



The Founders Academy  
**Oct 18, 2017 6 pm Board Meeting Agenda**

1) Public Comments

2) Review and Approval of Minutes from Sept. Board Meeting

3) Board Business

- Student Exofficio Board Member -Liam Childers
- Parent Steering Committee
- Annual Fund- Goal 100% participation
- Greg Mckenzie: Proposal for Philly/DC Trip and NYC Trip

4) Dean's Report :

5) Treasurer's Report: August Financials

6) Faculty Report :

- Update on Curriculum - See Attached

7) Admissions Report: Current numbers as of 10/13/17

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8) Committee reports:

Outreach: Nov Calendar Raffle - Meeting 10/26/17 at 5P- John Stark breakfast,  
Nov Calendar raffle and The

Founders Business Directory

Policy: VISITING SCHOOL DURING SCHOOL HOURS & POLICY ZPV: FOUNDERS  
**SCHOOL VOLUNTEER DRIVER  
AGREEMENT**

Finance:

Response:

9) Non Public /Executive Session:

Motion

Roll call Vote

Next Meeting Nov 15, 2017 at 4p



The Founders Academy  
Board of Trustees Meeting Minutes (DRAFT)  
September 20, 2017  
Location: School Library

Present: Kimberly Lavalley (Founder, Assistant Dean & Treasurer), Richard Hyotte (Chairman), Maureen Anson (Secretary), Sean Thomas, Matt Mercier, Maureen Mooney (Dean), Michael Gaumont (Faculty Trustee).

Absent: Patricia Humphrey (Founder)

Guests: Nathan Wechsler & Company Professional Association, Kelli D'Amore, Principal, Ashley Major, Manager, and Stephanie Kondvar, Senior

Meeting was called to order at 4:07 pm.

**1. 2016-17 Audit Presentation:**

- The representatives from Nathan Wechsler & Company presented the results of their audit of the consolidated financials of The Founders Academy and The Founders Academy Foundation for the years ended June 30, 2017 and June 30, 2016. Their presentation included an explanation of the scope and objectives of the audit, the auditor's communication with those charged with governance and the financial report. It is their expectation to issue an unmodified opinion on the financial statements and release their final report by the September 30, 2017 state filing deadline. They received full cooperation from management, all records and information requests were promptly provided and there were no disagreements with management. All misstatements brought to management's attention were corrected and no unrecorded misstatements were noted. One material weakness was identified relating to financial statement preparation and the lack of ability to prepare financial statements in full compliance with GAAP specifically pertaining to financial statement disclosures.
- IRS Form 990 - Return of Organization Exempt From Income Tax is due by November 15, 2017. Nathan Wechsler & Company will prepare the returns and draft copies will be presented to management and the board. Once all reviews are complete, the returns must be signed, dated, notarized (New Hampshire return) and submitted.
- Once the final copy of the financial statements are available, if The Founders Academy wishes to publish the financials, Nathan Wechsler & Company must review prior to publishing.
- Chairman Hyotte thanked the auditors and commended Ms. Lavalley for a job well done.
- **Motion:** Mr. Thomas motioned to approve the audit report, Mr. Mercier seconded the motion. Ms. Lavalley abstained and all others were in favor.

**2. Public Comments:**

- Moira Ryan (parent)
  - SPED state aid - should come to The Founders Academy if students are not receiving services from their sending school district
  - Students are enjoying the school store
  - Need for more field trips and special activities - these get the students excited about education

- Google classroom and the portal are great tools for parents
- Patrice Benard (parent)
  - Classical education - 1st week of school students are talking in the halls about Aristotle! Yes - we're doing it!
  - Stressed parents to get involved
  - Personally received an award from the NH Community Theatre Association - ActorSingers Spring Awakening Excellence in Props
  - Urged the Board to oppose the appointment of Kristi Scarpone to the Board of Trustees - parent appointments should come from the Parent Steering Committee
- Keith Lacasse (parent)
  - Pleased with the recent trip to New York City and thankful for the opportunities for students outside of school

10 minute recess at 4:55 (Chairman Hyotte and Dean Mooney).

Meeting reconvened at 5:05.

**3. Review and approval of the minutes of the August 16th Board of Trustees Meeting:**

- **Motion:** Mr. Mercier motioned to approve the minutes and Mr. Thomas seconded the motion. All were in favor.

**4. Board Business:**

- Mr. Thomas stated he would have an update on policies at the next meeting.
  - Creation of the Parent Steering Committee
  - Future parent appointments to the Board of Trustees should come from this committee and a Chairman should be chosen.
- Chairman Hyotte introduced Kristi Scarpone and allowed her to introduce herself and answer questions.
- **Motion:** Mr. Thomas motioned to approve the appointment of Kristi Scarpone to the Board of Trustees as an External Board Member and Ms. Lavallee seconded the motion and all were in favor.
- Parent Steering Committee:
  - Board appointed per the charter
  - Policy needs to be developed
  - Intended to be a place for parents to discuss or raise concerns to the proper channels
  - "FFG" - Founders Family Group - possible internal solution
- Committee Expectations:
  - Set goals
  - Focus
- Next Month Agenda Items:
  - Strategy meeting
  - Goal setting

**5. Dean's Report:** See attached.

- Expressed her appreciation for the support of the Board and dedication of the teachers and staff.
- Commended both Mr. Gaumont and Mr. Van Ewyk for organizing the school's opening ceremonies.
- Extremely pleased, proud and impressed with the 14 high school students who accompanied her, Mrs. Humphrey, and Mr. Van Ewyk on a field trip to New York City to appear on "Fox & Friends" to commemorate Constitution Day.
- Expressed gratitude to the parents who donated the luncheon for teacher orientation, landscaping volunteers, etc.

**6. Treasurer's Report:**

- Audit presentation
- August financials not yet complete and will be presented at the next meeting.

7. **Faculty Report:** See attached.
- Spoke of the importance of Roundtable and the development of syllabi for all grade levels. Assemblies will be incorporated as well focusing on topics such as mastery and leadership.
  - Mastery - students need to take ownership of it. Know what it is and why it's important.
  - September 22nd is the Curriculum Committee's first meeting. Discussed goals of adding additional AP courses and dual credit courses, creating benchmarks to measure mastery, defining the Senior Capstone Project, etc.
  - US History is the cornerstone subject and working to get all classes to collaborate to deepen the students mastery.
  - Commended Cassie Hayes for all of her assistance for she has been an asset to all of the teachers as well.
8. **Admissions Report:**
- Applications for the 2018-19 school year are:
    - 17 in process
    - 8 completed (7 in 6th grade, 1 in 8th)
9. **Committee Reports:**
- Outreach:
    - Annual Fund Letter
    - Calendar Raffle
    - Community Business Directory
    - Business Sponsorship
  - Policy
    - Will update in October
  - Finance
    - Revamping Budget
    - Will update in October

Next Meeting is October 28th at 6:00 pm.

**Motion to adjourn the Board of Trustees Meeting:**

- 1st by Mr. Mercier, seconded by Mr. Thomas.
- Meeting adjourned at 6:00 pm.

## **Faculty Report 10/18/17**

The faculty and staff had a **Professional Development Day** on Friday, October 13th. This consisted of a full faculty meeting. Mr. Croteau presented on his summer workshop at UNH. Ms. Small presented on the Harkness method and Socratic Discussion. We had a parent presentation presentation on autism in the classroom. We then broke into small groups to discuss readings we completed on the restorative discipline method. The teachers and staff all had great feedback as to this small group discussion. The Math and Foreign Language departments provided lunch and the afternoon was spent in our various academic departments.

The **Curriculum Committee** met on Friday, October 13th. We discussed course benchmarks, Mastery and placement exams for incoming students. We want to ensure that students who are new to Founders are placed at the appropriate course level. Particular emphasis was placed on the math curriculum map. Dr. Stanton presented to the committee on the benefits of leveling classes to ensure appropriate student engagement and rigor.. The registrar, Mr. McKenzie discussed the current graduation requirements in Math and Science.

The **Spirit Committee** hosted a successful movie night on Friday, October 13th. The double feature included Hocus Pocus and Nightmare Before Christmas. Ms. Efraimson, Ms. Nichols and Ms. Goodrich-Bundy have been working hard to organize some fun activities this month. Each Round Table will participate in a classroom door decorating competition. The categories include scariest door, funniest door and citizenship/code of conduct.

Founders will host **PSATs for grades 8 and 9** next Friday, October 27th. Director of Faculty Hayes held a training on PSAT administration, rules and guidelines on our last Professional Development Day. Student Services hosted an assembly on Tuesday, October 17th to discuss and clarify the purpose of the test with students.

**Policy:**

**VISITING SCHOOL DURING SCHOOL HOURS**

All visitors to the school who wish to visit a classroom should schedule the visit in advance. If a visitor wishes to observe a classroom, they shall receive prior consent from the school. This is to avoid disruption in the classroom. All information regarding students in the classroom is considered confidential. All visitors will sit in a designated area and remain silent unless the teacher has asked for their participation.

All visitors to the school will sign in at the front, receive a visitor pass, may be escorted to the classroom, return to the desk to sign out and return the pass. This process is necessary to provide a safe environment for the students. **If a parent/guardian wishes to visit their child's class, please make arrangements to do so prior to your arrival and follow our observation policies.**

Anyone entering a class without permission shall be asked to leave the class.

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**POLICY ZPV: FOUNDERS SCHOOL VOLUNTEER DRIVER AGREEMENT**

In order to comply with our insurance standards and maintain the "Best Practices" approach to the use of private drivers the following documents will be required from all parent, volunteer, and school personnel drivers:

- Copy of a valid driver's license
- Copy of insurance for vehicle to be used
- Copy of vehicle registration
- Vehicle will have a current inspection sticker and be in good working order

Each driver will provide the documents prior to the trip and a copy will be made by the school.

Each driver understands they will follow all traffic laws in the State of New Hampshire. This includes no cell phone use or texting while driving, no medication or consumption of any item that may cause impairment while driving.