



**The Founders Academy
Board of Trustees Meeting Minutes
November 29, 2017
Location: School Library**

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

Meeting was called to order at 6:55 pm.

Pledge of Allegiance

1. Discuss and approve the framework of the Parental Steering Committee

Parental Steering Committee

A Parental Steering Committee shall be established within 21 days of passage of this proposal by the Board of Trustees. Within 21 days of this period, a caucus of parents/ guardians shall be held to elect parent/guardian members of the Steering Committee, (a) with a minimum of one parent/guardian representing the junior high school and one representing the high school, (b) a maximum of one parent / guardian representative per grade at Founders, (c) the Chair of said committee will be a parent / guardian member of the Board of Trustees as appointed by the Board Chair, (d) no family shall hold more than one seat on the Steering Committee, (e) the Steering Committee serves until the end of the school year at which time a caucus shall be held to appoint the Steering Committee for the following school year.

The Steering Committee shall meet to nominate to the Board of Trustees a minimum of two qualified candidates for every vacant opening of the designated parent /guardian slots on the Board of Trustees. The Board of Trustees will consider the nominees at the next regularly scheduled Board meeting and will vote the nominees. The Board reserves the right to ask the Steering Committee to put forward additional nominees.

The Steering Committee may take on other such duties as requested by the Board of Trustees.

Policy Committee Approved: 11/7/17

Board of Trustees Approved:

Ms. Humphrey presented an alternate version of the Parent Steering Committee which incorporates the language from the Charter and the policy previously approved by the Policy Committee.

Motion: Mr. Thomas motioned to adopt Ms. Humphrey's version, Ms. Scarpone seconded the motion. All in favor.

- Upon further discussion, three amendments were made to the version presented by Ms. Humphrey:
 - Item 3A - the time to establish the Committee was changed from 1 - 3 months to 6 weeks.
 - Item 4 - changed the minimum of two qualified candidates to three qualified candidates, if available.
 - Item 4C - changed to read "select a parent/guardian candidate to present to the Parent Steering Committee for their consideration"

Motion: Mr. Thomas motioned to adopt the policy as amended below, Ms. Anson seconded the motion. All in favor.

The Founders Academy - Parent Steering Committee

1. **CHARTER:** "The school will have a well-defined parent involvement initiative through the Parent Steering Committee. The Parent Steering Committee can have up to two representatives on the Board of Trustees and have regular attendance at their meetings by the School Director. The Founders Academy believes that parents are an integral part of the school community and bring valuable input, energy and skills to the school's success. . . . A Parent Steering Committee will be created within the first few weeks of school. The Committee serves as the communication vehicle between parents, the School Director, and the Board of Trustees." From the Charter, pp. 39-40.
2. **PURPOSE:** The two functions of the Parent Steering Committee, as stated in the Founders Academy Charter, are to nominate parent/guardian members to the Board of Trustees and to serve as a communication vehicle between parents, the School Director, and the Board of Trustees.
3. **STEERING COMMITTEE MEMBERSHIP:** A caucus of parents/guardians shall be held once per year at the call of the chair to elect parent/guardian members of the Parent Steering Committee.
 - a. A Parent Steering Committee shall be established within a reasonable time (6 weeks) after its initiative has been approved by the Board.
 - b. The Chair of said Parent Steering Committee will be a parent/guardian member of the Board of Trustees as appointed by the Board Chair.
 - c. The minimum membership is one parent/guardian representing the middle school and one parent/guardian representing the high school.
 - d. The maximum membership is one parent/guardian representative per grade at The Founders Academy.
 - e. No family shall hold more than one seat on the Parent Steering Committee.

- f. The Parent Steering Committee serves until the end of the school year at which time a caucus should be held to appoint the Parent Steering Committee for the following school year.
 4. **COMMITTEE PROCESS TO NOMINATE BOARD MEMBERS:** The Parent Steering Committee shall meet to nominate to the Board of Trustees a minimum of three qualified candidates, if available, for every vacant opening of the designated parent/guardian slots on the Board of Trustees. A qualified candidate supports the mission of the school, and is not involved in activities considered illegal or damaging to the reputation of The Founders Academy. The Board of Trustees will consider the nominees at the next regularly scheduled Board of Trustees meeting and take action which may include the following:
 - a. select one of them
 - b. ask the Parent Steering Committee to put forward additional nominees
 - c. select a parent/guardian candidate to present to the Parent Steering Committee for their consideration
 - d. other actions as may be appropriate or necessary.
2. **New Board Business:**
- Ms. Lavallee requested the Board consider engaging Atty. Dean B. Eggert of Wadleigh, Starr & Peters, P.L.L.C. as a consultant to assist in the Charter renewal as well as policy updates. Mr. Thomas questioned whether we could financially afford hiring him and Ms. Lavallee stated the Ms. Humphrey has graciously offered to cover the cost. Mr. Mercier asked if there would be boundaries for contracting with him. Ms Lavallee indicated that the Charter renewal would take him thru July and one policy that is needed would be a 504 Plan policy.
 - **Motion:** Mr. Thomas motioned to obtain a scope of work from Atty. Eggert, Mr. Mercier seconded the motion. All in favor.
 - **Motion:** Mr. Thomas motioned that Administration choose a clerk to record meeting minutes in place of the Secretary as recommended by Atty. Eggert during board training. Mr. Mercier seconded the motion. All in favor.

Motion to adjourn the Board of Trustees Meeting:

- 1st by Mr. Hyotte, seconded by Ms. Lavallee
- Meeting adjourned at 7:08 pm.