



## Board Meeting Minutes

### September 15, 2021 at 7:00 pm

Present: Bob Best (Chair); Kyle Fox; Kim Lavallee; Sue Lawton (Secretary); Scott Perron; Cassie Hayes (ex officio); Kate Robichaud (faculty representative).

Absent: Barbara Comtois (Treasurer); Patty Humprey (Vice Chair)

Call to Order: 7:02pm – (Bob Best)

Pledge of Allegiance – (Bob Best)

Moment of Silence – (Bob Best)

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

1. Secretary's Report 7:05pm – (Sue Lawton)

a. [Draft August 18, 2021 minutes](#)

- **Motion:** to accept the minutes as written made by Kim Lavallee; second by Kyle Fox.
- Motion passed 5/0/0

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

- No public comments

3. Treasurer's Report: 7:06pm. – (Cassie Hayes)

- In Mrs. Comtois' absence, there was no treasurer's report. The audit presentation will be discussed at the October meeting, where July and August numbers will be included.
- The question of how many students were present on the first day of school – the count, as reported by Dean Hayes, was 354, which only accounted for those present in the building, not just enrolled.

4. Dean's Report (approx 15 minutes): 7:08pm – (Cassie Hayes) See [here](#).

**Student Services**

- Dean Hayes introduced Deborah Gauvin as the new Assistant Dean and reported that she has been a huge asset to the school.
- Mrs. Gauvin spoke about how the Special Education department is working together as a team to review and amend practices and policies to insure best practices among the IEP team members.
- The Special Ed team is committed to viewing, planning and scheduling with all 33 identified students with IEPs as well as the 61 identified with 504 plans. The team is committed to meeting with parents to edit and write new plans and amend those that need amending.

- The Student Services department has formed a committee to audit every high school student twice a year going through all transcripts starting with seniors first, then to juniors, etc. to ensure all students are on track to graduate.
- By doing audits twice a year with students beginning in their freshman year, the students will know what classes are needed to graduate and will be able to take advantage of all the curriculum they can.
- After Mrs. Gauvin's presentation, a Board member asked what the Board can do to help? And how many paraprofessionals are needed to support Student Services?
- Dean Hayes suggested that everyone should spread the word throughout the community that we have a great school, that we could use more paraprofessionals, and that the benefits we offer are good.
- Sue Lawton gave kudos to the Special Ed department and how the team and classroom teachers are working together to help accommodate services and give great support to students providing the least restrictive environment around the Founders curriculum.
- Dean Hayes commented that the Special Ed team has taken a weight off her and their follow through is great.
- Kyle Fox asked if the parents knew of the audit process and it was stated that the parents are being kept informed and will know when and if their student is not on track.

#### **Busing**

- Dean Hayes reported that busing has been challenging this year, but we are doing everything we can to get every student needing busing, on the bus -even riding a bus herself on one occasion!

#### **Great News**

- The Founders Academy was announced as the GOLD level winner of the 603 BEST CHARTER SCHOOL in the state!
- Kim Lavalley also pointed out that in addition to the reasons Dean Hayes listed for Founders being the best charter school, that Dean Hayes should be on the list as well - the rest of the Board agreed.

#### **Admissions Update**

- Dean Hayes reported that we have received 222 applications for the 2021-22 school year, which is the second highest number of applications ever received for one school year.
- On September 15 Admissions opened for the 2022-23 school year. The application system is through Rediker (our database) and there were a few hiccups in the process. Sue Forsyth worked tirelessly with Rediker to ensure the application process went smoothly; her huge efforts did not go unnoticed as she spent so much of her time on the phone with Rediker to make this happen.
- The target for 5th grade is 80 students.
- Dean Hayes is confident that the 5th grade enrollment will likely gain a lot of traction.
- October 10 is the first annual road race - it's a 1 mile course - you can walk or run.

5. Faculty Representative's Report: See [here](#).
  - Ms. Robichaud was introduced as the new Faculty Representative. The Board welcomed her and thanked her for the energy she brought to the meeting.
  - Ms. Robichaud stated that she feels her role is to ensure communication between the Board and faculty remain open and honest.
  - She reported that the teachers, including new faculty, have high energy and seem happy here.
  - Ms. Robichaud stated that she would report back to the rest of the faculty the happenings of the Board meeting.
6. Student Trustee's Report: 7:37pm
  - Currently there is no Student Trustee, so there is no report. The hope is there will be a Student Trustee by November's Board meeting.
7. Board Business: 7:46pm
  - a. PTSG Report (Elizabeth Sanville)
    - i. Ms. Sanville reported that the pumpkin raffle was going well; only 20 pumpkins left to sell – at which time, Mr. Best and Mrs. Lavallee each bought 4 pumpkins!
    - ii. The Fall Festival is October 16 and Ms. Sanville is looking for helpers to take tickets, work events, greet people, food services, and booth management
    - iii. Ms. Sanville would love to have new staff come and facilitate and meet families
    - iv. \$1300 was used for landscaping including flowers, picnic tables, and a big trash barrel. The landscaping looks terrific.
  - b. Mission Committee Report (submitted by Patty Humphrey, read by Dean Hayes)
    - i. One question that was brought up was 'Who are the Founders?' 'Who are we named after'? It is important to know the answer to these questions to know who we are at TFA
  - c. Phones – 8:03pm – (Cassie Hayes)
    - i. We have had serious issues since the first day of school; lots of dropped calls. We are working closely with Acapella to rectify the issues. We could use a new phone system – not sure when is a good time to invest. Dean Hayes is looking to the Board for suggestions.
    - ii. Mrs. Lavallee fully supported school cell phones as a short term solution so that the front desk and other personnel do not need to make their personal phone numbers public.
    - iii. We may need to look at a new phone system at some point as the current system is over 8 years old.
    - iv. It was suggested that we have Consolidated Communication check the connection as a next step.
  - d. Vendor Contracts – 8:09pm – (Kim Lavallee)

- i. Kyle Fox will put paperwork together to ensure that Founders has all that is needed – Thank you Kyle!
    - ii. We are to get bids for anything over \$10K
  - e. DoE Teacher Code of Conduct – 8:11pm – (Cassie Hayes)
    - i. In 2018 the development of the Code of Conduct was amended. It was revised to include charter school; Founders has always followed this.
  - f. Covid Update – 8:12pm – (Cassie Hayes)
    - i. The Founders community is doing great at keeping masked and socially distanced. Parents are doing great by keeping students home when not feeling well (even on the first day of school!)
    - ii. SASS testing is scheduled for September 16. Written permission is required for students.
    - iii. Results will be available within 24 hours.
  - g. Employee Benefits – 8:17pm – (Cassie Hayes)
    - i. TFA is fortunate to offer great benefits including dental, health, vision, ST/LT disability, and basic life insurance. Teachers and staff can opt into more insurances as well.
- 8. New Business: 8:19pm
  - a. Scott Perron passed out invitations to all Board members to the inaugural National Junior Honor Society (NJHS) induction ceremony on October 26. He loves that the NJHS mirrors the mission and vision of TFA.
  - b. Mr. Best mentioned that he would not be available for the October meeting, but also stated that the meeting could still go on with the Vice Chair (or someone else) running the meeting.
- 9. Non-Public Session: There is no non-public session.  
  
**Motion:** to adjourn the meeting made by Sue Lawton, second by Scott Perron.  
Motion passed 5/0/0.  
Meeting adjourned 8:23pm
- 10. Next Meeting: Wednesday, October 20, 2021 at 7pm