Cornerstone Chartered Public School
Monthly Board of Trustees
Meeting Minutes

DATE	TIME	LOCATION	
December 16, 2025	4:00 PM	325 Mount Support Rd, Lebanon, NH/Remote	
CALL TO ORDER	**TIME**	**NAME**	
	4:12 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	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: November 18, 2025		Motion to approve by: Maura	
Seconded by: Adam		Vote result: (6) Yes (0) No - Motion Passed	
MEETING MINUTES			
OPEN FOR PUBLIC COMMENT (30 minutes)			

OLD BUSINESS

- **Motion to approve Personnel Benefits and Leave Policy**
  - First reading was at last board meeting
  - This is for year-round employees
  - Need to add policy number to this policy
  - **Motion by: Maura, Seconded: Frank**
  - **Vote result: (6) Yes (0) No - Motion Passed**
- **Motion to approve Fiscal Accounting and Reporting Policy**
  - First reading was at last board meeting
  - Need to add policy number to this policy
  - **Motion by: Frank, Seconded: Adam**
  - **Vote result: (6) Yes (0) No - Motion Passed**

REPORTS

- **Director's Report**
  - Loan possibilities

        - Beacon 22 does not fund this area
        - Building Hope offered to serve a junior (subordinate) lender. We need a senior lender
        - Reached out to USDA and they said Lebanon didn't qualify; Lynne asked if our entire catchment area may
        - Lynne made an appointment with a local commercial loan company
    - Working to secure insurance for general liability, worker's comp, disability, and unemployment
    - Signed up or Gusto as our payroll platform
    - Hiring policies and procedures have been drafted
- **Facilities Report**
    - Progress has been made on wreck-out
    - Demo plan has been completed with the architect
    - We have one bid for demolition so far
    - Owner's Rep - Gordon Bristol (no relation to our Chair)
    - Adam shared the floor plans/architects design
- **Financial Report**
    - Recap video from Blundell Accounting
    - Received donations of $2,000
    - Payroll will be beginning January 1st
- **Curriculum Report**
    - Working on aligning standards, creating a playbook to serve teachers, creating power standards, creating two thematic, experiential units
    - A retired reading teacher is visiting and may join the committee
    - Kristin Hubble - reading specialist and part-time UVEI employee - potential collaboration
- **Fundraising and Development Report**
    - Each trustee will get a Little Green Light (LGL) login which has a bcc: dropbox email address. When emailing connections, blind copy (bcc:) this address to automatically add that person's contact info to the LGL database
        - **ONLY use your account to get your bcc: email address. Do not do anything else at this time. It is important that only Alex is adding data directly to LGL database**
        - Board Connection Form is available for entering contacts without emailing
    - Working with HRiA (Health Resources in Action)
        - Applying for a variety of grants
        - Lynne has reached out to Dartmouth for a letter of support
    - We have done some direct solicitations to specific individuals
        - Committee will be reaching out to state senators, representatives, and local reps
    - Adam is offering to match donations from the Board if everyone donates (January deadline)
- **Governance Report**
    - Janet Mitchell is willing to advise the committee and provided some HR documents
    - Contractor agreements have been updated to create employee contracts
- **Marketing and Enrollment Report**
    - Applications are open from 12/1/25 - 2/28/26, after which point we will begin enrollment. Families can continue to apply until our spots are filled. We have 5 applicants so far
    - Trustees should interact with, comment on, and share social media posts as much as possible to increase visibility. Consider sharing in town/community/special interest FB groups as well.
    - Email campaign has begun and Google Ads are running
    - We were featured in the Valley News and Daybreak newsletter
    - We have a new temporary sign as well as new marketing materials (flyers)
    - Lynne attended the UVBA (Upper Valley Business Alliance) Coffee and Connections and made several good networking contacts
        - Sign up to host an event at the Kilton Library since our facility is under construction
    - Lynne is speaking at the Rotary in July - looking for more speaking engagements

NEW BUSINESS

- **Trustee Outreach Goals**
  - Core messaging - everyone should have the same core messaging for their "elevator pitch"
    - Memorize the Mission and Vision
  - Trustees have goals for each week
    - Print and fill out OR fill out digitally
  - When putting up flyers, text/email Lindsay the locations OR add directly to Cornerstone Flyer Distribution
  - Videographer is coming on January 10th, 2026 - save the date!
- **Motion to move to non-public session: unanimous by roll call vote**
  - Lynne, Lindsay, and Adam recused themselves at this time
- **Return to public session**
- **Motion to appoint Lynne Howard as Executive Director**
  - Full time from Jan 1, 2026 - June 30, 2026 at the salary noted in the budget
  - **Motion by: Frank, Second: Maura**
  - **Vote: (5) Yes, (0) No, (2) Abstain (Adam and Lindsay)**
- **Motion to appoint Lindsay Wadleigh as Assistant Executive Director**
  - 0.8 FTE from Jan 1, 2026 - June 30, 2026 at the salary noted in the budget
  - **Motion by: Frank, Second: Maura**
  - **Vote: (5) Yes, (0) No, (2) Abstain (Adam and Lindsay)**
- **Motion to authorize the Executive Director and Board Chair to meet with Gordon Bristol to investigate, discuss, make a decision, and approve a contract for demolition up to $100,000**
  - We received one bid so far for $99,000
  - Discussion regarding heating and cooling systems - keeping or replacing
  - **Motion by Frank, Second by: Adam**
  - **Vote: (7) Yes, (0) No, (0) Abstain**
- **Motion to approve marketing quote up to $4,000/month, giving Executive Director permission to sign contract with qualifying company**
  - After the Board approved Kraus Marketing, Lynne did not end up signing the contract after looking further into the contract, deciding it was not in the school's best interest.
  - Lynne made a new connection with a local digital marketing firm and would like to consider this option as well as others
  - We should get more information regarding exactly what services will be provided and get testimonials; make sure we have the ability to hold them accountable
  - Alex suggested reaching out to local universities for potential interns (this may be a good option after the fall)
  - Our CPS grant will expire in Sept 2026 (unless extended), so we do want to spend money (thoughtfully)
  - **Motion by: Alex, Second by: Frank**
  - **Vote: (7) Yes, (0) No, (0) Abstain**
- **Motion to extend the loan from a community member for one year with no prepayment penalties at a reduced interest rate**
  - **Motion by Frank, Second by Maura**
  - **Vote: (7) Yes, (0) No, (0) Abstain**
- **Motion to approve contract from Current-Concepts to wreck out telecommunications cabling (⅔ vote required)**
  - Adam and Lindsay recused themselves at this time
  - Estimate from Current-Concepts for removing old cables for a total of $3,686.84
  - Motion by Frank, Second by Maura
  - **Vote (5) yes, (0) No, (2) Abstain (Adam and Lindsay)**

ACTION ITEMS:

- Frank will connect Lynne with some new speaking engagement opportunities
- Rebecca and Lynne will connect regarding putting a sign on the Lebanon green
- Trustees will work on weekly outreach goals

• Lynne, Adam, and Rebecca will meet with Gordon Bristol regarding demolition decisions • Lynne will solicit proposals from more marketing companies and make a decision on a new firm if possible		
ADJOURNMENT TIME: 6:15 PM		BY WHOM: Adam Second: Maura Vote: (7) Yes (0) No - Motion Passed
NEXT MEETING DATE: Jan. 20, 2025	TIME: 4:00 PM - 5:30 PM	LOCATION: 325 Mount Support Rd, Lebanon, NH