

Breakthrough Academy Chartered Public School

Meeting Notes

Thursday, November 20, 2025, 4:30 PM

1. Attendance: Present Members: Tina Littlefield, Christina Whitney, Eric Penniman, Joann Aubuchont – Quorum to continue has been met. Also in attendance is Kimberly Morton. Not in attendance: Jillian Goldstein, Tiffany Manjarrez, Mary Osborne

Joanne called the meeting to order at 4:46

2. Approve/ Adopt the Agenda
 - a. Suggest any changes that need to be made- No suggestions were made for changes to the agenda.
 - b. Request for a motion to approve the agenda – Joanne made a motion to approve the agenda, second by Christina Whitney, all in favor 4-0
3. Approve Meeting Minutes from last board meeting, October 16, 2025
 - a. Request a motion to approve minutes Tina Littlefield motioned to accept minutes as written, second by Chritine Whitney, all in favor 4-0
4. First Public Comment section (If there is any public) – No public attendance
5. Reports
 - a. School Implementation Report
 - i. Eldridge logging has cleared the property – Talked about putting goats and pigs in the back section to clear some of that area that goes below.
 - ii. Schiavi Leasing went last week. We need to have gravel pads down on the property with piping for septic and well coming up the middle of each pad. Prior to units being placed.
 - iii. Accepted bid for septic Design with Scott Bailey from Bailey Environmental Services – Met with Scott Bailey and he will have test pit dug and everything sent to the state for approval. He talked about designing and placing the septic deep enough to allow for gravity to work. Quote for install will come after state approval of system.
 - iv. Jersey Nickerson said we can place greenhouses on her side, 3 of them. Thoughts on using one for community.
 - v. Working on web design improvements. Made some changes so the policies now have a download link.

- vi. Pending a quote on a road side sign. Kimberly Morton mentioned maybe having banners made so people know the school will be there and the banners will be visible from the road, if the signs are not going to be done relatively soon.
- vii. Pending fire chief
 - 1. Kitchen trailer – Motion to approve the purchase of this was given by Christina Littlefield and seconded by Christina Whitney – all in favor 4-0
 - 2. Fire suppression
 - 3. Parking spaces

Kimberly has been trying to get ahold of the fire chief but he was on an extended vacation. He did respond to one email that the kitchen trailer needed a second exit point, that layout was resubmitted to the fire chief for approval. The trailer is 8.5 x 20 feet and will be used a few times a month for cooking. No price change to add a second door.

- viii. Filed taxes for last year – no income
- ix. Filed paperwork with NHDOT for driveway – asking the state to allow use of the right of access drive so that a one way in and one way out could be created to help with traffic flow.
- x. Discuss Pre-Fab permanent building for future – Kimberly stated that this is a quicker and more cost-effective way to approach a permanent structure. It could be placed on site during the summer without having to displace students or animals
- xi. Ideas for places to advertise for enrollment – Ideas given were

Libraries, tractor supply, preschools, laundromats, maybe do an ad in the Conway Daily Sun, Nick News on Facebook.

- b. Financial Report
 - i. Any questions? There were not any questions on the financial report.
- 6. New Business
 - a. Vote on policies to be approved
 - 1. FE – Maintenance Policy
 - 2. PG1 – Sexual Abuse Policy
 - 3. PG2 – Personnel – Sexual Harassment Policy
 - 4. PG4 – Staff Conduct
 - 5. PG5 – Nepotism Policy

6. SP1 – Student Conduct

Christina Whitney made a motion to accept all of the policies above, Eric Penniman seconded that motion. All in favor 4-0

7. Establish next board meeting – January – To be determined.
8. Adjournment – Meeting Adjourned at 5:06 Pm