



Board Meeting Minutes

Wednesday, January 31, 2024 at 6:30 pm

In Attendance: Robert Best, Kimberly Lavallee, Patricia Humphrey (on Zoom), John Bauer, Bill Roy, Leah Gregersen, Cassie Hayes (ex officio)

Absent: Frank Weiss, Kyle Fox

Call to Order: (5 minutes) 6:37 PM

Pledge of Allegiance

Moment of Silence

Reading of the [Mission Statement](#)

Board discussion question: (15 minutes)

What qualities, strengths, attributes are we looking for in potential board member candidates? What would the board like to have included in an orientation for new board members once they are elected to join?

- Qualities and strengths: ability to support and understand the Founder's mission, responsibility, preparedness, ability to remain calm/neutral, stay positive and focused, be able to ask clarifying questions
- Looking for: people that have a different perspective, people with contacts; networking,
- Items that new members could be updated on: parliamentary procedures
- Kim Lavallee will be working on coming up with the March question for the Board to discuss and is willing to collaborate

1. **Guest Presenters:**

a. Student spotlight, Ian Panait

- i. Grade 11 he has been at Founders for 6 years
- ii. He presented recommendations for possible computer science electives
- iii. He discussed the importance of computer science especially college degree wise
- iv. He is recommending course elective options such as Python and Java, Intro to Web Design and Mobile App Development
- v. Future Steps: new technology curriculum potential offerings, student survey, select courses

- vi. Ian states that this is important because it will grow Founders, retention of Founders students and uphold Founder's reputation
- vii. Dean Hayes shared the usual process for student electives offered at Founders: teachers propose electives and then students sign up for those electives. Ian is actually reversing the process.
- viii. The Board is very supportive and feels in today's world a benefit to Founder's students.
- ix. Founders will be looking into hiring staff to help support these electives.

b. Mission Director, Jennifer Nelson

- i. Updated the Board on the theme and character traits for December (celebrate, Be Lawful) and January (self-reliance, Martin Luther King, Jr, Be Determined).
- ii. There was a Pearl Harbor Day assembly for students.
- iii. The High School National Honor Society created and presented an assembly on Martin Luther King, Jr.
- iv. Updates on the Ambassadors Club and Admissions Nights
- v. February Founders will be celebrating President's month and will host a Jeopardy Game with the history teachers competing against one another.

c. Dean of Students, Lois Horan

- i. Dean Horan reported that herself and Dean Meuller have two primary foci: academic progress and the behavioral realm of students at Founders.
- ii. There will be grade level meetings happening in February : community building and resetting behaviors and safety at Founders
- iii. Teachers have been great at following created behavior plans of students.
- iv. Hallway infractions have reduced. As well as incident reports.
- v. Deans are building relationships with students.
- vi. The Deans feel that they could make improvements on working more in the academic progress arena.

2. Public Comments: (See Policy [BEDH](#)) No public comments

3. Secretary's Report: (5 minutes)

- a. Motion to approve by patricia Humphrey, second by Bill Roy, 6-0-1
- b. [November 8, 2023 Board Meeting Minutes - DRAFT](#)

4. Treasurer's Report: (15 minutes)

- i. Motion to accept by Leah Gregersen, second by Bill Roy, 6-0-1
- ii. The account revenue is for nine months, not collected in the summer.
- iii. Expenses are coming in under budget currently by about \$430,000
- iv. Budgeted for more students than enrolled
- v. Goal to spend less and bring in more money
 - 1. Look at fundraisers as well as more donations for the annual fund
- vi. Dean Hayes doesn't recommend opening enrollment for grades 6-12 due to a difficult transition for students mid-year.

- b. [Statement of Financial Position As of October 31, 2023](#)
 - c. [Board Budget Report, October 2023](#)
 - d. [Statement of Financial Position As of November 30, 2023](#)
 - e. [Board Budget Report, November 2023](#)
 - f. Discuss adjustments based on actual enrollment
- 5. Dean's Report: (15 minutes)
 - a. See [here](#)
 - b. Assistant Dean Mihaly's Report
 - i. Spoke on Professional Development of teachers
 - ii. Updates on the NH Statewide Assessment System - this will be occurring during the regular school day and not "days off" for the majority of the Founder's students.
 - iii. Mentor Program for teachers - ongoing monthly meetings
 - iv. Teach United Program - 6 teachers participate
 - v. Observation & Evaluations of teachers - midyear meetings will all teachers in February and March and then formal evaluations in April and May
 - vi. Board made recommendations on Round Table training for teachers during teacher workshop days.
 - 1. Suggestion to make a mission focused question for teacher workshop days - similar to what the Board does monthly.
 - c. Student Services Report
 - i. January 4th alumni returned to participate on a panel to speak with current high school students
 - ii. Several seniors at Founders have been accepted into a variety of colleges
 - iii. Tutor.com is now a grades 5-12 tool
 - iv. Mrs. Smith attended a training with "Friends of Aine-Center for Grieving Families and Children"
 - d. Dean Hayes
 - i. Teacher of the Semester was awarded to Kevin Follis
 - ii. Middle School student of the Semester was awarded to Maria Maya
 - iii. High School student of the Semester was awarded to Sarah Lemire
- 6. Faculty Representative's Report: (10 minutes)
 - a. See [here](#)
 - i. Correction on the Honor Society's Induction Ceremony time is 5:30 PM on February 8th.
- 7. Student Trustee's Report: (10 minutes)
 - a. No Report
- 8. Board Business: (50 minutes)
 - a. New Board Member consideration, Thomas Huot
 - i. Thoms Huot
 - 1. Founders parent

2. Very involved in Founder's fundraising and volunteering
3. A member of the PTSG
4. Business owner - land surveying company
5. Thomas Huot was voted to the board = motion made by by Bill Roy to elect Thomas Huot to the Board of Trustees as a Business Member to the Board, Patricia Humphrey and Kim Lavallo both made a second with a 6-0-0 vote. Thomas Huot will be a board member from January 31, 2024 through June 10, 2027.

b. [PTSG Report](#)

- i. \$1500 to new alkie talkies for Founders
- ii. PTSG provide a baked potato bar for teacher workshop day in January
- iii. Family Trivia night at Chunky's will be held March 8th. More information to come.

c. [Mission Report](#)

d. Board Bylaws

- i. Need to put bylaws for the board together; good practice to have the bylaws
- ii. We have direction of pieces throughout several documents
- iii. In the past it was stated that if you are a charter school that the charter was considered your bylaws
- iv. Office of Charitable Trust is recommending that bylaws for the board be created
- v. Robert Best will be creating a template that he will then share with the board for review and approval.
- vi. The bylaws will be officially adopted by June 30, 2024.

e. Round Table Data

- i. Dean Hayes reported that she has been walking through and observing Round Tables throughout the school and sees that teachers are engaged with the Mission activities.
- ii. Dean Hayes is seeing some problem areas with the younger students and looking into a proposed schedule change in the future to host a 10 minute break/snack at Round Table time.
- iii. Dean Hayes will continue going to Round Tables consistently.

f. [Core Values](#)

- i. Trying to incorporate it into more school activities.
- ii. A living document to add and rearrange as time goes on.
- iii. Mrs. Humphrey would like to see this document in the Dean's newsletter, Founder's Website as well as posters in the classrooms and various spaces throughout the Founders building.
 1. Mrs. Humphrey's will be donating the Core Values posters to Founders.

g. Charter School Alliance Fees

- i. NH Alliance of Public Charter Schools
 1. Yearly membership fee of \$6500.00

2. The Board is leaving this to Dean Hayes to see if it is a resource she feels the school needs for herself.
3. Would need to be added to the budget for 2024-2025.

h. [Purchasing Policy Review](#)

- i. Recommendation to change the word “policy” to “procedure”
- ii. This will be going to the Policy Committee and then return to the Board for discussion and voting.

9. New Business: none

10. Non-Public Session: Entered at 9:25 PM by full board approval of members in attendance. Exited at 9:36 PM motion made by Bill Roy and seconded by Kimberly Lavalley

11. Next Meeting: 6:30pm, Wednesday, March 13, 2024

12. Meeting adjourned at 9:41 PM motion by Thomas Huot and seconded by Leah Gregersen