

Board Meeting Minutes
May 15th, 2019 at 5:30pm

Present: Robert Best (chairman), Susan Lawton (secretary), Kim Lavallee, Kristy Ouellette, Connor MacFarland (student representative), Maureen Mooney (ex officio), Matt Mercier

Absent: Patty Humphrey (vice-chairman), Barbara Comtois (treasurer), Jane Cormier (faculty representative)

Call to Order: (5:30pm)

Pledge of Allegiance

Moment of Silence

Reading of the [Mission Statement](#)

1. Secretary's Report

- a. [April 17th, 2019 Meeting Minutes](#)
- b. **MOTION:** Matt Mercier motions to accept the April, 2019 minutes, Kristy Ouellette seconds. All in favor, none opposed, motion passes.

2. Treasurer's Report

- a. Kim Lavallee reads a statement submitted by Barbara Comtois
 - i. [Budget Summary](#) We are showing a positive YTD. Although our revenue numbers were estimated on a larger student population, due to reduced expenses we are able to show a profit.
 - ii. [Budget FY2019-2020](#) The revenue numbers are based on a student populations of 370. The Special Education revenue line has an offset under Salaries/Guidance - Para Professionals - this is a net neutral number, but for accounting purposes we need to account for both the income and expense side. This is estimated as we work with sending districts.

Great care was taken in crafting the budget. The numbers were compared to actuals from the 2018-2019 budget while planning for a student population of 370. The budget and financial statements use the accrual method from the start of the year. Contracts going out this year will also follow our fiscal year. All these changes should improve our financial reporting.

- b. **MOTION:** Kristy Ouellette makes the motion to accept 2019-2020 Budget as presented. Susan Lawton seconds. 4 in favor, 1 abstention by Matt Mercier,

motion passes.

3. Dean's Report

- a. Dean Mooney presents. [See here](#)
 - i. Mr McKenzie presents the PSAT March 2019. Congratulations to our 10th grade student who scored higher than the National averages and continue to score above the (higher) New Hampshire averages. See results [here](#).
 - ii. Mrs. Hayes presents an overview of the professional development opportunities our teachers have been offered this school year. Some of the training for the whole teaching staff included: Active shooter, Title IX, Signs of Suicide, Anti Bullying, Special Education accommodations and modifications. This is tracked in the teacher portal to make it easier for the teacher to keep track of the PD hours for certification renewal.
 - iii. Mrs. Nichols presents on the Founders student's experience at Finlit 300 Competition. The team who joined Mrs. Nichols at this even placed in the top six teams in their first year of participation. Congratulations.

4. Faculty Representative's Report

- a. Bob Best reads statement submitted by Jane Cormier -- As we near the end of our academic year, the faculty is busy planning for finals and school year-end field trips, activities, and concerts. Contracts are still being offered to teachers. At our Staff Meeting on May 10th, faculty heard about ADP taking over the HR duties here at The Founders Academy. I have heard good things from faculty members regarding these changes and the presentation was well done and informative. As we near the end of our school year, we are already looking ahead to next year with expanded courses and protocols to serve our growing enrollment - very exciting time indeed!

5. Student Trustee's Report: [See here](#)

- a. Connor MacFarland presents

6. Board Business:

- a. [Organizational Chart 2019-2020](#)
 - i. **MOTION:** Kristy Ouellette motions to accept the 2019-2020 organizational chart as presented, Matt Mercier seconds. All in favor, none opposed, motion passes.
- b. Policy Committee Report. Kristy Ouellette presents
 - i. Policy [DZA](#) - Capital Asset Policy. After discussion with our auditors teh Business Office is recommending we lower the threshold of our capitalization to \$1,000 for all type of assets. Kim Lavallee clarifies this

will be retroactive to the beginning of this school year.

- ii. Policy [BG](#) - A parent brought forth a suggestion to the committee which had us review both his suggested policy and our current policy on how policies are reviewed, discussed and voted on for the school.
- c. Mission Committee -- Mrs. Humphrey would like to discuss this topic at the June meeting.

7. New Business:

- a. ADP -- Kim Lavalley reported the school and ADP have started the process of rolling out ADP as our human resources resource center and Health Insurance liaison. ADP presented the updated benefits to the teachers during our most recent Professional Development day. So far, we have received a lot of positive feedback from the teachers on the new and improved benefits.
- b. PTSA Report -- Elizabeth Sanville, President Founders PTSA
 - i. The newly voted Founders PTSA is in place and working hard to end the year with giving as much support and assistance as possible to the teachers, students and staff of our school.
 - ii. Teacher Appreciation Week was a great success. We are so thankful for all of our teachers at Founders.
 - iii. Mark your calendars, Friday, May 31st is our end of year Summer Send Off fundraising event. This event will be family friendly with Bingo, Outdoor games, a DJ, raffle tickets will be available and some of the prizes include: Tickets to The Palace Theatre, The Fisher Cats, Old Sturbridge Village, Alpine Treetop Adventures, Xtreme Craze and Wachusett Mountain. Other raffle items include gift cards from: The Copper Door, Frederick's Pastries, The Common Man, Otterbox, Wing It On and many more. Our goal is to purchase 50 Chromebooks to make available throughout the school for student use.

8. Public Comments

- a. None

9. Non-Public Session:

- a. **MOTION:** Kim Lavalley makes the motion to enter non-public session under RSA 91-A:3, II(c), Kristy Ouellette seconds. All in favor, non opposed, motion passes. Roll Call: Robert Best, Susan Lawton, Kim Lavalley, Kristy Ouellette, Matt Mercier, Mr. McKenzie, Mrs. Hayes, and Dean Mooney invited to stay.
- b. **MOTION:** upon exit closed session 7:15pm, Matt Mercier motions to seal the minutes and Kristy Ouellette seconds. Roll Call: Robert Best, Susan Lawton, Kim Lavalley, Kristy Ouellette, Matt Mercier. All in favor, non opposed, motion

passes.

10. **MOTION**: Kim Lavalée makes the motion to adjourn, Kristy Ouellette seconds. All in favor, non opposed, motion passes.

11. Next Meeting on June 19, 2019 at 5:30pm