



Board Meeting Minutes

Wednesday, October 21, 2020 at 5:30 pm

In Attendance: Robert Best (Chair), Patty Humphrey (Vice-Chair), Barbara Comtois (Treasurer), Scott Perron (Secretary), Sue Lawton, Kimberly Lavallee, Kyle Fox, Gini Nichols (faculty rep), Cassie Hayes (ex officio).

Call to Order 5:37pm

Pledge of Allegiance (Bob)

Moment of Silence (Bob)

Reading of the [Mission Statement](#) (Bob)

1. Secretary's Report (Scott) 5:40pm

a. [September 16, 2020 Meeting Minutes](#)

b. [October 7, 2020 Personnel Committee Meeting Minutes](#)

c. [October 15, 2020 Policy Committee Meeting Minutes](#)

- **Motion:** To accept minutes from the 9/16/2020 Board meeting made by Kim, second by Kyle.
- **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.
- **Motion:** To accept minutes from the 10/7/2020 Personnel committee meeting made by Kim, second by Sue.
- **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.
- **Motion:** To accept minutes from the 10/15/2020 Policy committee meeting made by Kim, second by Barbara.
- **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.

2. Treasurer's Report: See [here](#). (Barbara) 5:42pm

- **Motion:** To accept the Treasurer's report as submitted by

Scott, second by Patty.

- **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 – motion passed.

3. Dean's Report: See [here](#). (Cassie) 5:43pm

- Dean Hayes announced Chris Mazzone as the new Director of Student Services
- The current enrollment of Founders is 370 students. Bob Best asked for a breakdown in the numbers to include full time students vs. remote vs. cohorts. Dean Hayes will have that number for the next Board meeting
- The first 13 applicants for the 2021/22 academic year have been submitted.
- Retention rate for 8th and 9th grades is at 74%
- There was an update by Christine Tyrie regarding hybrid teaching models. She has observed all teaching methods by observing at least a part of every classroom. During quarter 2 Mrs. Tyrie will make her observations and focus on the student's perspective.
- Ribbon cutting for the 6th grade wing is scheduled for November 14th
- The fundraiser with the 6th grade lockers is underway. Twenty-eight lockers are available for purchase currently. Dean Hayes encouraged every member of the Board to purchase a locker for decoration at \$75 each. There will be other lockers for purchase for decorating in the future; this is just the first phase of the project
- SAS testing has begun; grade 6 was this week and grades 7 and 8 will be 10/28 and 11/4 respectively
- Dean Thank yous went out to several faculty, staff, vendors, and members of the community

4. Faculty Representative's Report: See [here](#). (Gini) 6pm

- Ms. Nichols reminded the Board that the end of quarter is next week; quarter 1 has been going well thus far
- The toughest thing for the students during this COVID time is the 6 feet social distancing but they're being reminded and doing well with it
- Overall, attitudes from students and faculty have been positive
- One of our students found a rare plant and has been all over social media and news media

5. Student Trustee's Report: See here. (submitted by Connor McFarland, read by Cassie Hayes) 6:05pm

Connor stated that he is excited and honored to have been elected as the student representative again this year. He will do his best to bring student interests to the Board.

6. Board Business: 6:07pm

A. Mission Committee Report (Patty)

- a. Quarter 1 working on a teacher advisor for the House of Representatives and the Senate
- b. Working on having students take a leadership role
- c. A new version of the teacher and student of the quarter has been established
- d. Working on the Veteran's Day celebration
- e. Teacher Code of Excellence is in every classroom along side the Student Code of Conduct
- f. It was stated that we should instill the mission of Founders. As we display that to them, they will learn by our example

B. DK - Payment Policy (second reading) 6:20pm (Scott)

C. DKF- Federal Grants Policy (second reading)

D. DJB- Credit Card Use Policy (second reading)

E. DM- Cash in Building Policy (second reading)

- a. **Motion:** To approve DK, DKF, DJB, and DM, and adopt as final by Kim, acknowledging policy DK is replacing the current policy, second by Kyle.
- b. **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.

F. Disclosure Requirements for Prospective Employee

Applications Policy (first reading) (Read by Scott)

- a. **Motion:** To move to second reading, changing the word 'whenever possible' to 'always' made by Scott, second by Sue
- b. **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.

G. Survey Policy (first reading by Scott)

- a. **Motion:** To move to second reading made by Kyle, second by Kim
- b. **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes,

Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed

H. Relationship disclosure

- a. Any relationships between staff and Board members must be disclosed. Dean Hayes brought to the attention of the Board that Matthew Lucht, a faculty member is the spouse of Scott Perron, Board member. Jayda Ragas, a part-time, temporary COVID staff is the daughter of Lori Ragas, office staff member

I. New bank account signatures

- a. Signature documents are required for the new checking account. The signers will be Bob, Barbara and Kim.
- b. **Motion:** To accept LOC at \$200,000 and to accept Bob, Barbara and Kim as signers made by Patty, second by Kyle.
- c. **Roll Call:** Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed

Added item: PTSG report: 6:37pm (Elizabeth Sanville)

1. Fall Festival was great; about 180 in attendance
2. Bought movie rights from SWANK for \$425 for 12 months for movies throughout the year
3. Several trophies were given out for scarecrows in the contest
4. November 3rd is next PTSG meeting with election of new members
5. November 3rd is a PTSG fundraiser at Chipotle from 4pm - 8pm

J. Covid Plan Update 6:41pm (Cassie Hayes)

- a. We are still working on the Yellow Plan as established at the beginning of the school year
- b. Temps are taken every day for all faculty, staff, and student
- c. Parents have been very cooperative with all protocols
- d. Biggest challenge is the 6 foot social distance rule
- e. There was a discussion focused on whether the school should enter full remote learning between Thanksgiving break and the New Year. The board was unanimous in discussion that it would be disruptive for students and parents to close the facility without additional reasons.
- f. Anyone traveling outside of New England MUST quarantine for 14 days. There is NO testing out of

quarantine. The Dean may provide an exemption for employees to return prior to 14 days.

7. New Business: No new business

8. Public Comments: See Policy [BEDH](#).

A. Public comments were made by Elizabeth Sanville, Michelle Smith, and Joanna Marcotte.

9. Non-public session:

Motion: by Barbara to move to closed session according to RSA 91-A:3, II c, second by Patty

Roll call: Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.

Dean Hayes was invited to stay for the non-public session.

Motion: by Susan to exit non-public and seal the minutes according to RSA 91-A:3, II c, second by Patty

Roll call: Bob; yes, Patty; yes, Kim; yes, Barbara; yes, Kyle; yes, Scott; yes, Sue; yes. 7/0/0 - motion passed.

10. Next Meeting: Wednesday, November 18, 2020 at 5:30pm

11. Public session was adjourned at 7:27pm.

Respectfully submitted by: -Lori Ragas, Clerk of the Board of Trustees