



Board Meeting Minutes

September 21, 2022 at 6:30 pm

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

Call to Order: (Bob B) 6:39pm

Pledge of Allegiance (Bob B)

Moment of Silence (Bob B)

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

Board Discussion Question (10 minutes): “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?

Deferred for tonight as the meeting schedule was out of order and time was getting late.

1. **Public Comments:** (See Policy [BEDH](#)) No public comments
2. **Secretary's Report:** (Patty H.) 8:55pm
[August 17, 2022 Draft Minutes](#)
 - **Motion:** To approve the minutes as written made by Kyle F.
 - **Second:** made by Angela S.
 - **Vote:** Passed - 6/0/0
3. **Treasurer's Report:** (Kyle F.) 8:57pm
 - a. [Board Budget Report for FY 2022- 2023 Period Covered 7/1/2022 through 7/31/2022](#)
 - Kyle F. reported that the expense side of the budget is looking to be a challenge this year with inflation impacting Founders as well as all of us individually. Electricity is one bill that is anticipated to rise considerably with rates increasing almost double in most cases. Natural gas is expected to increase as well. We will check in to see where student numbers come in and the Board will likely have to do some work to increase revenues or decrease expenses (or both) to end the year positively
 - Sept 29th at 5pm will be a public Finance meeting called by Dean Hayes; there will be a zoom option
 - There was discussion about opening up the 5th and/or 6th grade to more students. There is a small wait list in 5th grade and families are being

contacted regarding their interest in attending. These are the only two grades with limited room at this time

- October 5th is the Admissions open house
 - The Board discussed stepping up fund raising to which Dean Hayes said she would like the board to approach outside of the Founders community.
 - There was discussion about offering classes that would be open to the public, including things like a painting class, craft classes, even BBQ classes
 - Angela S. stepped up and agreed to chair a Fundraising committee
 - **Motion:** To form a Fundraising Committee with Angela S. as Chair made by Kim L.
 - **Second:** made by Patty H.
 - **Vote:** Passed 6/0/0
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- **Motion:** To approve and accept the Treasurer's report as presented made by Frank W.
 - **Second:** Made by Kim L.
 - **Vote:** Passed 6/0/0

4. **Dean's Report (Cassie Hayes):** see [here](#). 6:43pm

- The **Assistant Dean of School**, Christine Tyrie reported that teacher orientation went really well this year and was very well received, especially by the new faculty members
- Teachers did express a positive reaction to the Deans of Students and feel this helps them feel supported
- They understand that the students will test the boundaries, but feel that expectations are being set right from the start of the school year
- The Deans of Students include Mr. Belanger (grades 5 & 6), Mrs. Cormier (grade 7), Mrs. Meilleur (grade 8), Mr. Horan (grades 9 & 10 beginning in October), and Mr. Mihaly (grades 11 & 12)
- The Deans of Students meet every Monday and Thursday for 45-60 minutes to talk about procedures, what's working and anything else they feel is relevant
- **Student Services**, reported by Michelle Smith, the new high school guidance counselor, has hit the ground running. She has already participated in a couple of trainings including Rediker (the school's database) and college careers training
- Michelle is embracing her role as guidance counselor and has already been a huge asset to the administration and the school
- She is planning college nights, sending newsletters home to all high school students, and learning everything she can to aid the students
- Dean Hayes reported that staffing has been a major challenge but she has hired a new English teacher, Ms. Mote (who has previously taught at Founders)
- Dean Hayes reported that she had 2 interviews for Science teachers and one of them has para educator experience, so she feels we are now in a good place
- Fall Festival is October 15th from 5:30 - 7:30pm. The link to purchase pumpkins is available and board members are encouraged to purchase them

- The Character and Leadership run is September 24th at 10am. NH Fisher Cats has donated a suite (20 game tickets) worth \$750 for a prize
- There are still corporate sponsorship opportunities available
- **Admissions** for the 2023-24 school year is now open and there are already 11 applications (within the first 24 hours of opening)
- Founders has again won the GOLD Medal for Best Charter School of the 603 and also won GOLD for best middle school, and SILVER for best high school
- A big thank you went out from Dean Hayes to the volunteers who stuffed envelopes for the calendar raffle, which is one of the biggest fundraisers that Founders does. The kickoff event will be October 3rd

5. **Faculty Representative's Report (Kate R):** see [here](#) 6:45pm

- Kate R reported that the teachers learning a lot from the guest speaker, Polly Bath who shared a wealth of knowledge with the faculty
- NH Jr. Honor Society students were very helpful this year already logging enough public service hours, but they want to do even more. She is so excited to work with them this year
- The idea of Deans of Students has had a very positive reaction from the faculty
- There was a suggestion that we may consider asking a member of the faculty from high school to report and support Kate R. in her role. She works closely with 5th grade and the board welcomes more input

6. **Student Trustee's Report:** Coming Soon

7. **Board Business (Jessica Golden):** 7:19pm

- a. ***Special Education in Charter Schools*** presentation by Jessica Golden
 - Jessica has been working with Special Education and guidance counselors in professional development for many years. She provided an excellent overview of IEPs and 504s in public charter schools. The board asked a number of questions and would like her to return in the future. A few of the items discussed are below. The discussion was very detailed and informative, the board hopes to see more parents attend at the next one.
 - There has to be respect for all special education students and a collaboration between teachers, parents, child, and the entire team
 - Charter schools are not required to provide services, but to provide an education. The public school district is responsible for providing services
 - Having a good rapport with the family is critical to giving the student the best possible experience and education
 - A student with an IEP or 504 does not guarantee a passing grade
 - Founders course work is challenging and parents need transparent communication regarding the charter the school is held accountable to by the State Board of Education
 - The goal for the school to attain is to educate the student as best they can with the least restrictive environment possible, to make accommodations as indicated in the documents

8. [PTSG Report](#) (Samantha Murch) 7:03pm

- Ms. M. reported that as the current President of the PTSG (Michelle Smith), has taken on the role of HS guidance counselor, a new president can be instated and Michelle appointed Ms M.
- The two will co-lead as president until October, when Ms. M. will assume the role completely
- The PTSG new member form has been updated to include volunteer skills and availability. That way the PTSG Board will know who they can call for specific dates, times, and resources
- Fall Festival planning is in full swing. Only 18 pumpkins are left to buy for the raffle! They bought 150 this year and have sold almost all of them
- A Board member asked if there is anything the Board could do to support the PTSG; the Board is more than willing to help. The Board indicated they will donate two large baskets again for the Fall Festival raffle. The Board thanked Ms. M. for her help in stepping up to be the President and with all the planning and fundraising the PTSG has planned

a. **Mission Report:** Mrs. Humphrey reported that she had made a powerpoint presentation on the mission at the beginning of teacher orientation, and that it had been well received. She asked Dean Hayes to include her in all mission-related committee meetings.

b. [Org Chart- UPDATED](#) (Cassie H) 9:45pm

- Dean Hayes showed a copy of the update org chart to the Board with the updates suggested at the last Board meeting

c. **First Reading:**

i. [Admissions Policy](#) (Cassie H) 9:46pm

- Two minor updates were made to Admissions criteria #2. Language was changed to “review and embrace the mission”. Added: parent, guardian, and applicant to review rules and procedures, which include expectations, Special Education, discipline, academics, and the Code of Conduct
- This is an important and serious commitment that the family is making to the school. We want to be certain each family understands the mission and commitment to the school prior to starting. Transparency about curriculum and expectations is critical for families to make an informed choice.
- Dean Hayes has committed to meet with every new applicant to go over the importance of the Code of Conduct and the expectations for the student(s)
- A contract is to be signed off on during this meeting with Dean H. and they will initial each line to acknowledge that they’ve read it
- **Motion:** To adopt tonight with changes and additions discussed was made by Kyle F.
- **Second:** Made by Angela S.
- **Vote:** Passed 6/0/0

d. **Second Reading:**

- i. [Policy Parent Right to Know](#)
- ii. [Policy Parent Involvement](#)
- iii. [Policy Parents Right to Know](#)

- **Motion:** To accept all above policies with changes and correct formatting and identifying letters if possible made by Angela S.
- **Second:** Made by Kim L.
- **Vote:** Passed 6/0/0

9. **New Business:** (Patty H.) 10:13pm

- It has become very challenging and competitive to hire new teachers. . Patty suggested that she and Frank W. together find mission-driven people to help support Founders. Patty & Frank agreed to discuss the options

10. **Non-Public Session:** No non-public session

- **Motion:** To adjourn the meeting made by Patty H.
- **Second:** Made by Angela S.
- **Vote:** Passed 6/0/0
- Meeting adjourned 10:19pm

11. **Next Meeting:** October 19, 2022 6:30pm