

Breakthrough Academy Chartered Public School

Board Meeting Minutes

Thursday, January 15, 2026, 4:30 PM

1. Call to Order Meeting

called to order by Christina Whitney at 4:33pm

33 Lamplighters Drive, North Conway NH

Attendance

Christina Whitney, Tiffany Manjarez, Tina, Littlefield, MaryEllen Osborne
(Quorum established)

Also in Attendance Kimberley Morton and Kimberlee Randall

2. Approve/ Adopt the Agenda

Kimberly Morton requested to add a discussion about the tuition rate for out-of-state students to the agenda

3. Approve Meeting Minutes from last board meeting, November 20, 2026

Christina Whitney motioned to approve minutes from 11-20-25, seconded by Tina Littlefield, all in favor 4-0

4. First Public Comment section (If there is any public)

No public in attendance

5. Reports

a. School Implementation Report

- i. Sign Posts are in, and the sign should arrive this month.

Sign is supposed to arrive this week and hopefully be installed by the end of the month.

- ii. Schiavi Leasing agreed to hold modulars at no cost until we can get the ground ready.

- iii. Septic design has been paid, will follow up by the end of the month.

Public water testing of the well needs to be completed before plans can be submitted to the state. Waiting to hear back from Hartley Well on how to make that happen without power at the property. They may need to hook up a generator to run the tests.

- iv. We have an info session meeting at Runnels Hall in Chocorua on the 19th of this month from 5:30-7:30. Jersey asked if we can maybe wrap it up by 7. She double-booked.
- v. Pending fire chief – Jersey actually met with him, and he is inundated with end-of-year reports. I have reached out, attempted to meet in person, etc.. no luck yet.
 - 1. Kitchen trailer
 - 2. Fire suppression
 - 3. Parking spaces

Many attempts to et ahold of him. Sent an email and copied two town officials on it. The response was that he was out of the office and would get back to us. Really needing him to let us know how many students per classroom, since we will have the lottery in January, and we need to know how many students we can accept per room.

- vi. We have put a deposit on two 15-passenger vans. We are awaiting graphics for their approval.

Vans should be arriving within next two months.

- vii. Switched over to actual payroll this month instead of independent contractors.
- viii. Open enrollment applications began mid-December. Head count of students.

38 students registered so far. The largest groups are K-2 and 6-8. We will do a push to fill up that 9-10 class. Based on current numbers, looking at having two K-2 classes, one 3-5, two 6-8, and one 9-10. Most likely need an additional modular for the following school year unless we can financially manage the permanent building.

b. Financial Report

- i. Any questions?

No questions. Tiffany said she looked the reports over, everything is pretty simple right now.

Out-of-state tuition – The Board decided to table this discussion for March. State says we can charge whatever the market will bear. Waiting until after the lottery to see what that out-of-state need is.

6. New Business

- a. Vote on policies to be approved

1. JH – Attendance Policy
2. Admission Policy
3. JZB – Pupil Safety and Violence Prevention
4. IMAH – Developmentally Appropriate Physical Activity
5. JICK – Student Bullying Policy
6. JKAA – Student Restraint and Seclusion Policy

Christina Whitney made a motion to approve all policies as written. The motion was seconded by Tina Littlefield, and all approved with a vote of 4-0.

7. Establish next board meeting – Feb

Due to scheduling, it was agreed that the board meetings would change from 4:30 PM to 4:00 PM. Meeting set for Feb 19 @ 4PM.

8. Adjournment Meeting adjourned at 5:00 PM

Minutes Approved 2-19-2026