



## **Board Meeting Minutes**

**August 17, 2022 at 6:30 pm**

**In Attendance:** Robert Best (Chair) via zoom, Patty Humphrey (Secretary) via phone, Kimberly Lavalley (Vice Chair), Kylie Fox (Treasurer), Frank Weiss, Angela Seggie, Cassie Hayes (ex officio), and Kate Robichaud (Faculty Rep)

5:45pm: Non-public session (30 minutes)

Call to Order: (Bob B.) 6:45pm

Pledge of Allegiance (Bob B)

Moment of Silence (Bob B.)

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

Board Discussion Question: Board decided to forego this part of the meeting because of a late start because the non-public session went over time.

*“Coming together is a beginning, staying together is progress, and working together is success.” Henry Ford*

With the mission in mind, what does a successful 22-23 school year look like? What are governance goals the board should have for the upcoming school year?

1. Public Comments: (See Policy [BEDH](#)) 6:49pm

- Greg M. mentioned how the Admission retention has been great. Over 60% of 8th graders are staying at TFA for 9th grade. This is great news. Like other schools we have a concern about staffing. It's very challenging to fill the positions before the start.
- Founders relies on non-certified teachers, but with the current teacher shortage, traditional schools are offering credentialing and great benefits.
- He believes we need to explore raising salaries in the building by \$10K and has thoughts on how to manage this financially. He is willing to share his thoughts on how to help with funds with the Board. He asked if the board plans to or wants to raise salaries.
- Bob B. shared we typically don't respond during public comment but made an exception due to his concerns and time with the school. He indicated the Board does want to raise pay and keep good teachers and he will see what the Board can do to increase salaries. He stated that he doesn't know how soon it can happen; finances have always been an issue. “Yes we want to, but when – we're not sure.”

2. Secretary's Report: (Kim spoke on behalf of Patty) 6:55pm
  - a. [June 15, 2022 Board Meeting Minutes](#)
    - **Motion:** to accept the June 15, 2022 minutes as written made by Angela
    - **Second:** by Frank
    - **Motion passed** 6/0/0
3. Treasurer's Report: (Kyle Fox)
  - a. [Board Budget Report for FY 2021 – 2022 for Period Covered 7/1/2021 through 5/31/2022](#)
    - Kyle mentioned that we will have the audit information presented at the next Board meeting
    - Roof repair is underway and nearly complete
    - We are still waiting to receive the ERC funds with a net amount of approximately \$521K. We may have to wait up to 18 months. In the meantime, we need the funds to pay for the roof.
    - A thank you went out to Dean Hayes for her hard work in securing grant money for the roof. Unfortunately we need to secure a longer term lease with the FAA and it's in process. This money may not be available in time.
    - Cassie is still working through all the Covid grants and spending money as appropriate; the grants are very restrictive and she is using them the best that she can.
    - Kim added the numbers reflected in financial reports are not necessarily reflecting the bank balance. Cash vs accrual are very different and it's important to understand when we are discussing large purchases or increases in spending for anything
    - The credit line has been maxed out and we have received funds to support the initial roof payments from the Foundation which will need to be returned by the loan
    - Kim has worked with several lenders to secure financing for the remainder of the money needed for the roof. We have two loans in process that require a motion for a board resolution. The first is authorizing Kim and Bob to obtain a loan with Primary Bank for \$157K at approximately 6% for three years and another with HEFA for \$300K at 2.25% for ten years
    - Bob thanked Cassie for all her hard work behind the scenes and doing so much for the school that people never know about
    - **Motion:** to approve a 3 year loan at 6% for \$157K (secured by ERC funds) from Primary Bank made by Angela
    - **Second:** made by Frank
    - **Motion passed** 5/0/1
    - **Motion:** for a second loan to be obtained by Kim and Bob and allow them to sign for a loan with HEFA for \$300k at 2.25% for ten years secured by the Building under the Foundation made by Angela S.
    - **Second:** made by Frank W.
    - **Motion passed** 5/0/1
    - **Motion:** to accept the Treasurer's report as presented made by Angela S.

- **Second:** made by Kim L.
- **Motion passed** 5/0/1

4. Dean's Report: (Cassie H.) see [here](#)

- After stating that Mrs. Gauvin, Assistant Dean, is leaving the school, Cassie reported that there will be no student services report tonight.
- Cassie then introduced Dr. Tyrie - the newly named Assistant Dean - to share some thoughts.
- **Dr. Tyrie** presented that the faculty & staff remaining at TFA are bringing great energy, dynamic outlook for new teachers, and fresh eyes looking at the school.
- Dr. Tyrie did mention that it has been difficult to find quality candidates, but that is not just a Founders problem, it's a state and country-wide problem.
- Dr. Tyrie also mentioned that while interviewing candidates with the Dean, most, if not all, have read our mission statement and are excited to begin their time here at Founders.
- Dr. Tyrie reported that all computers at the school now have secure browsers - a summer project that she and Cassie have been working on. All chromebooks have been 'power washed' and are now secure.
- Dr. Tyrie has also been working on rearranging offices to make space for all classrooms and offices for teachers. She stated that she is feeling more committed than ever to Founders and has a passion for Founders.
- One Board member asked if it would be helpful to have a Board member at orientation and it was stated that Board members are certainly welcome and can attend any sessions and/or staff meetings. Cassie will send the full agenda to Board members so they can plan.
- **Francesca V.** was invited to speak next. She has been working on a summer project. An American Legion representative came to speak to all juniors and seniors last school year and Francesca was invited to Girls State, which is a program that promotes good leadership and character.
- While attending Girls State, Francesca won the Leadership Qualities Award, which she thought was the best award that could be offered (and the nicest trophy!)
- The time at Girls State offered Francesca the opportunity to meet several elected officials and was an overall rewarding experience.
- Of all attendees, Francesca was the only student from TFA and in fact the only student from Manchester. She is hoping to speak to Round Tables early next year to incite more interest for next summer's session.
- Dean Hayes expressed her pride for all Francesca has done. She has spoken to school board panels to let them know about the program and hopefully get more Manchester students involved.
- **David K.** presented the Board with a fundraising idea that he has been working on with Mr. Mihaly. In addition to students paying for parking spaces, David thought it would be great if students were able to personalize their own parking space to use for the school year.

- Each student would pay an additional \$50 to pick a parking space and personalize it and make it their own for the school year. All designs would be submitted for approval.
- Seniors would have first pick of their spots, and then the juniors and it would be on a first come, first served basis.
- Paint would be water based latex paint and the Senate would be in charge of cleaning the spaces at the end of the school year. Students would be instructed on the type of paint to use and they would be responsible for purchasing their own paint.
- Mr. Mihaly would be the point person and in charge of ensuring the correct paint is purchased.
- There was also an idea that the Dean and Assistant Dean's spots could be raffled off and the winners get to paint their parking spaces.
- All Board members loved the idea and it was unofficially approved
- **Dean Hayes** reported on Admissions – stating that there are currently 265 total new applications of which 237 are complete (meaning all paperwork is done & students have schedules)
- Cassie stated that Admissions has done a great job. The original budget was for 435 students and right now the projected number is 479. Complete, with schedules we are at 446 with new and returning students
- Dean Hayes is keeping a close eye on all grades. Applications are closed for 7th, 8th, and 9th grades and we are close on 5th and 6th
- The school year 21/22 ended with approximately 373 students
- Credit goes to Admissions for a job well done! This is the first time that TFA has had an enrollment over 400 – great job. This is the result of a lot of hard work
- A Board member asked if the student numbers per grade could be added to the chart for the next Board meeting
- One of the challenges being faced currently is spacing, but Dean Hayes is working on it and ensuring that all spaces are being used effectively. She is also creating a space for a HS lounge
- Dean Hayes is working on hiring staff to cover lunches and study halls to alleviate the load on teachers
- The needs currently are for math and science teachers. We are close to hiring a guidance counselor. Dean Hayes asked all present to let her know if they are aware of anyone that would be interested in any of the open positions
- There will be some teachers playing dual roles as teacher and Dean of students. The Dean of students, along with the Assistant Dean will handle all disciplinary issues as well as oversight of academics
- The open positions have been posted on the website and in the Parent newsletter for several weeks. An email to all parents will go out as well asking for any assistance available
- Coffee with the Dean has been a big success. Dean Hayes was hoping for more people to attend, but was very happy with the support that she received; each Board member attended at least one session

5. Faculty Report: (Kate R) see [here](#) 7:57pm
  - Kate R. stated that she will be a 5th grade teacher this coming school year and is very excited for the new adventure
  - Most of what she will be teaching will be project-based
  - 5th grade is fully staffed
  - The Board members are welcome to come in for presentations
  - They will consider doing presentations during a parent night for those members that work and cannot get there during the daytime
6. Student Trustee's Report: Coming soon
7. Board Business:
  - a. PTSG Report - no report tonight
  - b. [Faculty Handbook 22-23](#) 8:13pm
    - The Faculty handbook will be re-adopted. All dates will be updated to reflect the current school year
    - Insurance and maternity leave were updated
    - Paternity leave was also updated to include 2 weeks of leave and the employee can opt to use PTO also
    - **Motion**: to adopt the Faculty handbook with edits noted made by Kyle F.
    - **Second**: by Angela S.
    - **Motion passed** 6/0/0
  - c. [Student Handbook](#) - 8:19pm
    - All dates were changed to reflect the current school
    - The message from the Dean has been updated
    - Character grading is included with student involvement to make it more meaningful and important to the students
    - 5th & 6th grade RTs will have a rubric designed for them
    - 7th & 8th grade RTs will form their own rubric
    - 9th & 10th grade RTs develop their own rubric and self reflection
    - 11th & 12th grade RTs process working on reflection of other students, develop character grade with students - very valuable
    - Teachers from last year gave very positive feedback; there was a lot of participation on the part of the students
    - The discipline portion of the Student Handbook will be looked at and revised. One Board member thought it was very inconsistent and needs to be consistent
    - Student tardiness was addressed as well. There are many students that are consistently tardy for school, which affects their education, disrupts the teacher from her teaching, disrupts the class and affects everyone's learning
    - It was stated that there should be consequences clearly laid out of how many tardies before a consequence is handed out and what that consequence should be, which will be at the discretion of the Dean
    - The students need to be on time!
    - **Motion**: to approve the 22/23 Student Handbook with current revisions made by Kim L.

- **Second:** by Kyle F.
- **Motion passed** 6/0/0
- d. **Organizational Chart 22-23 - 8:31pm**
  - Changes include; removing Mrs. Gauvin as Assistant Dean and adding Dr. Tyrie. All others stay the same
  - Edit to say 'Dean' not 'Superintendent'
  - Delete dates
  - **Motion:** to accept the organizational chart with proposed edits made by Frank W..
  - **Second:** Angela S.
  - **Motion passed** 6/0/0
- e. **Policy PFABE - 8:39pm**
  - This policy protects the student in foster care and ensures transportation to and from school even if they are outside the district; the sending school district is responsible to ensure this and to pay as well.
- f. **Policy Parent Involvement**
- g. **Policy Parents Right to Know**
  - **Motion:** to move these policies to a 2nd read made by Kyle F.
  - **Second:** by Angela S.
  - **Motion passed** 6/0/0
- 8. **New Business:**  
No new business
- 9. **Non-Public Session:**
  - Public session was held before open Board meeting to discuss finances and teacher salaries
    - **Motion** to adjourn made by Kim L.
    - **Second** by Angela S.
    - **Motion passed** 6/0/0 and the meeting was adjourned at 8:55pm.
- 10. **Next Meeting:** September 21, 2022 at 6:30pm