



## **Board Meeting Minutes**

### **Wednesday, April 19, 2023 at 6:30 pm**

**In attendance:** Bob Best (Chair), Kim Lavalley (Vice Chair) via zoom, Patty Humphrey (Secretary), Kyle Fox (Treasurer), Frank Weiss, and Cassie Hayes (ex officio)

**Absent:** John Bauer, Sophia Burden (Student Rep)

Call to Order: (Bob B.) 6:43pm

Pledge of Allegiance – Several students lead the pledge

Moment of Silence

Reading of the [Mission Statement](#)

1. **Public Comments:** (See Policy [BEDH](#)) 6:45pm  
No public comments

Bob B. presented a question to the Board members: What are 5 words or phrases that embody the mission at The Founders Academy?

**Patty H.** mentioned; building character, upholding values,

**Kyle F.** stated; classical education, civic virtue, moral character, principles of our Founding Fathers,

**Kim L.** mentioned; developing the whole child, classical education, liberty, respect

**Frank W.** stated; tradition, honor, integrity, foundational history, and legacy

**Bob B** mentioned; liberty, character, community, scholarship, and respect for all people

Then ensued a discussion of how it is difficult to define in 5 terms the mission handed down by the founders. To maintain the mission, we need knowledge and virtue in our citizens; leadership and history are a part of the liberty and love of our country – it's what binds the citizens to be a part of democracy. We need to keep the ideas that we want to embrace and embody.

1. **Secretary's Report:** (Patty H.) 7:25pm
  - a. [Draft March 15, 2023 Meeting Minutes](#)
    - Patty H. suggested that her comments regarding the mission statement should read, "mission-related activity" should be incorporated into each Dean's report and newsletter.
    - Frank W. said that his comment should read "requested contact information" not 'will call'.
    - **Motion:** To accept the minutes with these adjustments made by Patty H.
    - **Second:** by Kyle F.
    - **Vote:** Passed 6/0/0

2. Treasurer's Report: (Kyle F.) 7:29pm

- a. [Board Budget Report for FY 2022- 2023 Period Covered 7/1/2022 through 2/28/2023](#)
  - b. [Cash Flow Chart](#)
  - c. [Expense Graph](#)
  - d. [Income Graph](#)
  - e. [Budget Update](#) and [narrative](#)
  - f. Annual Fund and other contributions review
- Kyle reviewed the income and expense graphs stating that the numbers are trending in the same direction as last year and we are trying to predict where we might be at the end of this fiscal year.
  - Kyle also reviewed the End of Year Cash Flow chart and pointed out that there is no additional Covid money coming in.
  - The growth in student population has helped with the income, but it will also affect expenses as well.
  - Kyle pointed out that the summer borrowing of the \$300k line of credit was at between 3-5% interest, but has increased to 8-9% interest. He would like to up enough to have an operational reserve and a capital reserve; that is the goal we are working towards.
  - One of the challenges has been the roof fund. Some grant money was not available after further review and \$286k is owed for the roof, which is being paid monthly. This does not include a loan from the foundation.
  - The annual fund contribution is \$24, 434 (not including the calendar raffle).
  - A big thank you to Christine N (Business Manager) for working with the airport to negotiate the land lease that was re-structured over the next few years.
  - Individual contributions from parents, John Stark Day proceeds, Day of Giving, \$500 donation, and a \$5000 annual donation make up the annual fund. This excludes the charitable gaming, which is not included yet.
  - **Motion:** to accept the Treasurer's report as presented made by Frank W.
  - **Second:** Patty H.
  - **Vote:** Passes 6/0/0

3. Dean's Report: (Cassie H.)

- a. See [here](#)

**Dean of Students Report** (Jackie M.) 7:17pm

- Jackie M. introduced herself as the Dean of Students for the 8th grade.
- She talked about the 7th grade intervention and the behavioral plan that was created to address issues that have arisen since February vacation.
- There have been some write-ups but they are less intense. Still challenging, but pulling parents into the discussion has been helping.
- Teachers have seen an improvement in classroom behaviors, with less disruptions and improved morale in the classroom; students are being held accountable for their behaviors.
- Some consequences include lunch detention, apologies both verbal and written, conversation with parents, check ins with faculty and/or Dean of Students, or out of school suspensions when warranted.
- Faculty are anticipating a strong finish to the school year.
- Fun events are being planned for the end of the school year including field trips and a fun field day.
- One Board member asked how the Board can support the Deans of Students. Jackie M. was very appreciative of the offer and ensured she would ask faculty their input and get back to the Board with suggestions.

- It was also mentioned that character has to be taught and that we should continue to have standards that are reachable.

#### **Student Services Report** (written by Michelle S. - presented by Cassie H.) 7:51pm

- Cassie reported that Michelle S. has been very busy with all grades; with 8th and 9th graders participating in a suicide prevention curriculum to help the students learn the warning signs, coping strategies, and how to act in a situation. All parents were notified prior to the implementation and had the option of opting out if they preferred.
- Michelle S. took several students on a college tour and taught them what to look for while touring, asking the right questions, and learning all they needed to learn for tours they will go on in the future.
- Michelle S. is working with the juniors and seniors to ensure they have enough credits, college planning, career planning, and helping with the transition process from high school to their future plans.
- It was mentioned that most of the students from Founders head off to college upon graduation, but it was also stated that it should be okay if the student wants to choose a career path or go to a vocational school instead. It was mentioned that the students should be told that it is okay not to go to a career as well; there are many options and all should be considered.

#### **Curriculum Update** (Cassie H.)

- Cassie reviewed the report stating that 64% of 10th graders took the PSATs.
- Cassie also mentioned that the hope is that more students would take tests when they are offered. When a student opts out of testing, the test gets rated as a zero and shows as not proficient.

#### **Admissions Update**

- Cassie H. is committed to meeting with all new families and has met with 23 families so far.
- Cassie said she is able to answer all their questions and the meetings have been very informative.
- This is a time of reminding the families of the Code of Conduct, behavior expectations, and mastery expectations.

#### **John Stark Day**

- Brought in \$8025 from sponsorships, donations, and participation.
- It was a great success and is anticipated that it will grow and become better each year.

#### **Mission in Motion**

- Professional Development day was attended by faculty and the mission was the focus; including how to make sure we as a school show the community our mission.
- There is a plan to have bi-weekly editions of Mission in Motion. Cassie H. presented slides to the Board showing what was discussed and what the future plans are for this group.

#### **Summer Send Off**

- The PTSG is planning the summer send off, which is a great event for all the families to be together and celebrate the school year.
- The even this year is May 20th at 5pm
- The PTSG so far has over \$6500 worth of raffle prizes and are still looking for more.

#### **Save the Date**

- The NH Charter School Alliance is hosting an event at the Puritan BackRoom on April 20th.
- Cassie wanted to let the Board know that we are still struggling to get a high engagement from families for testing. Many families opt out of the test.
- When students opt out, they receive a 'not proficient' and that shows poorly on the school if too many students opt out; it is not a true representation of how the school is doing.
- A big thank you goes out to the Senate hosting movie night.
- A thank you to Mrs. Smith for taking students to Plymouth State University for a college visit and to all John Stark donors and scavenger participants.
- Congratulations to the band students for successful concerts in May (being held May 4th at 7pm at Souhegan high school), to the cast of The Importance of Being Earnest, and to the newly inducted members of the NHS and NJHS.
- It was stated by a Board member that Mr. Tellier is doing a great job with the band - the high school band was phenomenal. There

4. Faculty Representative's Report: (Kate R.) 6:59pm

- a. See [here](#)
  - The NHS and NJHS induction ceremony was a great success. The room was packed and it was a great celebration.
  - Several 5th grade students were invited to present their PBL projects to the Board
  - The students were in small groups, read a book, and worked on the presentation together.
  - Emily, Jemma, and Ari presented first and spoke of their book, Sofia's War. They did a great job and impressed the Board, who did have a few questions at the end of their presentation, which were answered beautifully.
  - Brody and Ryan presented their project on The Winter People and equally impressed the Board. The Board had several questions for this group as well, and the boys did a great job with their answers.

5. Student Trustee's Report: (Sophia B.) 8:31pm

- a. See here  
No Student Report

6. Board Business:

- a. [PTSG Report](#) (presented by Cassie H.) 8:33pm
  - The PTSG is working on the Summer send off
  - They are working on a Scratch Ticket Fundraiser that just launched
  - They are hoping to have an ice-cream social or other get together over the summer for new families
  - Bagels, cream cheese, & coffee will be provided to all faculty & staff on May 12th for Staff Development Day.
  - Elections for the 2023/24 school year will be held during the June general meeting; there are several vacancies.
- b. Mission Committee Report - nothing to report
- c. [23-24 Calendar Review](#) (Cassie H.) 8:39pm  
The calendar was reviewed and a couple of changes were suggested for the key, which will be made

**Motion:** to approve the calendar for the 23/24 school year with suggested amendments made by Kyle F.

**Second:** Frank W.

**Vote:** 5/0/0

- d. Grant General Assurances Review (Cassie H.) 8:45pm
  - This document is signed each year to show the rules are followed. It needs to be initialed and signed and sent back to the state
  - Cassie H. is represented as the grant manager and Christine N. tracks all the money and how it is spent to ensure that nothing is mismanaged
  - There are procedures to be added and a policy meeting in the next several weeks.
  - It takes time and effort to report and track everything. The DOE would like things tightened up
  - Procurement procedures are to be followed when it is over a specific dollar amount.
- e. Federal grant audit update
  - The financials are clean but we will need to create a few policies and procedures for receiving and handling Federal funds. The DOE is helping with policy information so that all corrective action will be on time.
- f. Review mission statement
  - The Board would like to invite the community to help with a revised mission statement
  - It should be clear, concise, and specific to our school
- g. Board consideration of parent board member Bill Roy (Patty H.) 6:57pm
  - Patty H. stated that Bill Roy is the grandparent of a Founders student
  - He is involved with the Veterans Association, which fits well with the mission of the school
  - He has been involved in Boys and Girls State, presented to teachers at the school, and has been involved in fundraising
  - He is submitting paperwork to the casino for charitable gaming as a fundraiser for the school and is a major contributor to Founders
  - The Board was introduced to Mr. Roy several months ago at a Board meeting and Bob B. was privileged to nominate Bill to become a Board member.
  - **Motion:** to invite Mr. Roy to become a Board member for the remainder of this school year and through the end of the 2023/24 school year.
  - **Second:** Frank W.
  - **Vote:** 5/0/0
  - Congratulations Mr. Roy!
7. New Business 8:53pm
  - When will the budget be approved?
  - Next meeting, May 17th
  - It was asked that Christine N. please include the 2022 actuals in the budget for that meeting
  - It was asked what the fiscal year was - July 1st - June 30th
8. Non-Public Session
  - Non public session was held prior to the Board meeting

9. Next Meeting: 6:30pm, Wednesday, May 17, 2023
- **Motion:** to adjourn the meeting made by Frank W.
  - **Second:** Kyle F.
  - **Vote:** 5/0/0
  - Meeting adjourned at 8:55pm