



## **Board Meeting Minutes**

**Wednesday, March 15, 2023 at 6:30 pm**

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

**Call to Order:** (Bob B.) 6:35pm

Pledge of Allegiance

Moment of Silence

Reading of the [Mission Statement](#)

1. **Public Comments:** (See Policy [BEDH](#)) 6:39pm  
No public comments
2. **Secretary's Report:** (Patty H.) 6:39pm
  - a. [February 15, 2023 DRAFT Minutes](#)
    - It was suggested that Mr. Roy looking into the charitable gambling idea for fundraising for the school should be added to the minutes.
    - **Motion:** to approve the minutes with the additional information from Mr. Roy, made by Kyle F.
    - **Second:** by Frank W.
    - **Vote:** Passed 6/0/0
3. **Treasurer's Report:** (Kyle F.) 6:41pm
  - a. [Board Budget Report for FY 2022- 2023 Period Covered 7/1/2022 through 1/31/2023](#)
  - b. [FY 22-23 Income Summary Graph](#)
    - [FY 22-23 Expense Summary Graph](#)
    - Kyle reviewed the documents and presented them to the group. It was mentioned that the budget is tight through the end of the school year.
    - Kyle stated that in January, the income out-paced expenses.
    - No adjustments are necessary and there will be no big surprises.
    - No other revenue is due to come in and no check from the state is expected until June.
    - **Motion:** To accept the reports as presented, made by Frank W.
    - **Second:** by Patty H.
    - **Vote:** Passed 6/0/0

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

a. See [here](#)

- At 6:37pm Dean Hayes introduced Mr. Belanger, the Dean of Students for 5th and 6th grades to give the Dean of Students report.
- Mr. Belanger reported that within the past month guidance and Student Services have gotten together with all the Deans of students to ensure they were all on the same page as far as discipline goes.
- There have been more issues within the 7th graders than all other grades.
- A zero tolerance for behaviors in the 7th grade has been put into place as some students' behaviors are becoming a distraction to others.
- Individual Behavior Plans have been put into place to attach these behaviors; a number of students have had IBP implemented
- They have been meeting with students and families of the students that are not making mastery and working on plans to help them achieve mastery.
- 6:45pm it was reported by Dean Hayes that a lot of work has been done to assist high school students with college planning.
- A program called SCOIR has been launched for students in 9th -12th grades. TFA has had and paid for the SCOIR program, but it has never really gotten off the ground until Mrs. Smith has taken control of it. It may be up for renewal this year and is only a couple of hundred dollars to renew for 3 years.
- Mrs. Smith has been working with Manchester Mental Health in assisting students who require this type of counseling. If the school refers a student to MMH, they jump to the head of the line instead of being put on a (4-5 month) wait list.
- There are more acceptances to colleges and Dean Hayes encouraged the Board to look at the bulletin board in the hallway to see how many college acceptances there are.
- At 6:51pm Dean Hayes reported that Dr. Tyrie's report states that TFA is still using Moby Max for testing, but is looking into other programs as well.
- Moby Max is still helpful when used correctly, but there may be other programs out there that will collect data.
- Algebra and Geometry are continuing to be combined classes
- There is going to be a big overhaul in the Science department
- The AP program and running start is going to be implemented
- Dean Hayes reported that there are no AP courses being offered currently at Founders. Students can take the AP test even if they aren't taking AP courses.
- VLACS does offer AP classes. We have a handful of students who want to take AP courses, but no staff to teach them.
- Dean Hayes reported that the admissions deadline has been extended to March 16th. At this time grades 6, 9, 10, and 11 are capped and will be closed and go to a waitlist. There is still room in the 5th, 7th, & 8th grades.
- The budget set for the '23/24 school year is based on 445 projected students.
- Enrollment this year is at 420 students.
- John Stark day fundraising is up to \$7000 in sponsorship - the Dean would like to see it at \$10,000.

- A donor database has been purchased and is being built to keep better track of our donors and help with reaching out year after year.
- Founders is hosting a job fair on March 28th from 4pm- 7pm. Board members are welcome to come and meet candidates and share their enthusiasm for the school.
- Thank you goes out to the senior class for a successful BINGO night, to Mrs. Smith for a successful College planning night, the band department for a wonderful band concert.
- SATs, SAS and PSAT testing will be taking place in the months of March, April, and May.
- A special congratulations to Sienna Muccioli for winning Miss Teen NH, which puts emphasis on leadership and community involvement.
- Congratulations to Francesca V. for the Good Citizen Award she received. This is a special award and shows how Founders is raising up great leaders.

5. Faculty Representative's Report: (Presented by Cassie H.) 7:05pm

- a. See [here](#)
  - The induction ceremony for the NHS and the NJHS is being combined and will be held at Founders Academy on April 13th at 6pm.
  - Having a Board member speak at the induction ceremony would be welcomed.

6. Student Trustee's Report: (Cassie H.) 7:09pm

- a. [Feedback from the House of Representatives](#)
  - Ms. Hayes reported that the students enjoy all the clubs and extracurricular activities that are offered.
  - Dean Hayes reported that the clubs are very student specific and student driven. The students come up with ideas for clubs, acquire a teacher representative, decide on the day, and recruit attendees.
  - Asked what students like about TFA some students said the arts, others mentioned how they like that the academics are rigorous and help prepare them for high school.

7. Board Business:

- a. **Mission Report** (Patty H.) 7:11pm
  - Ms. Humphrey stated that she hasn't spent much time at the school lately, maybe just 1 day per week. She is working on a mission-related activity.
  - Ms. Humphrey would like to see the mission statement featured in the Dean's report each month. She would also like to see the mission incorporated into the newsletter each week; including interesting things about the mission.
  - Ms. Humphrey stated that it's a bit frustrating only having 2 students on the Bill of Rights club - there should have been more students, ideally 5-7 students would be better.

- She stated that the students participating in the club are having a great time learning about the Bill of Rights and it's important that more students participate.
- She would like to see the mission to be stronger throughout the school; it should be in every part of every report including Admissions.
- The question was put out there, "How do we approach the budget with the mission in mind?" "How do we relate the budget back to the mission?"
- The Board discussed different ways to keep the mission in the forefront of everything we do.

**b. PSTG Report**

No PTSG Report

**c. [FY 23-24 Budget](#) (Cassie H.) 7:21pm**

- Dean Hayes started by thanking Christine Nassiopoulos for all her hard work on the budget.
- The proposed budget for the 23/24 school year is based on 445 projected students.
- All grants are very specific and have to be spent on the very specific items that are stated in the grant proposal.
- COVID grants are being done away with this year.
- Title 1 is for at risk students - as identified by several criteria
- Title 2 is for Professional Development
- Title 3 is for English language learners
- Title 4 is for curriculum and program enhancements
- The annual fund is at \$30k currently and it was proposed to raise that amount. It was asked how much the Board is willing to commit to raising it. Some discussion ensued - a vote was made later in the evening to increase the annual fund by \$10,000
- It was stated that the Board should concentrate on just 1 or 2 areas of fundraising and do them well.
- It was stated that if Mr. Roy's gaming idea pans out, it will raise much more money in a shorter time; it could start as early as June.
- Special Education is changing. It is being restructured using less staff members. If there are more students next year it will be re-evaluated.
- There were salary and benefits increases as we transitioned from ADP to Quickbooks. Some employees (5) ended up paying more for their benefits and TFA has paid the difference. It was agreed that this should not be the 'norm' for TFA to pay the difference, so the discussion led to having this begin to faze out starting in 2023 and TFA only pay  $\frac{2}{3}$  of the difference and in 2024 TFA pays  $\frac{1}{3}$  and then going forward paying zero.
- Dean Hayes wanted it noted that the \$0 for Short & Long term disability were rolled into a different structure - both STD & LTD are still intact.

- The building reserve will be physically in an account and the Board should be able to vote on where funds are designated as these are unrestricted funds.
- It was expressed that Cassie H. and Christine N. did a great job with the limited funds available. It was a lot of hard work and with all the challenges of a very tight budget, they made it work.
- One Board member is confident that the legislative decisions for more funding for charter schools will be implemented for the 24/25 school and make budgeting much easier.
- **Motion:** to take the remainder of the budget revised to improve the line items; instructional, guidance, support staff, and administration and to add fiscal '22 actuals to another column, made by Kyle F.
- **Second:** by John Bauer
- **Vote:** Passed 6/0/0
- It was stated that the salary portion of the budget should be approved to ensure Dean Hayes the opportunity to make offers to faculty.
- It was reported by a Board member that the monthly rent for the lease of the land will increase \$860 per month (\$10,323 p/yr) starting March 1, 2023.
- One Board member is confident that the current fundraising in addition to the gala that Patty H. is planning and the charitable gaming fundraising that Mr. Roy is implementing will aid in raising enough funds to cover the increase in rent.
- Regarding the line for "Professional fees - legal" This is just a best practice IF something were to occur. There is no reason to believe anything is anticipated. Reason for Legal fees is just a best practice that any industry should have in place.
- There are many opportunities to give student speeches, Chamber of Commerce, Debate club
- Salaries are being worked on - it's a process
- The Board is aware that teacher salaries are a priority and will do everything they can to increase them as they have the funds to do so
- It was discussed that we should lead by example and offer more money to teachers that do more missions-minded projects
- Reward behaviors that teach students to lead.

d. [The Founders Academy Budget FY24](#)

e. **Updated Employee Agreement (Bob B.) 8:43pm**

- There is going to be a big shift for employees. Typically the faculty contracts go from August to June with the option of taking their pay through 26 weeks or they could take pay only for August through June.
- Pay current employees the way they have requested.
- Next year, pay will ensue from August through June and we will transition to one system within one year (2024), setting aside 11% if chosen.

- There should be an addendum to incorporate the change going forward.
- New employees will not have that option going forward.
- The goal is to have all contracts out in early April.
- IE to merge with 2B - Bob to re-word it.
- Faculty requirements are for 175 total days of school of which 157 are instructional with the remainder for Professional Development.
- There are up to 6 days allowed for snow days before any days are added to the school year. With the possibility of a remote day instead of a traditional snow day, makes the chance for extending the school year nil
- **Motion:** To accept the Employee Agreement as written, made by John B.
- **Second:** Made by Kyle F.
- **Vote:** Passed 6/0/0

8. New Business:

- It was stated by a Board member that we need more Board members. Ms. Humphrey is willing to call some parents to solicit their help.
- It was also stated that we should invite Bill Roy to the next Board meeting and vote him in as a new Board member
- There is no update on the phone system. Frank W. requested contact information Matt at Acapella for an update.

9. Non-Public Session:

No non-public session

10. Next Meeting: Wednesday, April 19, 2023 at 6:30pm

**Motion:** to adjourn Made by Frank W,

**Second:** by Kyle F.

**Vote:** Passed 6/0/0

Meeting adjourned 9:09pm