

**THETFORD ACADEMY BOARD OF TRUSTEES**  
**Thursday, September 13, 2018**  
**Thetford Academy Library**

**MINUTES**

Ann Bumpus (President) convened the meeting at 7:08 p.m. In attendance were the following:

Trustees: Ann Bumpus, Giovanni Bosco, Karen Burgess, Melody Burkins, Bob Christensen, Shannon Darrah, Karl Furstenberg, Kate Hesser, Robin Junker-Boyce, Lindsey Klecan, Therese Linehan, Jonathan Stableford, Donna Steinberg, Ben Williams (arrived 8:13 p.m.)

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

Absent: Peter Boyd, Keith Lewandoski, Jeff Solsaa, Carrie Wells, Jim Wilson

**1. Approval of July 12, 2018, Meeting Minutes**

Motion: Accept the minutes of July 12, 2018.

Moved: Jon Stableford

Seconded: Karl Furstenberg

Abstained: Karen Burgess, Robin Junker-Boyce

The motion passed.

**2. Introductions**

As part of welcoming the new trustees, each person at the table took a turn introducing themselves.

**3. Public Comment Period**

Jane Chambers (Spanish & French Teacher) announced that tomorrow was Mountain Day, "the best tradition at the school!"

**4. Head of School's Report**

Bill reiterated that tomorrow would be the 40th annual Mountain Day at TA. This year is also TA's Bicentennial, and there will be a number of special events occurring throughout the year. Zoe Keller (an alumna and former trustee) has helped to organize Mountain Day events for TA alumni all around the country. There will also be a community hike on Saturday to introduce people to the trails on TA property and in the neighboring Thetford Hill State Park. Homecoming is coming up on September 29th.

Bill announced that Back-to-School Night for parents will be on September 20. Ann will speak about the Head of School search and Melody will speak about the Strategic Plan. Siobhan Lopez (Dean of Students) will moderate the event.

Bill described the composition and responsibilities of the new Admissions Committee, and Board members offered some suggestions for the committee's consideration.

## **5. Committee & Task Force Reports: Part 1 of 3**

### Resources

Bob (Board Treasurer) reported that he and Linda had met with Suzanna Liepmann (the previous Board Treasurer) to review information Bob will need to know in his new role.

The Head of School contract is handled by the Resources Committee. Bob will be getting this contract formalized and finalized very soon.

The Resources Committee will be evaluating TA's investment policies and practices, and will present a report to the Board in the next couple of months.

The budget for FY 2019, revised to reflect the up-to-date enrollment numbers, was presented to the Board, and Board members had the opportunity to ask questions about various line items.

Motion: Approve the operating budget for FY 2019.

Moved: Kate Hesser

Seconded: Therese Linehan

The motion passed unanimously.

## **6. Strategic Plan Update & Discussion**

Melody (Chair of Strategic Plan Task Force) reported that the completed draft of the Strategic Plan was presented to employees during in-service. The Strategic Plan Task Force consisted of lots of participants — parents, alumni, trustees, a student, and community members. The task force identified "big-idea" goals and actions for the next five years. The next step is to identify, for each action, who will be the leader and how success will be measured. There was some discussion among Board members about prioritizing the various actions in the Strategic Plan. Shannon (Thetford Town Representative) was asked how the work on Thetford Elementary School's strategic plan was going, and she replied that the process has yet to get underway. Melody asked trustees to give her any remaining feedback on the draft as soon as possible. The task force will review the draft again on September 27, and the Board will be asked to approve the Strategic Plan at its October meeting.

## **7. Head of School Search Update and Discussion**

Gio (Chair of Head of School Search Task Force) reported that the task force met on August 23 and had a lively and productive discussion. The task force's first major goal was the job advertisement, which went live today. Gio thanked everyone who had suggested edits.

Next week, the task force will have its first meeting with the consultant, Bob Stevens, who will walk the group through the details of the search process. The task force also will set meeting dates for the rest of the process, which Gio will share with the Board. Gio informed

trustees that they should feel free to distribute the ad to persons who might be interested in the position.

Gio reported that he attended the Thetford School Board meeting to invite feedback regarding qualities desired in a new Head of School. Gio will hold two open meetings for the Thetford Academy community, for the same purpose, on September 27 and October 11. On October 5, Gio will be attending the inservice day to invite feedback from faculty and staff on the search process, and he will be scheduling meetings with individual departments.

The application deadline for the Head of School position is November 1, and the task force will start reviewing applications as they arrive. The task force will recommend a list of finalists in December, and in-person interviews will occur in January, February, and/or March.

*Bill left the meeting at 8:10 p.m.*

Gio invited trustees to provide feedback regarding the Head of School search process.

*Ben arrived at 8:13 p.m.*

Gio said that he would share with the Board some information on implicit bias to help heighten the Board's awareness of this issue.

*Bill returned to the meeting at 8:21 p.m.*

## **8. Town Partnership Agreements**

### Strafford

Lindsey presented the Strafford-TA Partnership Agreement, which had already been approved by the Strafford School Board. Linda highlighted one sentence, regarding 504 Plans, which needed to be corrected in order to reflect changes in special-education billing procedures as required by the State of Vermont.

Motion: Approve the Partnership Agreement between Thetford Academy & Strafford School District, with one edit.

Moved: Therese Linehan

Seconded: Donna Steinberg

Abstained: Karl Furstenberg

The motion passed.

It was determined that Ann would contact Strafford regarding the signing of the agreement, and inform Strafford of the one edit that was needed.

### Lyme

Lindsey reported that the changes from the State regarding special-ed billing procedures also impacted the tuition terms contained in TA's Admission policy, and therefore created inaccuracies in the current Lyme-TA Partnership Agreement. Karl (Lyme Town Representative) suggested that he share with Lyme the modifications to the agreement that

are needed in order to correct for the new billing procedures, with the hope being that the two boards can approve the updated agreement at their respective October meetings.

## **9. Committee & Task Force Reports: Part 2 of 3**

### Board Management

Therese distributed a Conflict of Interest Statement and Affirmation Statement to each trustee. Trustees are required to sign these forms annually. She also provided an updated address list.

*Bob left the meeting at 8:45 p.m.*

*The Board took a break from 8:45 p.m. to 9:05 p.m. and then reconvened.*

## **10. Committee & Task Force Reports: Part 3 of 3**

### Advancement

Karl reported that there is a lot of energy happening in Admissions. There are more new students at TA this year than last year.

There is also a lot going on for the Bicentennial. Karl announced that Cameron Cudhea (former Board President) is working on a speaker series, and he also will be handling the remainder of the plans for the Gala. The Annual Fund goal in honor of TA's 200th year will be \$200,000 (over three years). Therese commented on what great work has been done on the Bicentennial plans. Bill said that the speaker series looks amazing.

### Board Management (continued)

Lindsey presented two revised policies for adoption.

- *Admission of Day Students [C25]:*

Motion: Adopt the policy on Admission of Day Students with updates.

Moved: Therese Linehan

Seconded: Donna Steinberg

The motion passed unanimously.

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

Motion: Adopt the revised Alcohol- and Drug-Free Workplace policy.

Moved: Therese Linehan

Seconded: Jon Stableford

The motion passed unanimously.

Donna informed the Board of a numbering correction for two policies: Security Cameras is F44, not F40; and Trustee Code of Conduct is A43, not A31.

### Personnel

Kate reported that the committee is now comprised of herself (as chair), Robin, and Ben. The Board gave a round of applause to Jon for his long service as chair of the Personnel

Committee. Kate reported that contract negotiations with faculty and staff will be resuming soon.

## **11. Town Reports**

### Thetford

Shannon reported that Thetford Elementary School had an influx of students over the summer. There are now 209 students enrolled, which is more than last year. Many of the new students are in the 4th and 5th grades. There is a new interim principal and a new superintendent, and the Blue Mountain School District has joined the supervisory union, so Thetford is getting used to new faces and a bigger SU. There are some challenging and potentially costly facilities issues at TES which John Brown (TA's Director of Buildings and Grounds) has kindly helped advise on. The Thetford School Board will be starting to look at budgeting toward the end of October and will keep TA posted as things develop.

### Lyme

Karl reported that the opening days at the Lyme School went well. Lyme is now operating with all-day kindergarten, and also is running an after-school science program for the first time.

### Strafford

There was no report from Strafford this month.

Motion: Adjourn the meeting at 9:29 p.m.

Moved: Lindsey Klecan

Seconded: Therese Linehan

The motion passed unanimously.

Respectfully submitted,

Lindsey Klecan (Clerk)