

THETFORD ACADEMY BOARD OF TRUSTEES
Thursday, July 12, 2018
Thetford Academy Library

MINUTES

Ann Bumpus (President) convened the meeting at 7:10 p.m. In attendance were the following:

Trustees: Ann Bumpus, Giovanni Bosco, Peter Boyd, Melody Burkins, Bob Christensen, Shannon Darrah (arrived 8:25 p.m.), Karl Furstenberg, Kate Hesser, Lindsey Klecan, Therese Linehan, Jeff Solsaa, Jonathan Stableford, Donna Steinberg, Carrie Wells, Ben Williams

Administration: Bill Bugg (Head of School), Linda Lanteigne-Magoon (CFO)

Absent: Robin Junker-Boyce, Jim Wilson

1. Approval of June 14, 2018, Meeting Minutes

Motion: Accept the minutes of June 14, 2018.

Moved: Jonathan Stableford

Seconded: Donna Steinberg

Abstained: Peter Boyd, Jeff Solsaa

The motion passed.

2. Public Comment Period

There was no public comment.

3. Discussion with Trustee Candidates

Therese introduced Karen Burgess, a Norwich resident. Karen shared some information about herself, and then trustees had the opportunity to ask Karen questions and vice versa.

Therese explained that Keith Lewandoski, a Strafford resident, had a last-minute conflict and was unable to attend the meeting.

4. Head of School's Report

Bill presented the results of exit interviews that Diana Garcia-Lavigne (Director of the International Student Program) conducted with some departing students and their parents. This feedback on the pros and cons of students' experiences will help TA continue to improve how it delivers on its mission. The plan is for Diana to conduct exit interviews regularly in the future. Ann thanked Diana (who was unable to be present for the meeting) for a terrific job on this new undertaking. Donna and Melody noted that almost all of the information derived from the exit interviews is already in the process of being addressed by the Strategic Plan Task Force.

Beginning next year, the advisory system will be changed so that a student has the same advisor for all four years of high school (unless the student wishes to make a change).

5. Executive Session: Real Estate

At 7:55 p.m., the Board chose to go into executive session.

Motion: Move into executive session to discuss a real estate matter.

Moved: Therese Linehan

Seconded: Donna Steinberg

The motion passed unanimously.

Shannon arrived at 8:25 p.m.

Out of executive session at 8:55 p.m. No action taken.

6. Election of New Trustees

Therese distributed ballots to trustees, to be returned to Donna for counting. There was a brief discussion of candidate qualifications.

The Board took a break from 9:05 p.m. to 9:20 p.m. and then reconvened.

6. Election of New Trustees (continued)

Donna announced that both Karen Burgess and Keith Lewandoski were elected. The Board Management Committee was tasked with contacting the candidates to inform them of the election results.

7. Committee & Task Force Reports

Advancement

Karl reported that the plans for the Bicentennial continue to move forward.

Karl also reported on the year-end fundraising results: Alumni giving was up for the second year in a row. Parent giving was up, too. There were 45 new donors, mostly through the Day of Giving. Karl gently reminded Board members that some trustees still have unpaid pledges, so we don't yet have a final number on the total amount of giving by the Board. TA has received grants from various foundations, mainly to support the Outdoor Program.

Resources

Bob reported that the Resources Committee is in transition from having Suzanna as the chair to having Bob as the chair. Bob has been learning the myriad details of the day-to-day stuff, projects, etc., with which he previously was not acquainted.

Board Management

• Structure of Committees

Therese shared the Board Management Committee's recommendations about the structure of committees:

- (1) Most of the responsibilities of the Buildings and Grounds Committee now have to do with financial decisions instead of with the management of buildings and grounds, given the skills of the new Director of Buildings and Grounds. The BMC, with the

concurrence of the Committee of Chairs, recommends that Buildings and Grounds become a subcommittee of the Resources Committee.

- (2) A while back, the Advancement Committee had brought to the Board the question of whether to split its duties into two committees – Advancement and Admissions. At that time, the Board decided against a split. The BMC recommended revisiting this question at this time, and considering carefully how best to put more focus on admissions.

- Policies

Therese presented two policies for adoption.

- *Video Surveillance [F40]:*

Therese explained the need to adopt a policy regarding video surveillance, so that the school could take advantage of a grant to purchase and install cameras. Peter explained that "security cameras" was a more accurate description than "video surveillance," and he helped to refine slightly the definition of "security cameras" in the policy.

Motion: Adopt the policy on Security Cameras with the changes described.

Moved: Therese Linehan

Seconded: Gio Bosco

The motion passed unanimously.

- *Alcohol- and Drug-Free Workplace [B3]:*

Therese and Lindsey explained that, because of the complexity of the issue, the advice of an attorney is needed in order to include use/abuse of prescription drugs in this policy. The Vermont School Boards Association's model policy is not able to be of assistance in this regard, because it does not currently include any references to prescription drugs. In order to bring TA's policy more up-to-date, it was decided to adopt a policy now which mirrors the current VSBA model policy, and then to follow up with an attorney for advice on how best to include use/abuse of prescription drugs in the policy. The BMC will bring a revised policy to the Board for re-adoption at a later date, if needed.

Motion: Adopt the Alcohol- and Drug-Free Workplace policy, with two minor wording changes.

Moved: Donna Steinberg

Seconded: Carrie Wells

The motion passed unanimously.

Personnel

Jon reported that contract negotiations are on hold temporarily.

Buildings and Grounds

Peter reported that the Security Committee has submitted an application for a grant to help cover the cost of purchasing and installing security cameras. If the application is successful, the grant will cover 75-80% of the cost.

Peter asked the Board whether next summer was a good time to do the work that's needed on the Slafter House foundation, because planning for the project would need to start this fall. Ann suggested that the Board put off this discussion until September and requested that B&G bring some preliminary estimates to the Board.

Strategic Plan Task Force

Melody thanked Donna and Curtis Richardson (a Strategic Plan Task Force member and former Board member) for their leadership of the task force in her absence.

Melody reported that the task force has the language down for the six sections of the draft document, and now the group is going to look at the document as a whole. She anticipates getting the group's final draft to the Board in advance of the September Board meeting.

Head of School Search Committee

Gio reported that the committee has been formed, and that he has been in communication with the search consultant, Bob Stevens.

Gio said that he and Karl had a very productive meeting with Jeff Valence, the Lyme School principal, about what TA might want to look for in the next Head of School. Gio hopes to have more meetings with individuals who have specific experience in this area, and he also plans to have some open meetings to allow other interested individuals to offer their input.

Therese suggested a meeting with Strafford, and Jeff Solsaa (Strafford Town Representative) suggested that Gio attend a Strafford School Board meeting. Shannon (Thetford Town Representative) said that she would let Gio know the best way to get input from the Thetford School Board.

Gio said that, in the fall, he hopes to meet with TA employees on campus. Faculty have supported the idea of Gio meeting with each department individually.

Faculty Representation Task Force

Donna summarized the report of the Faculty Representation Task Force, which had been distributed previously to trustees. She briefly went through the process that the task force followed, the list of pros and cons that the task force compiled, and the action items that the task force was recommending in order to enhance two-way communication between the faculty and the Board of Trustees.

Motion: Accept the recommendations in the report of the Faculty Representation Task Force.

Moved: Therese Linehan

Seconded: Kate Hesser

The motion passed unanimously.

8. Town Reports

Lyme

Karl reported that currently the only major concern of the Lyme School Board is the growing student population and the potential need to split classes in two, which would have

implications for staffing and resources. However, the numbers are fluid in the summer and they won't know the total enrollment for sure until the start of school.

Strafford

Jeff reported that there was no Strafford School Board meeting this month. However, in the June meeting, they discussed the drop in enrollment at the Newton School.

Thetford

Shannon reported that Orange East Supervisory Union has a new superintendent and a new business manager, and that Blue Mountain has joined the OESU. The Thetford School District has not been forced to merge with anyone else through Act 46. Colin McLaughlin has accepted the interim principal position for Thetford Elementary School while the search is underway for a new principal. TES will be all set for the new school year once it hires one more teacher.

Shannon also reported that the last state budget bill went through, which had a good effect on the tax rate this year, but it has punted the problem down the road until next year. Special education funding is going to change dramatically, which is likely to have an effect on the next budget. Enrollment at TES looks flat compared to last year.

Ann reminded trustees to let her know if they are interested in serving on an "Environmental Studies and Global Citizenship" Task Force.

Motion: Adjourn the meeting at 10:27 p.m.

Moved: Therese Linehan

Seconded: Carrie Wells

The motion passed unanimously.

Respectfully submitted,

Lindsey Klecan (Clerk)