

Breakthrough Academy Chartered Public School

Board Meeting Minutes

Thursday, February 19, 2026, 4:00 PM

1. Call to Order – Meeting called to order by Board Chair Joann Aubuchont at 4:00 pm. In attendance were Joanne Aubuchont (Chair), Christine Whitney (Vice Chair), Tiffany Manjarez (Treasurer), Mary-Ellen Osborne, and Tina Littlefield (Voting Member). Also in attendance were Kimberly Morton, School Director, and Kimberlee Randall, Assistant Director. Eric Penniman and Jillian Goldstein were not in attendance.
2. Agenda
  - a. Suggest any changes that need to be made – Kimberly Morton asked to add the school calendar and hours to the agenda
3. Approve Meeting Minutes from last board meeting, January 15, 2026
  - a. Request a motion to approve minutes – Christina Whitney made a motion to accept the meeting minutes from January, Tina Littlefield second, all in favor 4-0.
4. First Public Comment section (If there is any public) – No public comments
5. Reports
  - a. School Implementation Report
    - i. Sign Posts are pending final permit to install – Still pending DOT permit approval
    - ii. Septic –
      1. NHDES reviewed plans – need new well – Being a PWS means 150 foot radius for protected well. New well was approved to use grant funds by Kasey Silva, grant manager for NHDOE. Hartley Well quoted three price variances based on depth of current well and comps from recent wells. Scott from BES, our septic guy worked with NHDES and they finally came up with a well location. Now we wait till the ground can be ready.
      2. Attempted protective easement – Neighbor had just put in a new septic which didn't allow for this to happen.

3. Buildings to be moved back 20-25 feet from where we thought due to septic plans – nitrate setbacks etc. Due to new well 150 foot protective radius.
    - iii. Meeting at Runnels was a success, over 50 people, Karen from 4H was there. 89 students registered. Lottery closed, all students were accepted. Allowing 20 students per room will allow for more competitive teacher salary, we really want qualified teachers on staff.
    - iv. Per Fire Chief
      1. Kitchen trailer – We will not purchase, instead we will rent our Runnels
      2. Fire suppression – not needed
      3. Parking spaces – still to be addressed
      4. 18 sq ft per person, appx 25 per room
    - v. Passenger vans – Arriving week of 2/19 – have been paid
  - b. Financial Report
    - i. Any questions? – no questions
6. New Business
  - a. Vote on policies to be approved – Christina Whitney voted to approve all below policies as written, Tina Littlefield second, all in favor 4-0
    1. JBAA – Sexual Violence (Students)
    2. BG -JFABD – Admission of Homeless Students
    3. JIA – Due Process
    4. JICDD – Student Discipline Out-Of-School Actions
    5. JICI – Weapons
    6. BG-JICJ – Cell Phone
    7. JLCBB – Suicide Prevention and Response
    8. JLDBA – Behavior Management
    9. JLF – Reporting Child Abuse
7. School calendar – was approved to start September 1<sup>st</sup> and end June 4<sup>th</sup>, counting hours, no PD during the school year. Hours will be 8:00 – 2:45. These hours are what allow for the shorter calendar year. Tine Littlefield made a motion to accept the calendar, seconded by Tiffany Manjarez, all in favor 4-0.
8. Establish next board meeting – March 19<sup>th</sup> at 4pm, Tina Littlefield will be on vacation, the board agreed to have her remote access in.
9. Adjournment – Meeting adjourned at 4:30

Minutes Approved 3-19-2026