



Date: March 11, 2024
4:30 - 6:30 pm
Location: Amherst Town Library
14 Main Street

	Board Meeting Minutes
Minutes taken by	Kim Ballantyne
Mindful Moment	Think of one word to describe why you're here and share with the group (30 seconds)
Board Members Present	Rich Lowney, Gabby LeBlanc-Winch, Megan Carignan, Michelle Flynn, Kyle Morse, Kim Ballantyne, Traci Korhonen, Emily Wiete Online: Nicole Sousa, Kim Bellemore, Maggie Van Camp
Guests	Jen Herrman, Geisel Development Heather Libby, Mary Wilson Stephanie, Teresa, Katie, board members from DreamAcadeME
Call to Order	Meeting called to order at 4:31
Fundraising Presentation	Jen Herrman <ul style="list-style-type: none"> ● Know your why - personal to each of us ● Time, talent, and treasure ● We need individuals that have the capacity and inclination to secure a gift - try to get a meeting or introduction ● Grant writing - follow the guidelines
Co-Heads of School Report	See attached report
Meeting Minutes Approval	Action Item: February 12, 2024 Minutes Motion to approve February minutes: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Gabby <input checked="" type="checkbox"/> 2nd - Michelle Approved Unanimously
New Business	<ul style="list-style-type: none"> ● Presentation of Mary Wilson for board candidacy

	<p>Board Meeting Minutes</p>
	<ul style="list-style-type: none"> ● Update on board insurance ● Introduction with Dream AcadeME board ● NH Charter Foundation Training- Discussion ● Discussion of Committees to be Established
<p>Board Led Discussions/Board Actions</p>	<p>Action: Traci Korhonen’s resignation from voting Board Position Motion to accept Traci’s resignation: <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Megan Approved 10-0-1 at 5:15 pm</p> <p>Action: Traci Korhonen’s non-voting Board appointment Motion to accept Traci as a non-voting board member: <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Emily Approved Unanimously at 5:16 pm</p> <p>Action: Maggie Van Camp non-voting Board appointment Motion to accept Maggie as a non-voting board member: <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Gabby Approved Unanimously at 5:17 pm</p> <p>Action: Maggie Van Camp’s approval for Wellheart banking Access <ul style="list-style-type: none"> ● Gabby will ask for Maggie to have access to the bank account and she will ask the bank for direction on how to designate her for signing privileges. </p> <p>Motion to approve Maggie Van Camp’s full access to the Wellheart bank account: <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Emily Approved Unanimously</p> <p>Introduction to Mary Wilson by Traci for board candidacy <ul style="list-style-type: none"> ● Medical professional ● Focuses on holistic health </p> <p>Action: Approval of parameters of hiring for key roles, Co-Heads of School <ul style="list-style-type: none"> ● structured as contractors for now - the board has discussed at previous meetings and received the written </p>

	<p>Board Meeting Minutes</p>
	<p>summary of parameters</p> <p>Motion to approve the parameter for the co-heads of school:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Kim Bellemore <p>Approved Unanimously at 5:30 pm</p> <p>Update on Board Insurance - we spoke with and compared multiple companies</p> <p>Introduction to Dream Academe Board - Stephanie, Teresa, and Katie were on Zoom. Discussion about how our interests and goals intersect between DreamAcademe and Wellheart.</p> <p>Action: Fiscal Agent agreement with Dream Academe</p> <p>Motion to approve DreamAcademe as our fiscal agent:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Rich <p>Approved Unanimously at 6:16 pm</p> <p>Action: Adoption of Required Policies and Procedures</p> <ul style="list-style-type: none"> • Purchasing Policy & Procedure - 2 CFR 200.317 through 2 CFR 200.327 • School Closure Policy & Procedure RSA 194-B:3 I (z) • Board of Trustees Conflict of Interest Policy & Procedure - 2 CFR 200.318(c)(1) • Inventory Management Policy & Procedure - 2 CFR 200.313(d) • Disciplinary, Suspension, & Expulsion Policy & Procedure - RSA 193-F; 126-U:1 • Admissions & Lottery Policy & Procedure - 20 U.S.C. 7221i(1)(E), (G), (H), and (K); 5204(a)(1) of ESEA • Travel Policy & Procedure - 2 CFR 200.475(b) • Record Retention Policy & Procedure - 2 CFR 200.334 • Gun/Weapon Policy & Procedure - Gun Free School Act of 1994 • Drug-Free Policy & Procedure - 34 CFR 84.200 & Drug-Free Workplace Act of 1988 • Prohibiting the Aiding and Abetting of Sexual Abuse Policy & Procedure - Section 8546 of ESEA <p>Motion to approve required policies:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Emily

	<p>Board Meeting Minutes</p>
	<p>Approved Unanimously</p> <p>Action: Accounting Packages with Blundell Accounting Gabby explained the choices offered - Discussion between bronze and silver with options to adjust services</p> <p>Motion to approve Blundell Accounting to customize for our specific needs in the bronze packet and provide read only access to Blundell Accounting:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Rich <p>Approved Unanimously</p> <p>Action: Blundell Accounting view only access to banking</p> <ul style="list-style-type: none"> • Offers special services specific to charter schools <p>Motion to approve Traci and Maggie and Gabby to purchase an accounting package with Blundell accounting, not to exceed \$1000/month in expense:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Emily <p>Approved Unanimously at 6:40 pm NH Charter Foundation Training- Discussion of first session and topics for future trainings</p> <p>Thoughts on the board training:</p> <ul style="list-style-type: none"> • Ask for training to be more focused on information we need to know right now • Is it possible to have a list of upcoming topics to read about ahead of time? <p>Tabled the discussion of committees to next month’s agenda due to the time</p>
<p>Public Comment</p>	<p>Kyle invited public comment and there was no public comment</p> <p>Motion to end public comment:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Gabby <p>Approved Unanimously 6:51 pm</p>
<p>Adjournment</p>	<p>Motion to adjourn:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Motioned - Michelle <input checked="" type="checkbox"/> 2nd - Gabby

	Board Meeting Minutes
	Approved Unanimously Meeting adjourned at 6:52 pm
Next Meeting	April 8, 2024

Respectfully Submitted: Kim Ballantyne

Date: March 11, 2024

Wellheart Mission and Vision

Wellheart's mission applies Reggio-inspired pedagogy and research-based practices for students to experience joyful, immersive, and inquiry-based learning in the context of their environment. We empower youth to make informed decisions and take actions rooted in knowledge, investigative thinking, and compassion. Our educational process is focused on values of human dignity, active participation, wellness, and freedom.

Wellheart's vision will cultivate ecologically aware and open-minded citizens with the capability to support themselves, others, and the planet through constructivism and collaboration. The educational model will integrate peers, teachers, family, community, and the environment to advance a culture of growth, symbiosis, and sustainability.

Co-Heads of School Report 3.11.24
by Traci Korhonen

MILE AWAY DUE DILIGENCE

- Site Visit and rough plans drawn up with Scott (architect) end of February
- Mile Away visit Monday March 5th with Scott & Gary (general contractor) and Meridian for driveway site line visit
- Met with town March 6th. Town recommended that we have a conceptual meeting on March 19th to share about the school plan for Mile Away
- March 14th & 15th 8am-4pm site work scheduled to prepare formal proposal to town to submit April 22 for the May 21st meeting
- Site Engineer (\$25-30K)
- Architect (\$12-18K)
- Inspectors (\$6-7K)
- Jason Plourde is beginning on driveway permit with DOT (he has not yet given us a cost as all of his work so far has been given for free, but he will have a proposal soon)
- Mile Away owner Josh granted extension of Due Diligence through June 29th, 2024 when financial commitment is also required.

BUSING: Called Milford School District and spoke to Jenny Graves. She is going to assemble a team. In short, their middle school starts in the 7th hour and elementary starts in the 8th hour. They are short bus drivers and short two busses now. Not sure how to address the need. Will figure out when we schedule a meeting in about 2-3 weeks.

501c3 NON STATUS: Application 1023 submitted on March 4, 2024 with \$600 fee paid from leftover fundraising

WEBSITE: Moving forward with website development donated from Ibrahim Swati (referred by Rich) next week after our event.

FUNDRAISING:

- Need a meeting for Thursday's event, hopefully Tuesday?
- 43 tickets sold, let's sell out! Everyone buy their ticket and invite their friends, colleagues, business friends, etc.
- Church is charging us \$75 for the event to rent the space (great deal!)

- Need to coordinate approach for asking big donors and businesses

GRANT:

- State and IRS requirements completed for grant
- Maggie taking over the lead, meeting with Kasey on Tuesday
- Policies and Procedures required for the grant completed