



Board Meeting Minutes

February 17, 2021 at 5:30 pm

In Attendance: Robert Best (Chair), Patty Humphrey (Vice-Chair), Barbara Comtois (Treasurer), Scott Perron (Secretary), Sue Lawton, Kimberly Lavalley, Kyle Fox, Jane Cormier (faculty rep), Cassie Hayes (ex officio).

Call to Order: (Bob Best) 5:40pm

Pledge of Allegiance (Bob)

Moment of Silence (Bob)

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

1. **Secretary's Report** (Scott Perron) 5:42pm

a. [November 18, 2020 Meeting Minutes](#)

- **Motion:** to accept meeting minutes from 11/18/2020 Board Meeting made by Sue, Second by Kim
- **Roll call:** Bob; yes, Kim; yes, Sue; yes, Kyle; yes, Scott; yes. 5/0/0 - motion passed.

2. **Treasurer's Report:** [Board Budget Report for FY 2020 - 2021](#) (Kim) 5:43pm

- **Motion:** To accept the Treasurer's Report made by Scott, second by Kyle
- **Roll Call:** Bob; yes, Kim; yes, Sue; yes, Kyle; yes, Scott; yes. 5/0/0 - motion passed.

3. **Dean's Report:** See [here](#). (Cassie) 5:46pm

- Special Education Teacher Update:
 - Mr. Mazzone reported that Student Services is doing everything they can to connect and engage with the students
 - We are working on an effective system of communication for students, families, and teacher
 - We have a phenomenal team of paras who continue to reach out to remote students and give instruction to help make them feel connected
 - Truancy and attendance have been a challenge this year. For a good student when they miss a day of school it equals just a day. For a struggling student who misses a day of school it's the equivalent of 3 days missed
 - Of our current student body (355 enrolled) approximately 100 of our students receive services

- Director of Faculty Update (Christine Tyrie)
 - February began the Round Table pilot including Advisory days, fellowship days, and Admission days.
 - Teachers and students are encouraged to share ideas and suggestions with each other
- 8th Grade meeting (Cassie Hayes)
 - Families are being contacted by school counselors and Student Services department to discuss high school at TFA; these meetings and calls have been very successful
 - The plan is to start having these conversations with families next academic year starting in the fall
- Admissions Update (Cassie Hayes)
 - We currently have 355 students enrolled
 - We have 71 applications for the 2021/22 school year currently; 52 of which are complete
 - Open House on Feb 24 and March 3.
 - We have been doing more recruiting, including a radio interview, press releases, lawn signs, private tours, and incentives for current families
- Second Quarter Honor Roll
 - 71 students received high honors (4.0 or higher), 99 students received honor roll (3.33 - 3.99), and 31 students received honorable mention (3.00 - 3.32)
- Canvas Update (Mrs. Marcotte)
 - This is a learning management system
 - Piloted with a few teachers
 - GCR guardian notification
 - Canvas does not speak well with the portal
- Busing Update (Cassie Hayes)
 - Hub model still in place & likely will be for the remainder of the school year
 - TFA has to pay for a bus when we have school and Manchester does not; this has happened only 2 days this school year
- Long and short term planning (Cassie Hayes)
 - The Administration team is planning on meeting during February vacation to analyze data and create long term and short terms plans for the team and for the school
- Covid Relief Funding (Cassie Hayes)
 - TFA received \$137k in Covid relief funds from the state. Several upgrades including touchless faucets and water fill stations were installed, learning tools were purchased as well as other Covid needs
- Standardized Testing (Cassie Hayes)
 - SAS, SAT, and PSAT testing will all be done in person; there is no remote option
 - Less than 90% student participation comes with scoring penalties on our reports
- Thank Yous (Cassie Hayes)

- Many thank yous went out from Dean Hayes, which can be read in her report

4. Faculty Representative's Report: See [here](#). (Jane Cormier) 7:18pm

- There has been great dialogue with teachers
- Teachers are being flexible with going from in school to remote on short notice. School choice week was great with great feedback from the students
- Encourage active communication between the Board and faculty. The Board was encouraged to interact with teachers and see what's happening in the classroom.

5. Student Trustee's Report: See [here](#). (Connor MacFarland) 7:33pm

- Students are pulling together and helping remote students feel welcome and included via virtual lunches
- Connor's 3 years of service will be ending May and he hopes to leave good procedures for the incumbent

6. Board Business: (Scott Perron) 7:37pm

a. Review of the following policies:

- [DAF - Administration of Federal Grant Funds](#)
- [DJB - Purchasing Procedures](#)
- [DID - Inventory Management](#)

Motion: to adopt :all the policies above made by Sue, second by Kim

Roll Call: Bob; yes, Kim; yes, Sue; yes, Scott; yes, Kyle; yes, Patty; yes, Barb; yes
7/0/0 - motion passed

b. Review Form 990 (Kim Lavalley) 7:41pm

- Kim mentioned that Scott's and Kyle's names need to be included in the paperwork as well as Cassie Hayes as Dean of School
- Once reviewed this will be posted on the website for public view

c. [Review 2021 - 2022 Budget](#)

Motion: to adopt the 2021 - 2022 budget as written made by Sue, second by Scott

Roll Call: Bob; yes, Kim; yes, Sue; yes, Scott; yes, Kyle; yes, Patty; yes, Barb; abstain. 6/0/1 motion passed

d. COVID Update (Cassie Hayes) 7:57pm

- Ten students have tested positive and were isolate cases (3 were fully remote students)
- 6 staff members tested positive some were isolated cases. Three staff members in one area tested positive; health department was impressed that it was contained
- Parents have been awesome - keeping their kids home when they aren't feeling well etc

- Students are doing great with masks and social distancing
- e. [PTSG Board Report](#) (Elizabeth Sanville) 8:03pm
 - Penny wars has begun
 - Panera night 2/18
 - Donated \$100 for John Stark Day
 - \$100 donated to the snowman building contest
 - PTSG meets the first Tuesday of every month at 6:30pm
- 7. New Business: (Patty) 8:10pm
 - Patty reported that there will be a John Stark Day celebration
 - There will be music, drama, and an off campus treasure hunt
- 8. Public Comments: See Policy [BEDH](#) 8:13pm
 - **Elizabeth Sanville** is proud of the school and where the budget is now compared to a few years ago - well done!
 - **Michelle Smith** shared how her son said that TFA is doing an awesome job making students feel safe with discipline and with Covid
 - Michelle also mentioned that it may do TFA well to integrate more women and people of color so that all students have an example of ones that 'look like them' in the school
 - Michelle had a few ideas regarding recruitment including contacting museums and historical societies and sharing with other teachers at lower grades about TFA.
- 9. Non-public session:

Motion: to close the public session and enter the non-public session made by Sue, second by Kim.

Roll Call: Bob; yes, Patty; yes, Kyle; yes, Scott; yes, Kim; yes, Barb; yes, Sue; yes 7/0/0 - motion passed.

Meeting adjourned 8:23pm
- 10. Next Meeting: March 17, 2021 at 5:30pm

Respectfully submitted by -Lori Ragas, Board clerk