



The Founders Academy  
Board of Trustees Meeting Minutes  
November 15, 2017  
Location: School Library

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

Absent: Kristi Scarpone

Meeting was called to order at 4:01 pm.

Pledge of Allegiance

Opening Statement: Prior to public comments, Chairman Hyotte reminded everyone to abide by policy KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, EMPLOYEES, STUDENTS OR ADMINISTRATION. He stated that the Board is always open to the faculty and parents as well. Ms. Lavallee reminded the Board of policy BHC - Board-Employee Communications approved on 04/15/15.

**1. Public Comments:**

Susan Lawton (parent)

- Parent of 9th grader.
- Excellent experience, student is thriving, proud of the school.
- Teachers are a cohesive unit and very supportive. There's overlap in the content areas.
- Dean is always accessible.
- Suggested a communication position, possible ombudsman.

Patrice Benard (parent)

- Parent of 10th grader, chooses to be here because of the mission and vision.
- Founders compared favorably against Manchester in test scores.
- Founders is far better academically and behaviorally.
- Proud of the school.

Peter Olsen (parent)

- Read letter he wrote about the positive experience his two sons are having.
- Thanked several teachers including Mr. Kline and Mr. Gaumont.
- Thanked Ms. Lavallee for her support and advocacy.

Greg Van Ewyk (teacher)

- Commented on the progression of the school year thus far.
- Spoke of the work he and Mr. Gaumont are doing with the school Senate.

- Senate is hosting a soccer tournament on November 23rd; working to develop leadership skills and communication with the students.
- Spoke of his positive experience with the school and respect for the administration.
- Everyone has the best interest of the students in mind and it should be forefront.
- Wants to avoid an atmosphere of negativity and encouraged respectful communication.

Michael Lawton (parent)

- Would like to see the school implement a coordinated research based health curriculum focusing on drug/alcohol awareness and peer pressure. Empower the students with common language to address these situations and help those students who may not have such support at home.

Virginia Nichols (teacher)

- Best place she has ever worked.
- Appreciates the opportunity to develop the math curriculum. Goal is not to memorize, but to learn, feel it, embrace it and enjoy it.
- Encourages parents to contact her directly and she is always available before and after school.

Rachel Sanville (student)

- 10th grader, student Senate.
- Feels she can lead, present ideas and make it happen.
- Thanked the teachers for making themselves available during parent/teacher conferences.
- Ms. Nichols has helped her succeed by tutoring her.
- Thanked all teachers and administration.

Elizabeth Sanville (parent)

- Three children attend Founders and is happy with the school.
- Sees the progress in her children's writing and math.
- Thanked the Lawtons for their proposals earlier. Would like to create positive change and doesn't want to feed into the negativity.

## 2. **Review and approval of the minutes of the October 18th Board of Trustees Meeting:**

- **Motion:** Ms. Lavalley motioned to not accept the minutes due to possible HIPAA privacy issues. Stated minutes need to reflect a summary and not specific mention of names. Suggested a review of the minutes in closed session. Mr. Thomas stated the Board is legally bound to report and names can be redacted. Ms. Lavalley stated they are bound to report some things. After disagreement, Ms. Lavalley stated this would be good discussion for board training. She then motioned to table the minutes and seek legal council. Mr. Thomas seconded the motion. All were in favor.

## 3. **Board Business:**

- Policy: Parental Steering Committee. Mr. Thomas stated we are out of compliance with our charter. He presented the Parental Steering Committee Policy approved by the Policy Committee on November 7, 2017.

- **Motion:** Mr. Thomas motioned to create the Parental Steering Committee. Ms. Anson seconded the motion. Ms. Lavallee questioned how the committee will be controlled and who will be responsible for communicating with the families. Ms. Lavallee has concerns since only 44 families completed the parent survey. Mr. Hyotte stated he will chair the committee until a chair is appointed by the committee. Mr. Thomas stated we have been holding illegal votes by not having the Steering Committee. Dean Mooney states that the two sections of the charter that refer to the Parent Steering Committee seem to be in conflict. Both Mr. Hyotte and Mr. Thomas clarified that the committee will poll the entire Founders parent/guardian population for potential nominees to present to the Board as candidates. They further clarified that the Board has the right to reject those nominees and request additional nominees. Ms. Humphrey stated her concern that the Board may have a candidate they prefer and feel is a better fit. Mr. Hyotte reiterated that we are in violation of the charter and that we are being watched. Mr. Thomas stated that he will reject any parent nominee who is not nominated by the Parental Steering Committee. Ms. Humphrey questions who reported that we didn't have the committee. Ms. Lavallee would like to clarify or "firm up" the language in the Parental Steering Committee Policy before creating the committee. Ms. Humphrey agrees. Ms. Lavallee agrees that the committee is needed but would like clarification in the language.
- **Motion:** Mr. Thomas motions to amend the language on the policy to read "The Steering Committee shall meet to nominate to the Board of Trustees a minimum of two qualified candidates from the entire Founders Academy parent/guardian body for every vacant opening in the designated parent/guardian slots on the Board of Trustees. Ms. Anson seconded the motion. Tie vote 3 - 3, motion failed: Mr. Thomas, Mr. Hyotte and Ms. Anson - aye; Ms. Lavallee, Ms. Humphrey, Mr. Mercier - nay.
- Mr. Thomas stated that the Parental Steering Committee Policy will be taken back to the Policy Committee in December.

Dean Mooney requested Liam Childers be allowed to present his report to the Board due to the lateness of the meeting.

**Student Report: Presented by Liam Childers:**

Since the last meeting there has been a massive drive to increase positivity among the students and get rid of any negative attitudes discussed at the last meeting. An example of this is the joint campaign being held by Mrs. Picard and Ms. Small's round tables where they have been making posters to help improve the school environment and increase relations between the middle-school and high-school classes. The school has also held the annual halloween dance that appeared to be a smashing success and helped students have a good time with their peers.

As for the work of the senate, we have seen a proposal for two soccer teams getting started up. One being a middle-school one while the other being for high-school students. Both proposals passed through without opposition and now the only obstacle is the teams getting their funds

together and actually signing up for the recreational league. The senate has also begun planning a soccer tournament around thanksgiving. Lastly, the senate has begun planning a winter event (probably karaoke) but it hasn't been approved and has no set date yet.

- Dean Mooney commended Liam on his first presentation to the Board stating he is a stellar student. He was then excused from the meeting and Board business continued.
- Mr. Hyotte then presented the revisions to the Student Handbook related specifically to section 3 which addresses discipline. In response to concerns regarding discipline, he stated that the committee reinstated the standards of conduct sections that were deleted from the 2016-2017 version of the handbook when creating the 2017-2018 handbook. This is intended to be a temporary fix for the discipline plan until Mr. Kline and the Administration can come up with a new discipline plan. Mr. Gaumont spoke of teacher concerns about discipline and stated that Mr. Kline has been carrying out much of the discipline. Consequences for yellow slips can be vague. There is a need for more concrete steps to follow. Ms. Humphrey stated that restorative discipline doesn't work that way. Each situation is different and that fair is not equal. Mr. Gaumont agreed that fair is not equal. However; restorative discipline doesn't always work and that can create issues with perception by other students. Mr. Mercier asked how restorative discipline is working and if yellow cards are tracked. Dean Mooney stated that the current language of the policy enables her to deal with all discipline issues. She stated yellow slips are tracked and that data is available to all teachers. She then read statistics related to yellow slip tracking. She further explained that some of the top offenders are treated very carefully with frequent calls/meetings with parents and follow-ups with students. Mr. Gaumont stated that for 90 - 95 percent of the students, restorative discipline works. He would like to see further steps and guidance for the more severe discipline issues. Dean Mooney read from section 3.15.a of the current policy which spells out suspension and expulsion. Mr. Gaumont pointed out that there is confusion in the policy. For example, yellow slips issued for dress code violations. Dean Mooney mentioned that Student Services doesn't handle discipline and that department chairs are taking more of a role in discipline. She spends from 10:00 to 10:45 doing "check-ins" with students. Ms. Lavallee stated that is why they are exploring the creation of an Asst. Dean of Students position. Mr. Gaumont stated he works to build rapport with his students and gain their respect so they buy into restorative discipline. Mr. Hyotte moved to leave the policy as is and have faculty and administration work together to revise the policy.
- Student handbook revisions tabled.
- **Motion:** Mr. Mercier motion to table Board Communication, Mr. Thomas seconded. Board training scheduled for November 29th @ 5:00 pm.
- Annual Fund update: Ms. Lavallee reported more donations had been received and total \$1,385.00.

4. **Faculty Report:** Presented by Mr. Gaumont

The staff had a professional development day last Thursday, November 9th.

Recently, Ms. Marcotte & Mrs. George applied for a two-person scholarship to attend the Christa McAuliffe Technology Conference. These teachers were selected as scholarship winners which is a total of \$334 for the two-person team.

Ms. Marcotte in conjunction with Mrs. Hayes applied for the District level team to attend the Christa McAuliffe Technology Conference. Our school was one of two schools selected in the state to receive this scholarship. This is a total of 1837 for this additional PD opportunity for 11 staff members.

On our PD day, Ms. Marcotte presented her experience at CSPdWeek in Golden, CO over the summer learning about the Exploring Computer Science Curriculum. She explained that the experience opened her eyes to just how lucky we are at Founders as other participants in the program didn't have computers at their schools. The curriculum focuses on an inquiry-based model that is designed to create equity in the classroom. During this week Ms. Marcotte was the only representative from New Hampshire with over 300 other educators from across the US.

Ms. Marcotte, Mrs. George, & Ms. Perella attended CS4NH, in early October, where they heard from Google's education team about the importance of expanding CS. They each went to various breakout sessions on topics like making your own apps, maker spaces, coding using python, and many others.

Ms. Marcotte & Ms. George in mid-October attended Seacoast EdCamp with other educators from across the state. This "unconference" had amazing topics of collaborative discussion surround using Video Production with Greenscreens, Breakout EDU information sessions & Challenges, Arc Informational Systems for mapping data, and Teach Like a Pirate.

All of the professional development was free to the participants and located by Ms. Marcotte on Twitter. Ms. Marcotte talked about being connected outside of our school is a valuable experience to improve instructional practice.

Kimberly Scantlebury was accepted into the highly competitive Ecology Project International Teacher Fellowship. She will complete more than 20 hours of real research as well as 30+ hours of coursework and hands-on instruction in sea turtle biology, rainforest ecology, and conservation. This teacher fellowship takes place over eight days in Costa Rica with scientists and other teachers. It includes a trip to a local high school to discuss their educational practices and to practice Spanish. There is no cost to Founders Academy.

Faculty met in the library during our October 27th Professional Development day to discuss academics, school culture and student discipline. Administration approved of this meeting and did not attend, in order to allow teachers to discuss these topics. Teachers created a list of

requests from administration. Minutes were taken and I met with Kim Lavallee last week to discuss the meeting. Faculty met again briefly during the November 9th PD day to revisit these topics.

Curriculum Committee has tasked Department Chairs with developing Academic Benchmarks. The goal is to have these implemented by the end of the current school year. This is being given priority. It is instrumental that we utilize benchmarks in order to ensure a consistent curriculum across content areas which aligns with the mission and vision of the school. By allowing these benchmarks to be crafted at the department level, we are empowering teachers to be a driving force in their creation.

**5. Dean's Report:** Dean Mooney directed everyone to the website for her report due the late running of the meeting. All of her reports have been archived there.

- 1. Delta Dental Leadership Summit:** Founders was invited for the second year in a row to attend the Delta Dental Leadership Summit from October 17-18, 2017. Ms. Brown took five students - Akshay Manchanda, Sofia Saba, Isabella Cabral, Karolina Gil, and Joshua Wilcox - who all did tremendous jobs collaborating and presenting. They represented Founders well!
- 2. Teacher Observation:** This year teachers will be observed 3 times and evaluated using Danielson's Framework. During Q1 and Q2 there will be a 15-20 minute observation and evaluation using Domain 1 and 2. During semester 2 there will be a full (45-60min) observation which will be evaluated using Domain 3 and will be followed up with a face to face meeting to discuss all observations and a self evaluation done by the teacher. Mrs. Hayes will oversee observations and evaluations.
- 3. Volunteer of the Month:** Laurie DiPietro is the Volunteer of the Month for November 2017. She has been a tremendous volunteer coordinating dances for the school which the students thoroughly enjoy.
- 4. Teacher of the Month:** Chris Kline is the Teacher of the Month for November 2017. Mr. Kline is a history teacher who cares very much for teaching and students.
- 5. Admissions Information Open Houses:** Admissions Information Open Houses were held on October 19th (38 attendees), and November 6th (45 attendees). The evenings included an overview of the school, songs by the choir, parent and student speakers, sample lessons, and school tours. Both open houses were very successful and a special thanks to Mrs. Hyotte for coordinating.
- 6. Improving Security Application:** A \$19 million dollar fund is available from the state for public "school construction projects with an emphasis on safety." A committee of legislators has been formed to review statewide rolling applications. Founders will submit an application once estimates are submitted.
- 7. Veterans Assembly:** On November 8, 2017, the student Veterans Affairs Committee hosted another fantastic assembly honoring our heroes - our Veterans. Students invited Veterans to attend a continental breakfast, there were patriotic songs, talks and the kick-off of to the Liberty House food drive. A special thanks to Mr. Kline, Ms. Cormier and Ms. Marcotte for advising the students.

8. **Governor's Christmas Tree Lightning:** The Governor invited the Founders' Chorus to sing at the Bridges House Christmas Tree Lighting on December 6 at 5:30pm. The Levels 1 and 4 concert has been moved to December 8 to accommodate this invitation.
9. **PSATs:** On October 25, the 11th graders took the PSATs. On October 27, 8th and 9th graders took the PSATs. All tests were administered at Founders. A special thank you to Mrs. Hayes for scheduling and coordinating.
10. **SAS/AIR Test Training:** On November 6, 7 and 8, Mrs. Hayes, Ms. Marcotte and Ms. Scantlebury attended training on the replacement statewide assessment exam to Smarter Balanced. The SAS/AIR Subcommittee has been appointed with Ms. Marcotte as chairman.
11. **THANK YOU:** A special thank you to long-term substitute Kristy Ouellette, Moira Ryan for consistent lunchroom monitoring, Maureen Anson for coordinating the "Calendar Raffle," and teachers for all they did to have successful a Parent/Teacher Conference 2017 and First Quarter!

6. **Treasurer's Report:** Presented by Ms. Lavallee

**Budget Vs Profit And Loss Comparison from 07/01/2017 to 09/30/2017**

Description	YTD Balance	YTD Budget	YTD Variance
<b>INCOME</b>	<b>839,455.87</b>	<b>573,375.00</b>	<b>(266,080.87)</b>
Revenue	838,715.49	573,375.00	(265,340.49)
Donations		0.00	0.00
Clubs	740.38	0.00	(740.38)
<b>TOTAL INCOME</b>	<b>839,455.87</b>	<b>573,375.00</b>	<b>(266,080.87)</b>
<b>EXPENSE</b>	<b>511,398.26</b>	<b>611,565.33</b>	<b>100,167.07</b>
Software		1,125.00	1,125.00
INSTRUCTIONAL SERVICES	295,586.33	374,224.65	78,638.32
COMPUTER TECHNOLOGY	1,518.75	2,187.51	668.76
STUDENT SUPPORT SERVICES		29,604.09	29,604.09
HEALTH SERVICES		250.02	250.02
LIBRARY & MEDIA SERVICES		0.00	0.00
AUDIOVISUAL SERVICES		0.00	0.00
SCHOOL BOARD SERVICES		699.99	699.99
SCHOOL ADMINISTRATION	116,553.86	109,759.08	(6,794.78)
OPERATION AND MAINTENANCE OF FACILITIES	90,414.77	85,265.01	(5,149.76)
STUDENT TRANSPORTATION	1,606.00	0.00	(1,606.00)
Non Profit		75.00	75.00
Misc	2,071.29	3,124.98	1,053.69
Insurance	2,293.00	5,250.00	2,957.00
Clubs Expenses	1,354.26	0.00	(1,354.26)
<b>TOTAL EXPENSE</b>	<b>511,398.26</b>	<b>611,565.33</b>	<b>100,167.07</b>
<b>Net Income</b>	<b>328,057.61</b>	<b>(38,190.33)</b>	<b>(366,247.94)</b>

- September YTD financials above were presented. YTD actual net income \$328,057.61 vs. YTD budgeted loss of -\$38,190.33 YTD net income is ahead of budget due to timing of state revenue received and timing of expenditures. Revenue reported includes \$140,021 of state revenue

accrued as a receivable in the 2016-2017 financials that will be adjusted out when the audit is completed.

**7. Admissions Report:**

- To date there are 42 applications in process. The 30 received applications are as follows: 23 in the 6th grade, 6 in 7th grade, 1 in the 8th grade, 0 in 9th grade, 0 in 10th grade, 0 in 11th grade and 0 in 12th grade. A total of 23 completed applications at this time. Ms. Lavallee stated that admissions are ahead of where they were at this time last year.

Admissions Nights:

45 families attended on 10/19/17

37 families attended on 11/06/17

Next Admissions Night scheduled for 01/22/18

**8. Committee Reports:**

- Outreach:
  - Ms. Anson reported that the Calendar Raffle was successful for a first time fundraiser. To date, \$10,965 has been collected which would net \$8,195 after prize payouts.
  - Ms. Lavallee stated that this has been the easiest fundraiser for the school. Ms. Anson hopes for increased communication to parents next year and possibly an all school assembly to kick it off.
  - Mr. Hyotte hopes to have the Business Directory available in January.
- Policy:
  - Mr. Thomas stated that going forward, the committee will meet twice a month.
  - Next meeting is scheduled for November 29th @ 6:45 pm.
  - Review of the charter in advance of renewal. He suggested a public hearing once a draft of the charter is complete.
  - Ms. Lavallee stated that the charter renewal requires that certain policies need to be in place. We do not have a 504 Policy and it is required.
  - Mr. Hyotte and Mr. Thomas requested she provide Policy with the list of policies that are required.
- Finance:
  - Ms. Lavallee reported that the Finance Committee met on October 15th.
  - New member Susan Lawton
  - Meeting to be scheduled for December.
- Response:
  - Ms. Humphrey will draft a response to Mr. Gaumont regarding concerns with discipline.

Next meeting is January 17, 2018 @ 4:00 pm.

Board training scheduled for November 29th @ 5:00 pm.

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

- 1st by Mr. Mercier, seconded by Mr. Thomas. All in favor.
- Meeting adjourned at 6:21 pm.