



## **Board Meeting Minutes**

Wednesday, November 30, 2022 at 6:30 pm

**In attendance:** Robert Best (Chair), Kim Lavallee (Vice Chair), Kyle Fox (Treasurer), Patty Humphrey (Secretary, via zoom), Frank Weiss, Sophie Warfield (Student Representative), Cassie Hayes (ex officio).

**Absent:** Angela Seggie

Call to Order: (Bob B.) 6:37pm

Pledge of Allegiance (Bob B.)

Moment of Silence (Bob B.)

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

**Board Mission Discussion:** *How does a charter school instill in students the value of liberty?* (Bob B.) 7:53pm

- The discussion started when a member talked about how important liberty (freedom is). Liberty is valuable and freedom matters.
- It was mentioned that the Bill of Rights should be learned and that everyone should know what the Bill of Rights is and how it's connected to the school's mission. It was stated that the Bill of Rights is also a Bill of Responsibility.
- Regarding the First Amendment; yes, there is freedom of speech, but what a lot of people don't know or forget is that what we say can have repercussions.
- There are so many channels used nowadays to put our thoughts out to the public ie; facebook, Linked In, Instagram etc. People have to learn to be accountable and take responsibility for what they say and type on social media
- One Board member was passionate about letting all students feel the freedom of being able to speak and disagree, but still able to think their own thoughts. Sometimes listening to others can make a person change the way they think. Discussion is good and should be a back and forth exchange.
- Bob B. then suggested that if other Board members want to choose the topic of discussion each month, he would be happy to hear any and all suggestions.

1. **Public Comments:** (See Policy [BEDH](#)) 7:01pm

- Michelle S. shared that she has a unique perspective being a parent and also a guidance counselor at the school; she is personally invested in middle school because of her children and invested in high school as a counselor.
- Since the beginning of school she has seen a positive change in the students as far as accountability goes.
- Faculty feels they are being supported and the Dean of Students for each grade is working well. The culture of the school is changing.

- She believes there should be a stringent screening process for new students. Parents and students should be strictly told just how rigid the academics are and what the behavior policy is; we need to be straight forward right from Day one.
- Sometimes Founders Academy is not the right fit for a family and that's okay. We need to be more transparent and families need to understand the academics.
- Mrs S. stated that she was concerned about the new Board member that is being considered. She stated that a lot of people didn't know that someone was being considered and that a lot of people don't see the agenda and don't know what is coming up at the next meeting.
- She was also concerned about the topic of pronouns being discussed – she is concerned that there may not be serious consultation with faculty, staff, and Student Services before any implementation happens.
- She believes that the Board should consult with Student Services .
- She stated she has personal and professional opinions, and this topic of pronouns should be discussed at the professional level.
- One thing that concerned Mrs. S. is that many faculty members resign late in the summer and it is difficult to fill the vacant positions with good candidates at that late date. She is suggesting that faculty let their expectations be known by July 1st, that way the Dean has time to choose from top candidates early on. Highly qualified candidates are hard to find, but if we start the search earlier, the best pool of candidates will be available.

2. **Secretary's Report:** (Patty H.) 8:07pm

- a. See [here](#)

**Motion:** To approve the minutes as written with no changes, made by Kyle Fox

**Seconded by:** Kim Lavallee

**Vote:** 5/0/1

3. **Treasurer's Report:** (Kyle F.) 8:09pm

- a. [Board Budget Report for FY 2022- 2023 Period Covered 7/1/2022 through 9/30/2022](#)
- Cassie H. is to meet with accountant to develop a budget for fiscal year 2024
  - There will be an opportunity for faculty & staff to be made aware of what is proposed before the Board meeting
  - It is going to be a tight budget
  - There have been significant phone issues for quite some time and the current phone system is a liability; and there is no budget for a new phone system
  - Cassie H is going to meet with the current phone provider to figure out what needs are and cost of a new system and it needs to happen sooner than later.
  - There may be grant money available to help pay for the new system; Cassie H. will look into it
  - Cassie H. stated there is a meeting on Dec. 22nd at 11am and would appreciate support from others who know more about this type of technology better than

she. Both Kyle F. and Frank W. said they would join Cassie at that meeting to help

b. Treasurer's Report

- Kyle F. reviewed the report and mentioned that finances should improve going forward
- His graph shows the comparison between last year and this year
- There are no unanticipated expenses coming up

**Motion:** To approve the Treasurer's report as presented, made by Kim L.

**Seconded by:** Frank W.

**Vote:** 6/0/0

4. Dean's Report: (Cassie H.) 8:33pm

a. See [here](#)

- **Lois H.** gave the Dean of Students report this month. She mentioned that she has been overseeing the afternoon detentions at school from 3:20pm - 4:10pm on Tuesdays and Thursdays
- She has the students examine what behaviors brought them to a detention in the first place and helps to set expectations while there
- She ensures that the students make amends at some point to the person they disrespected and is teaching them restorative practices
- Lois H. stated that in the month that the detentions have been implemented she has seen improvement in behaviors and she believes it is helping with behavior problems
- The Board thanked Lois for her work on this issue
- The floor was given to **Michelle S.** so she could review the report from Student Services included in the Dean's report
- She mentioned that there have been 5 acceptances to colleges and will work on the acceptance wall in the main hallway
- All high school students have a Google classroom for counseling, discussion, and resources for setting goals, AP exam etc.
- Parent conferences went well; the counselors were engaged 90% of the day with parents
- Michelle S. is taking courses on mental health and reassured the Board that the issues Founders is facing are not just a Founders issue, but nation-wide in all schools
- Tutor.com is a free tutoring app for 6th-12th grades that is free for these students. Students can get help with homework and in specific studies.
- Michelle S. is looking into a database to manage college applications and test scores. She also mentioned that Student Services could really use a nice color printer!
- **Christine T.** was given the floor to speak about curriculum. TFA was selected by Milford Subaru and gave \$3000 to the school for specific classrooms. Dean Hayes chose 6 teachers and gave \$500 each to order Art and Science supplies.
- Science teachers spoke together to address the biggest needs and items were purchased for classrooms and labs.

- Christine T. wanted to publicly thank Milford Subaru for the donation and the students will take pictures of their artwork and Science projects and send a thank you to Milford Subaru
  - **Cassie H.** gave the Admissions update. She stated that having Board members attend Open Houses and info nights is helpful and she encourages it; Board members mentioned that they enjoy attending and will help in whatever role is needed
  - Cassie H. will send a list of all 2023 dates as they become available
  - Day of giving netted \$5, 808.88. A big thank you to Mrs. Forsyth for all the work she and the students did in the car lines to raise money for the school
  - The calendar raffle raised \$11,930 – another big thank you to Mrs. Forsyth for heading up that project as well
  - The next projects on the list are the angel tree and Salvation Army Toy drive
5. **Faculty Representative's Report:** see [here](#) (Read by Cassie H.) 9:01pm
- Cassie H. recapped the Faculty Rep report by stating the Angel tree project was in full swing
  - She also mentioned the Toy drive this year that the 5th and 9th grades will be organizing together
  - Upcoming concerts are the week of December 12th
  - Cassie H. also highlighted the upcoming Scholastic Book Fair during the school day the week of December 12th and the evening of the concert on the 12th
6. **Student Trustee's Report:** see here (Sophia W.) 6:39pm
- The only real issue that Sophia brought up to the Board was that some students have struggled with the staffing issues – they are worried about not getting assignments necessary and having too many study hall
  - There are new permanent substitute teachers, but having a permanent regular teacher is best. Most recently new positions have been filled and students are getting assignments and feeling a little better about staffing
7. **Board Business:** (Various presenters)
- a. **Presentation from Sarah Andrews on Fundraising**
    - Sarah was invited by Kim L. to speak to the Board about ideas on fundraising
    - Her company helps with different strategies; she has been doing this for 20+ years and stated that she has done some work with SPARK Academy and thought her company would be a good fit for Founders too
    - She has experience in planning, grant writing, writing newsletters, and million dollar grants for clients
    - Ms. Andrews does annual planning according to the needs of the school; it is specifically made for each school, not cookie cutter approach
    - She suggested that she could put a full proposal together to be presented to the Board at a future meeting and see what the interest is
    - Ms. Andrews spoke about the opportunity to identify donors and the importance of having a good database for donor records

- Kim L. stated that this approach has been very successful for SPARK Academy and sounds like a great opportunity to meet with Ms. Andrews and give Founders ideas and support and provide other unique avenues for creating revenue
  - Several Board members appreciated Ms. Andrews coming in and giving a broad overview of what she does
  - Ms. Andrews stated that the scope of the work she does varies from client to client and she can help at the front end and will be there to support throughout the process
  - She will look at obstacles and realize the priorities for Founders
  - She will look at the budget and approach; she is willing to do the work and will work collaboratively with staff at Founders
  - A donor database will be a great tool for tracking and thanking donors. Having a system in place to do monthly donor reports; a database will help keep track of this
  - Several Board members suggested that this sounds like a very good idea. It may need another meeting to discuss and learn more and see Ms. Andrew's full proposal
- b. New board member nomination 7:39pm**
- John Bauer was introduced to the Board as a parent interested in the parent position on the Board. He mentioned that his son has been at Founders for several years; Founders has been a perfect fit for his son and Mr. Bauer feels that Founders has been a real gem
  - Mr. Bauer is aware that there are 3 positions open at this time and is very interested in serving on the Board. He is committed to staying on the Board for his full one-year term
  - It was stated that there are several positions within the Board that Mr. Bauer could serve including Strategic Planning, Finance, HR, Personnel, Parent Advisory Committee, and Policy; Mr. Bauer expressed that he will serve in whatever area has the greatest need
  - One Board member mentioned that passing out flyers, adding to the newsletter, and sending emails to parents about open Board positions should continue as ways to get the word out so these positions can be filled

**Motion:** to add John Bauer to the Board as the parent Board member, made by Patty H.

**Seconded by:** Kyle F.

**Vote:** 5/0/0

- c. PTSG Report (Read by Cassie H.) 9:05pm**
- Cassie H. reviewed the PTSG report stating that a \$100 gift card was donated to a Founders family who lost their home in a fire
  - The PTSG is still looking for someone to lead the Teacher Appreciation team and the Student Recognition team
  - There is a big need for copy paper

- There was discussion about bingo night and restaurant fundraisers
- Next PTSG meeting is December 6th at 6:30pm
- d. **Mission Committee Report** (Patty H.) 9:15pm
  - Patty H. mentioned what a great Veteran's Day assembly the school had
  - Michael Dupont was awarded a quilt made by a Gold Star mom - a very touching moment
  - Patty H. was there and thought the students did great at the assembly. She loved having the whole school outside for the assembly.
  - The chorus sang as well and the whole assembly was a great success
- e. **Board Discussion**
  - i. Update on discipline
    - 1. This discussion was deferred to a future meeting
  - ii. Pronoun use
    - 1. This discussion was deferred to a future meeting

8. **New Business:** (Kim L.) 9:17pm

- Kim L. mentioned that she is working on a new health insurance plan
- Currently Founders uses ADP
- She is looking at the savings with HMO and 2PPOs; she is looking into all the options available
- The plan is to maintain or increase benefits already in place

**Motion:** to approve transition to ??? from ADP and do so by January 1, 2023 made by Kim L.

**Seconded by:** Kyle F.

**Vote:** 5/0/0

9. **Non-Public Session:** 9:31pm

**Moton:** to move to a non-public session made by Kyle F.

**Seconded by:** Kim L.

**Vote:** 5/0/0

**Motion:** to adjourn the public session made by Kim L.

**Seconded by:** Patty H.

**Vote:** 5/0/0

Meeting adjourned at 9:33pm

10. **Next Meeting:** Wednesday, December 21, 2022 at 6:30pm