



Board Meeting Minutes

June 16, 2021 at 5:30 pm

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

Call to Order: 5:35pm (Bob B.)

Pledge of Allegiance (led by Jane C.)

Moment of Silence (Bob B.)

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

1. **Secretary's Report** 5:37pm (Scott P.)

a. [May 19, 2021 Board Meeting Minutes \(DRAFT\)](#)

One minor change was suggested; Mrs. Humphrey's first name should be capitalized in the 'motion to adjourn' section of the minutes.

With that change:

Motion: to accept the minutes as written with the amendment made by Sue L., seconded by Kyle F.

All in favor, none opposed, one abstention.

Motion passed 6/0/1

2. **Treasurer's Report:** 5:39pm (Barb C.)

a. [Board Budget Summer April 30, 2021](#)

- It was reported by Ms. Comtois that the school is in a very healthy position.
- A careful eye is being kept on the grants for expiration dates. Covid grants are being used first as they expire first.
- There was discussion about the roof and when it will need to be replaced. The cost to replace the roof will be approximately \$600k to \$700k - so for now, we keep patching as needed.

3. **Dean's Report:** See [here](#). 5:45pm (Cassie H.)

Student Services Update: 5:45pm (Chris Mazzone)

- Mr. Mazzone reported that the paraprofessional staff has been tremendous this year.
- Mr. Mazzone gave a big thank you to all the staff and faculty that have worked so hard through this school year.
- Mr. Mazzone reported that Angela Parent-Harrison, one of our school counselors is leaving and thanked her for her hard work and dedication to the students and to Founders.
- Mr. Mazzone gave a thank you to Greg McKenzie for his report on enrollment per grade; enrollment is stable.
- It was reported that the teachers are working hard to help their students with competency and credit recovery and to help the students make mastery.

Faculty Update: 6:03pm (Christine Tyrie)

- It was reported by Dr. Tyrie that she will continue to gather student report data throughout the summer months.
- Grade 7 and 8 SAS reports are going out this week.
- Professional Development courses are being formulated and ready for the fall and 21/22

school year.

- Staff newsletter will continue to be distributed and will include the mission of the school as well as in all Professional Development plans and the mission of the school will be kept at the forefront all year.
- The mission of Founders will be highlighted during orientation and in the reports to the Board.

Admissions Update: 6:13pm (Cassie H.)

- As reported by Dean Hayes, March (28 applications) and May (31 applications) were record-breaking months for applications submitted for the upcoming school year; the highest number of applications ever!
- As of now 160 applications have been submitted, of which 139 are complete (meaning all essential paperwork has been turned in).
- So far, there has been high traffic in June.
- A projected total of 400 students is very doable at this point.
- Summer camp registration has begun.
- Connecting with the community has been a huge push for Admissions.
- The Memorial Day flag fundraiser was a great success with \$840 total raised, of which \$420 went to the Yellow Ribbon Program.

Busing Update

- As of this meeting, the Manchester Transit Authority reports that there will not be door-to-door bus service for our students, but they will continue with the hub model. The difference will be in the number of hub locations; this year there were only 4; the upcoming school year there could be up to 8 or 10.
- A survey went out to all Manchester students to determine where the hubs are most needed. It is the notion that no student will be further than 1.4 miles from any given hub.

Student spotlight

- Sarah Fung did a news report on The Founders Academy, which the Dean was interviewed for and showed the Board. Ms. Fung did an excellent job on her report and Dean Hayes would like to include this piece on our website, with Ms. Fung's permission.

Thank yous

- Thank you to all the parents and students for being flexible and doing such a great job through this Covid year.
- Thank you to Matthew Lucht and Scott Perron for starting a chapter of the National Junior Honor Society (NJHS)
- Thank you to Kate Mote for the 2 fabulous plays put on by the students.
- A thank you goes to Christine Tyre for managing the SAS and WIDA state testing.
- A big thank you to Patty Humphrey (and her band of student volunteers) for a spectacular Field Day this year; the kids and adults had a great time. The level of engagement from everyone was great and everyone had a fun day.
- Thank you to Mr. Weekley for a successful high school field trip to Chucksters.
- Good luck to all the teachers who are moving on - Best of luck to you all!
- Good luck graduating class of 2021!

4. **Faculty Representative's Report:** See [here](#) 6:37pm (Jane C.)

- Ms Cormier reported that the faculty have been preparing for summer by inputting final grades.
- There were 2 plays this year that were both excellent.
- The choral concert was cancelled, however the students were able to come to the school to record the songs that they would have performed. One of the students' parents is going to clean up the audio for the final version.
- The chorus students went on a field trip to see a movie in the spring, which was a great success.
- Ms. Cormier reported that this would be her final year as Faculty Representative.
- She suggested to the Board that the Faculty Representative should have more of a voice so that issues in communication can be fixed early on.
- The successor to this position will work with the Dean and the Board toward the same goals.

- If the Faculty representative cannot make it to a Board meeting, a proxy may attend.
- It was explained by the Board that any grievances and/or complaints should go to the Dean of school and not to the Board. It is the Dean's job to bring those issues to the attention of the Board.
- There was mention of the survey that went out regarding opening the school 5 days per week that wasn't seen by many Board members.
- The Board reiterated that it is the Dean's responsibility to balance faculty needs, student needs, and parent needs. Every decision is made by the Dean with careful consideration to all input and for the best outcome for the students.

5. **Student Trustee's Report:** See here
There was no Student Trustee report

6. **Board Business:**

- a. Organization 2021-2022
 - There are several positions up for election this year.
 - For a 2 year term, **Kyle Fox's** position is up. Kyle was nominated for election to the same position for another 2 year term. Patty nominated Kyle, Scott seconded the nomination.
 - **Vote passed 7/0/0**
 - The **Treasurer** position was up for election. Nomination for **Barbara Comtois** for a 1 year term was made by Patty H., seconded by Kyle F.
 - **Vote passed 7/0/0**
 - **Secretary position**, 1 year term, Kim L. nominated Sue L., seconded by Scott P.
 - **Vote passed 7/0/0**
 - **Chair of the Board** - Kim nominated **Bob B.**, seconded by Scott P.
 - **Vote passed 7/0/0**
 - **Vice Chair of the Board** - Bob nominated **Patty H.**, seconded by Kim L.
 - **Vote passed 7/0/0.**
 - There was discussion regarding the Parenting Advisory Committee (PAC) and how they will be involved in the coming year. The Board believes the PAC should have significant involvement in connecting parents with the Board. The PAC should have a significant role in the appointment of Board members.
 - It was suggested that Bob B. attend a PAC meeting to set the expectations of what is expected of this group.
 - The policy will be amended - 2A - how the chair is selected, and 3A include the word 'annually'. Bob B. will wordsmith the policy and do a public reading at the next Board meeting.
 - The Board meetings for the upcoming school year will be posted on the website. They will continue to be the third Wednesday of each month. The non-public sessions will begin at 6pm and public sessions will begin at 7pm as voted on by the Board 7/0/0
- b. [Mission Committee Report](#) 8:33pm (Patty H.)
 - Ms. Humphrey reported that Dean Hayes has done a tremendous job promoting the mission of the school.
 - In fall orientation, the Mission of the school should be highlighted.
 - Mrs. Humphrey suggested that a student should be appointed to raise and lower the American flag each morning.
 - Ms. Humphrey also suggested that a student leader should be chosen for graduation and also 8th grade step up day. And along with student of the quarter, it was suggested that there be a 'Leader of the Year' as well.
- c. [PTSG Report](#) 8:53pm (Elizabeth Sanville)
 - Mrs. Sanville reported that certificates, awards, and pins were distributed to all honor and high honors students on June 7.
 - It was also reported that the projected budget for next year is \$9700. \$6800 was raised this past school year and all the money went back into the school; it was a great year. The next PTSG meeting will be in September 2021.
- d. **Staffing Update** 8:55pm (Cassie Hayes)
 - New teachers have been hired for History, English, Special Education, and a new

Guidance Counselor has been hired as well. There was a need for an Administrative Assistant, which has been filled as well as a part-time Chorus teacher for Level 1 chorus. There was no change in the net budget as all monies were within the budget for all hires.

- The only position vacant at this time is a Computer Science teacher. Dean Hayes will email the amended budget to the Board.
- **Motion:** to accept staffing positions as reported and the budget as amended made by Kim, seconded by Barb.
- **Motion passed:** 7/0/0

e. Discussion on **Teacher Renewal Committee**
Tabled until August 2021

f. **ESSER update** 9:03pm (Cassie H.)

- Covid grants are coming in. Dean Hayes reported that a survey will go out in the Parent newsletter regarding the re-opening plan. According to Dean Hayes, the re-opening plan is the same as the one used last year, but some restrictions will likely be lifted.
- Dean Hayes gave the required documents to each Board member.
- The audit of the grants was done and the auditor was quite impressed with the work that Dean Hayes had done. The paperwork was complete and in perfect order.

7. **New Business:** 9:09pm

There was no new business to report.

8. **Public Comments:** See Policy [BEDH](#) 9:11pm

Elizabeth Sanville reported that the presentation done by the students regarding summer assignments

9. **Non-public session:** 9:19pm

According to 91-A:3, IIC a vote was taken to move into the non-public season.

All in favor, none opposed

Motion passed 7/0/0

10. **Next Meeting:** August 18, 2021 at 7pm.