

# **Founders Academy**

## **Board of Trustee meeting**

September 16, 2020

In attendance: Bob Best, Chair, Patricia Humphrey, Founder, Vice Chair, Kim Lavallee, Founder, Scott Perron, Secretary, Barbara Contois, Treasurer, Sue Lawton and Kyle Fox. Non-voting in attendance, Cassie Hayes and Gini Nichols.

**Call to order:** 5:37pm.

Chairman Best opened with the Pledge of Allegiance, then a moment of silence. The agenda was re-ordered to allow the auditors from Nathan Wechsler to present.

Ashly Major and Stephanie Kondvar presented their findings from the 2020 fiscal year. They presented the findings and financial statements, which will be sent to all Board members. The audit is considered a very clean audit and will be posted to the website.

### **1. Secretary's Report**

Scott presented the report. Sue Lawton made a motion to approve the minutes from the August 19th meeting, Kyle Fox seconded the motion; no discussion; the minutes were unanimously approved 7; 0; 0

### **2. Treasurer's Report**

Barbara presented the report. She presented that there were staff position changes. A motion was made to accept the Treasurer's report, Kim Lavallee seconded the motion. No discussion. The report was approved unanimously by a 7;0;0 vote.

### **3. Dean's Report**

Cassie Hayes presented the report. Each teacher is checking in with all remote students during Round Table. The school counselors are working with remote students and reaching out by Zoom and other methods.

Dean Hayes presented the Admission update, 377 students attended the first day of school. There are currently 372 students enrolled (not including 4 new students since day 1).

Health and safety precautions have been strictly followed by all, including social distancing, mask wearing, and hand washing and sanitizing.

Dean Hayes stated she would like to consider closing admissions. Board members stated the budget was built on 410 students and that there was lengthy discussion regarding whether Admissions should be closed. The majority thought that we should continue admitting students and re-evaluate at the beginning of Semester 2. Dean Hayes indicates it is easier to fill grades 6-8 with new students, however, those are the grades that are close to being on a wait list

status. There is room in the 11th and 12th grades for approximately 15 or more students. We are more likely to receive middle school applications after school starts.

Admissions for the academic year 2021-2022 is open and Founders is now accepting applications.

Dean Hayes reported that we had a very successful first week of school; all students have been in the building at one point or another and are off to a strong start. The 6' of social distancing is challenging but everyone is cooperating and doing a great job.

Dean Hayes stated that there are about 150 remote students and 220 in school students.

It was brought up by a board member that the remote Wednesday should be more of an academic day than it was the first week. The board expressed concern about finishing the entire curriculum. Dean Hayes is looking into new academic challenges to incorporate into remote Wednesdays.

Standardized testing will be Wednesday, October 14th which include SATs for grade 12 and PSATs for grades 9 and 11. This is provided at no charge and there is no remote option.

Grades 6, 7, 8 and 10 will follow a typical remote day.

Mrs. Tyrie presented various methods for delivery of instruction during hybrid learning. Teachers have received training and will continue to receive support from Mrs. Tyrie. Each method was explained and teachers are using a combination of instruction. The board was concerned about several which may reduce teacher contact with students. The goal is to teach the same curriculum regardless of where the student is located, in school or remote. Dean Hayes and Mrs. Tyrie indicated all students will interact with teachers. Mrs. Tyrie will discuss with Dean Hayes various ways to make sure everyone understands the goals and has the necessary training. Mrs. Tyrie complimented the faculty on their commitment to the school and students. Chairman Best stated the school should strive for excellence at all times.

Photo days will be outdoors this year and will be done over a 3-day period. Cohort A will be photographed one day, Cohort B on another and remote students will have the opportunity to be photographed on another day in the evening. Dean Hayes is working to make sure every student has an opportunity for photos.

Northpoint Construction has been doing a great job and are on schedule to complete their projects. The upper Cafe is ready for dividers. Workers have followed all rules and regulations in the school.

Mr. Gracza has been doing a great job assisting other teachers setting up their classrooms; he has really stepped up to be a help to others.

Great job to all the students doing an excellent job following safety protocols.

Kudos to the parents for their patience, cooperation, and flexibility.

Kudos to all the teachers for their superior efforts and hard work.

Thank you to all board members for their support.

Dropoff, pick up and temperature taking has been going very smoothly with no major issues.

#### **4. Faculty Representative Report (Gini Nichols)**

Teaching remotely and in person is going very well. All teachers are working hard to engage with remote students.

#### **5. Student Trustee's Report**

We should have a student representative by our next meeting.

#### **6. Board's Business**

##### **6c. Mission Committee**

There was discussion about what is happening in Round Table and the purpose of it. Mrs. Humphrey will discuss it with Dean Hayes.

##### **6b. Review of Handbook**

The dress code was discussed regarding how the students should be dressed whether in school or remote. Health and safety had an added piece.

##### **6d. PTSG Report (Elizabeth Sanville)**

Elizabeth talked about how important family engagement is, donations that were made during Operation drop off and that the PTSG has acquired over 400 cloth masks to distribute to all students. The PTSG did a nice welcome table for all faculty and staff members to enjoy. Pumpkin sales are complete and 100 pumpkins have been sold. October 17th is the date planned at this point for the Fall Festival. The start time is 5:30 PM.

##### **6e. Admissions Policy**

There will be a second reading of the Admissions policy in the future, including discussion regarding the lottery system.

The motion to move to a second read was made by Susan Lawton and seconded by Kyle Fox. No discussion. **ROLL CALL VOTE** The motion was approved by 7;0;0 vote.

##### **6f. Financial Policy**

It was brought up by a board member that Dean Hayes should have authorization for credit card usage without prior board approval up to \$10,000. Board approval is needed for any expenditure over \$10,000. A card limit of \$20,000 will be requested. No credit card balances will be carried over - the credit card will be paid twice a month.

- i - Federal Grants DAF
- ii - Credit Card usage; up to \$10k without Board approval, but with a \$20k limit with Board approval.
- iii - Check Payment- Board members
- iv - Cash in building

Sue Lawton moved to approve all four of these policies with corrections added. The motion was seconded by Kyle Fox. No discussion. **ROLL CALL VOTE** The motion was passed by a 7;0;0 vote.

## **7. New Business**

None

## **8. Public Comments**

Elizabeth Sanville shared her contentment regarding the financial position the school is in. She stated that she thinks everyone is doing a great job so far this year. Admission is top priority and we need to get more students in the door.

She likes the flexibility of remote Wednesdays.

Michelle Smith thanked all teachers and wanted to encourage them as she knows how tough this job is for them. She also thanked the Dean for her forward thinking and thanked the Board and teachers for their hard work. She stated that she is very pleased with the school counselors and how they have been reaching out to connect with all the students. She also encouraged Founders to have something for the students to do on remote Wednesdays, but that having big projects assigned by several teachers at the same time is difficult for parents; teachers should communicate with each other so as not to assign the same students big projects at the same time.

## **9. Non Public Session**

Scott motioned to go into non public session under RSA 91-A, II c with Sue seconding the motion. No discussion. **ROLL CALL**. Motion passed 7;0;0 and at 9:40pm a break was taken and the non public session was to begin after the break.

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Sue motioned to exit non public session and seal the minutes. Scott seconded, no discussion. **ROLL CALL**

Sue motioned to adjourn the meeting. Scott seconds. Meeting adjourned at 10:50 PM.

Respectfully submitted,  
-Lori Ragas