



CHARTERED  
PUBLIC SCHOOL

# Organizational Board Meeting

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## *Meeting Minutes*

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January 29, 2014

Present: Thomas Frischknecht, Cathy Cullity, Kim Lavalley, Patty Humphrey, Sarah Frischknecht

Absent: N/A

***The meeting was called to order at 8:10 AM.***

### **Minutes:**

**1. Opening Remarks:** Thomas Frischknecht

This is the meeting to create the school board for The Founders Academy. We will also be seeking two additional board members to join.

**2. Nomination of the Founders Academy School Board Chair:**

Patty Humphrey nominates Thomas Frischknecht as Board Chairman. Cathy Cullity seconds the motion. All board members voted in favor.

**3. Nomination of the Board Treasurer:**

Sarah Frischknecht nominates Kim Lavalley as Board Treasurer. Ms. Cullity seconds. Board votes unanimously in favor.

#### **4. Nomination of the Board Secretary:**

Ms. Humphrey nominates Sarah Frischknecht as Secretary to the Board. Ms. Cullity seconds. Board voted unanimously in favor.

#### **5. School Director:**

The board agreed that an interim director for the school should be appointed, until such time as a full time director can be hired. Ms. Cullity motions that Thomas Frischknecht be appointed as an interim director for the school. Ms. Lavallee seconds the motion. Voting was unanimous in favor.

#### **6. Formation of Committees:**

- Ms. Lavallee motions to form a Curriculum Committee. Ms. Humphrey seconds the motion. Board voted unanimously to form the committee. The Chairman of the Board appointed Patty Humphrey as the Curriculum Committee Chair.
- Ms. Lavallee motions to form a Finance Committee. Mr. Frischknecht seconded the motion. Board voted unanimously to form the committee. Chairman of the school board appointed Kim Lavallee to chair the committee.

#### **8. Finances:**

- The Federal start-up grant money in the amount of \$600,000 has been awarded to the Founder Academy and was approved by New Hampshire Department of Education. \$350,000 has been approved for the first year.
- Expense report to date was presented.
- Kim Lavallee is contracted to act as business manager.
- Four curriculum developers have been contracted.
- Finance committee will begin by working on checks and balances, internal controls. Audit is scheduled for June 2014. Board insurance will soon be acquired.
- Ms. Cullity motions for a consent vote to ratify/accept the federal start-up grant, budget expenditures as of 1/29/14, contracted curriculum developers and a business consultant, and have begun facility search.
- Finance Policies: Ms. Cullity made a motion to accept/approve policies DIE – Audits and DJ – Purchasing. Ms. Humphrey seconds. Board voted unanimously in favor.

**12. School Management Software** (from Rediker) for admissions, finance, student info has been implemented by Ms. Lavallee.

**13. School Website Development:** A website design company called Edlio Inc. has been contracted to design the TFA Website and will also offer ongoing support. A maintenance agreement has been included in the purchase to allow the ongoing maintenance and support of the website.

#### **14. Building/Facility Search:**

- Buildings have been searched for in Londonderry area. No suitable buildings have been found.
- Search will need to be expanded to surrounding areas.
- Securing a Facility/Site- Ms. Cullity made a motion to empower the Chair to secure a lease and contract necessary services for the facility search, contract negotiations, and due diligence. Ms. Humphrey seconds. Board voted unanimously in favor.

**15. Future Business Decisions:**

Ms. Cullity made a motion to empower the Chair and Treasurer to work within the budget as long as it does not exceed 20%. Ms. Humphrey seconds. Board voted unanimously in favor.

**18. Annual Meeting Schedule:** TFA will set future board meetings on the 4<sup>th</sup> Tuesday of the month at 2:00 PM

**19. Motion to Adjourn:** Ms. Lavalley made a motion to adjourn the meeting at 9:20 AM. Ms. Humphrey seconds. Board voted unanimously in favor.

**Approved: 3/25/2014**