and Enrollment Report - Lindsay**
 - Enrollment update - 13 applicants
 - Family Information Session on Sat Feb 21st
 - Social Media - make sure each trustee is following the school on at least one platform
 - Share the Cornerstone profile and posts - Lindsay has created a tutorial
 - Donor and Parent videos have been completed!
 - Targeted emails are bringing in a lot of new visitors to our website

OLD BUSINESS

- **None**

NEW BUSINESS

- **Out-of-state tuition**

- Discussion around the tuition of area private schools
 - Average around \$11,000-\$12,000
- Lynne recommends that we charge \$13,000
- Tal from NH Dept of Ed recommended charging more than adequacy aid
 - Charter schools get more adequacy aid than public schools (\$9,000 vs. \$4,000)
- We could set a tuition and give a discount for the inaugural year and for siblings in the same family
 - We want to set ourselves up for success year to year
- Maura recommended that we charge \$16,000
 - Discount of \$2,000 for the 1st year (\$14,000), \$1,000 off the 2nd year (\$15,000)
 - Discount of \$1,500 for a sibling in the same family
- Rebecca asked if there would be any scholarships due to need
 - Ask Vermont organizations (Rotary clubs or private donors) to fund
 - Lynne recommended this should be considered for the future as all donations we get currently are needed to support start-up
- **Motion to set out-of-state tuition at \$16,000/pupil/year with a \$2,000 discount for the first year, then \$1,000 discount for the second year, and a discount of \$1,500 discount for a sibling in the same family**
 - **Vote: (6) Yes, (0) No, (0) Abstain**

- **Motion to extend Executive Support contact for 3 months**

- **Motion by: Frank, Second by: Rebecca**
- Sarah has done a lot of work and has non-profit/fundraising experience. She has been invaluable over the last three months.
- That the board hereby authorizes Cornerstone Chartered Public School, pursuant to RSA 7:19-a:11(b), to enter into a pecuniary benefit transaction with **Sarah Bower in the amount of \$30/hour for a maximum for 15 hours per week for executive support (3-months)**. 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.
- **Vote:**
 - **YES - Maura Hart, Frank Perotti, Rebecca Owens, Alexandra DesRuisseaux, Hollace Bristol**
 - **No - None**
 - **Abstain - None**
 - **Recused - Adam Bristol, Lynne Howard, Lindsay Wadleigh**

- **Motion to approve Current-Concepts pre-opening internet service contact for Jan, Feb, and March**

- **Motion by: Maura, Second by: Rebecca**
- Retroactively includes January
- That the board hereby authorizes Cornerstone Chartered Public School, pursuant to RSA 7:19-a:11(b), to enter into a pecuniary benefit transaction with **Adam Bristol of Current-Concepts in the amount of \$150 for pre-opening internet service (3-months)**. 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.

- **Vote:**
 - **YES - Maura Hart, Frank Perotti, Rebecca Owens, Alexandra DesRuisseaux, Hollace Bristol**
 - **No - None**
 - **Abstain - None**
 - **Recused - Adam Bristol, Lynne Howard, Lindsay Wadleigh**
- **Motion to approve/amend policies listed below**
 - **Motion by: Maura, Second by: Adam**
 - ADM-01 Application, Admission, and Enrollment Policy
 - FIN-03 Procurement Policy - REVISION
 - FIN-05 Inventory Management and Asset Disposition Policy - REVISION
 - FIN-07 Financial Controls and Cash Management Policy - REVISION
 - **Vote: (6) Yes, (0) No, (0) Abstain**
- **E-Rate Schools and Libraries Program**
 - For school districts in low socio-economic status
 - File for discounts on technology, networking, and internet service
 - Goes out to bid to lots of companies

ACTION ITEMS:

- Board will actively work on recruitment for both trustees and committee members, especially considering appointing a Governance committee and chair.
- Trustees will bcc: their LGL dropbox email when contacting anyone regarding Cornerstone. Make your friends and contacts aware of our work and ask them to simply follow along and spread the word.
- Trustees will make sure they are following at least one of the school social media profiles and share posts whenever possible.
- Lynne, Lindsay, and Adam will apply for E-Rate Schools and Libraries Program

ADJOURNMENT TIME: 6:46 PM

BY WHOM: Frank Second: Adam

NEXT MEETING DATE: 3/17/26

TIME: 4:00 PM - 5:30 PM

LOCATION: 325 Mount Support Rd, Lebanon, NH/Remote