



## **Board Meeting Minutes**

**Wednesday, October 11, 2023 at 6:30 pm**

In Attendance: Robert Best, Patricia Humphrey, Kyle Fox, , Kimberly Lavallee , Frank Weiss, Cassie Hayes (ex-officio)

Absent: John Bauer, Bill Roy

Call to Order: (5 minutes) 6:32 PM

Pledge of Allegiance

Moment of Silence

Reading of the [Mission Statement](#)

1. Public Comments: (See Policy [BEDH](#))
  - a. None
2. Secretary's Report: (5 minutes)
  - a. [September 13, 2023 Board Minutes - DRAFT](#)
  - b. Motion to approve Kim Lavallee, seconded by Kyle Fox , no discussion, and all in favor 5-0-0
3. Treasurer's Report: (10 minutes)
  - a. [Board Budget Report Summary August 31, 2023](#)
  - b. [Statement of Financial Position](#)
  - c. Bookkeeper Christine Nassiopoulos in attendance.
  - d. The Board is finding the new reports through Quickbooks more reader friendly.
  - e. State funding not in as of yet due to clinical errors from the State.
  - f. Looking at the Fiscal year of 2022-2023 and forward to 2024.
  - g. Income summary and expense summary reviewed.
  - h. Depreciation discussion and explanation occurred by Christine Nassiopoulos.
    - i. Explanation of spreading out cost of an item over 3 to 7 years depending on assets or cash flow.
    - ii. Examples of depreciation list: materials, furniture - these continue yearly.
  - i. Robert Best mentioned the milestone and achievement of Founders from \$3.4 million to \$5 million on a yearly budget and now having over 400 students.
  - j. Motion to approve by Patricia Humphrey, seconded by Kim Lavallee, no discussion, and all in favor 5-0-0

4. Dean's Report: (20 minutes)

- a. See [here](#)
- b. Dean Hayes shared that 5th graders attended a Leadership Conference in Concord, NH and 5th grader Elise Ducas made a presentation on what the group learned at the conference.
- c. Admissions update: 27 applications have been submitted for the 2024-2025 school year with 16 of those being 5th grade families.
- d. Admission Night Open Houses have been restructured to have student ambassadors give tours with prospective families, then Founders information shared as a large group in the cafeteria followed by mini lessons within classrooms by a variety of Founders teachers.
- e. At the end of the 2023 school year there were 26 Juniors and 19 Seniors. Some students are Juniors that will receive Senior status due to transfer of credits.
- f. Discussion on a policy for students repeating courses and that data is being collected.
- g. Need for parent Board members - currently there are three applications and Kim Lavallee has reached out to these parents to set up in person meetings within them within the upcoming week. The Board would like these applicants to be at the November Board meeting.
- h. Dean of Students Report by Lois Horan.
  - i. Data on incident reports stating that the incidents are at a very low level, we have more low level due to the involvement of teachers this year. Things are being resolved very quickly.
  - ii. Alma is more beneficial with being able to log incidents for teachers and for Deans to be able to see instantly.
  - iii. Suspensions are much lower this year
    - 1. Board wanted clarification on the amount and were told it is only a handful.
    - 2. After school detentions are the consequences that occur following classroom consequences by the teacher, lunch detention by the teacher as well as parent emails and/or phone calls.
    - 3. After school detention: restorative process is working for the most part. Students are encouraged to think about what they did, reflect on this, and restore what the student mismanaged. Students also look at the “developing norms” concept” what are 5 things that a student needs to go into class? Then the student places those items into an order of importance and then from there write norms.
    - 4. Hallway behavior has improved significantly this year.
    - 5. 5Laptops being provided to staff and administration has been very helpful.
- i. Assistant Dean, Andrew Mihaly

- i. Reports that staff and administration are working really hard and that the teachers feel supported in the first month. He believes the year is off to a great start.

5. Faculty Representative's Report: (10 minutes)

- a. See [here](#)
- b. Faculty to the Board is Kate Robichaud

6. Student Trustee's Report:

- a. None
- b. Lila Haney will be the representative

7. Board Business: (70 minutes)

a. Audit Presentation

- i. Nathan Wechsler highlighted how the audit process occurs and results of the Founder's audit. They were pleased to announce it was a clean audit with no material findings.
- ii. A few highlights from the audit were:
  - 1. Salary Analysis: while looking at the Salaries as a percentage of per pupil aid there was a selection of 5 charter schools, with Founders being one of those schools. Founders is 2nd out of the 5 seated with competitive salaries.
  - 2. The Contributions Revenue - where Founders received about \$66,000 in contributions revenue in the current year. The amounts vary between NH charter schools.
  - 3. Under required communications:
    - a. "Significant changes to planned audit strategy or significant risks initially identified" - no significant changes.
    - b. "Corrections of errors or uncorrected misstatements" - No uncorrected misstatements above trivial level.
    - c. "Other information in documents containing audited financial statements" - No inconsistencies or misstatements came to our attention.
    - d. "Material alternative accounting treatments discussed with management" - None
      - i. Auditors mentioned that the Founder's Business Manager was very thorough.
    - e. "Disagreements with management" - None, resolved or otherwise, that are significant individually or in the aggregate.
    - f. "Major issues discussed with management prior to retention" - None
    - g. "Significant difficulties during audit" - None

- h. "Consultations with other accountants" - No consultations or opinions obtained by management that NWC is aware of.
    - i. "Other matters significant to oversight of the financial reporting process" - None considered significant and had not been previously communicated.
  - 4. Suggestions made by the Audit Company:
    - a. Risk Committee: a committee that looks at where things could go wrong (risks) in an organization. The board will review this suggestion.
    - b. IT & CyberSecurity
    - c. Forms of Donations: looking at varieties of ways for payment to occur that are safe and secure. Looking at control issues/concerns on a variety of options, for example, VenMo, PayPal, Apple Pay) and knowing those risks.
  - 5. Motion to accept the draft report of the audit by Kyle Fox and seconded by Kim Lavallee, approved 5-0-0
- b. [Mission Discussion](#)
  - i. Looking at a new way to frame the Founder's mission statement. Looking at making it more accessible to our students and families, especially the younger Middle school students.
  - ii. Interpretative statements discussed and stating that there needs to be more concise language in the mission.
  - iii. The mission is embedded into our school and our charter.
  - iv. Discussion on who else should be brought into the mission discussion at this point - recommended that the two Deans of Students should be a part of the discussion at this point.
  - v. The point of the mission review is to understand exactly what the mission identifies and that all are coming away with the same meaning.
  - vi. The idea is to not rewrite the mission however to educate on the meaning and the intention behind it. The idea is to take parts of the mission and explain work with students and faculty to better understand and make connections to the mission.
  - vii. Suggestion made to clarify the mission and add some discussion regarding the mission in addition to reading it at the Admission Nights for families.
  - viii. Dean Hayes recommended the Mission stands for what the Academy does and to look at creating "Portrait of a Founders Student" which would look at a Founders Academy student.
  - ix. Recommended by the Board to bring to teacher workshop day prior to the next Board meeting and have small group discussions on the mission and the interpretative statements created.
  - x. Topic still in discussion.
- c. John Stark Dinner

- i. Looking at creating a committee to assist with this in the near future.
  - ii. Looking to the Spring of 2025
  - iii. Considerations: cost, resources, people already involved as well as who else to involve, ticket pricing, speaker, menu, calendar, invitations
  - iv. Marketing Founders discussion: would this be a long term goal, looking at improving social media of Founders. Questions that need to be considered: the strategy, cost, goal. What will this entail, resources, people already involved in social media of Founders, logistical pieces that should be reviewed, is there a long term sustainable plan as well as could we learn and apply over a long period of time? Founders already has a Webmaster, an Administrator and Community Engagement person, Facebook, Instagram so we need to look at what we already have and what we need. The idea is to utilize this company (cost donated) to work with people in place to better understand the trends on social media and other pieces that comprise a successful marketing strategy. Topic still in discussion and review.
- d. [PTSG Report](#)
  - i. Fall Festival is October 14th - encouraged Board to attend as well as to purchase pumpkins.
- e. [Mission Director's Report](#)
  - i. Mrs. Nelson reported on the theme of citizenship that is occurring in Round Tables. Students are focusing on being American citizens as well as the American flag. Grades 5 and 6 attended an assembly on Wednesday, October 11th and were taught how to fold and present the American flag. Students were also given the opportunity to learn to fold the flag with the upperclassmen that attended (Jack Lianos, Theo Stevens, Alex Saunders, and Jilian Schmidt) as well as showed the 5th and 6th graders how to handle the American flag. Students did learn some flag trivia prior to this assembly.
  - ii. The Code of Conduct topic for the month of October is Be Respectful. At the end of October students will look at their character and the code of conduct topic of the month.
  - iii. Students created presidential posters based on their House president that some upperclassmen will be creating a Jeopardy game from the information that will occur in November.
  - iv. The Quotes of the Week are being posted on the Founder's Website as well as in the morning announcement emails.
  - v. The Leadership group assisted with the Admissions Open House by giving tours for interested families.
  - vi. Sammy the EAgle is back - the Founder's mascot.
  - vii. The Buddy Project had its first meeting and went well with meetings each Monday during Round Table between Juniors and 5th graders.
  - viii. Lessons are provided to teachers weekly for mission days. Currently there are two days dedicated to the Founder's mission. The Board would like to see this amount of time increased over time. While Andrew Mihaly, A

Assistant Dean and Kate Robichaud, Faculty to the Board added information that teachers are incorporating the mission into classroom areas as well.

- f. [Policy GADA](#) (DRAFT)
  - i. Required for grants.
  - ii. Motion to move to a second reading of the policy by Kim Lavallee, 2nd by Kyle Fox, approved 4-0-0
- 8. New Business: None
- 9. Non-Public Session:
  - a. Kim Lavallee motioned to enter non-public, 2nd from Kyle Fox, unanimous. Roll call-Robert Best-yes, Kimberly Lavallee-yes, Kyle Fox-yes, Frank Weiss-yes, Patty Humphrey-yes. Moved into session at 10:05 PM
  - b. Kim Lavallee motioned to leave non-public and seal the minutes. 2nd from Kyle Fox, unanimous. Roll call-Robert Best-yes, Kimberly Lavallee-yes, Kyle Fox-yes, Frank Weiss-yes (Patricia Humphrey absent)
- 10. Next Meeting: 6:30pm, Wednesday, November 8, 2023
- 11. Adjournment: 10:30 PM Motion by Kim Lavallee, 2nd by Kyle Fox, unanimous (Patricia Humphrey absent)