

**THETFORD ACADEMY BOARD OF TRUSTEES**  
**Thursday, January 10, 2019**  
**Thetford Academy Library**

**MINUTES**

Ann Bumpus (President) convened the meeting at 7:07 p.m. In attendance were the following:

Trustees: Ann Bumpus, Peter Boyd, Giovanni Bosco, Karen Burgess, Bob Christensen, Shannon Darrah, Karl Furstenberg, Kate Hesser (telephonically, arrived 7:56 p.m.), Robin Junker-Boyce, Lindsey Klecan, Keith Lewandoski, Therese Linehan, Jonathan Stableford, Donna Steinberg, Carrie Wells, Ben Williams, Jim Wilson

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

Absent: Melody Burkins, Jeff Solsaa

**1. Approval of December 13, 2018, Meeting Minutes**

Motion: Accept the minutes of December 13, 2018.

Moved: Ben Williams

Seconded: Karl Furstenberg

Abstained: Ann Bumpus, Karen Burgess, Carrie Wells, Jim Wilson

The motion passed.

**2. Public Comment Period**

Joe Deffner (TA English Teacher) publicly thanked Gio for his leadership of the Head of School Search Task Force, on which Joe also served. Joe provided a brief description of the outstanding job that Gio did (which at times even included making food for the task force's meetings). Ann added her thanks to the other trustees and the TA employees present who served on the task force.

Carrie reported on the excellence of the anthology presentations by the sophomore English-class students. The students read works either that they wrote or that were particularly meaningful to them. Carrie said that it was a powerful experience, and she recommended it as an event for trustees to consider attending.

Peter shared recent feedback that he'd received from a community member about busing. Ann suggested to Peter that he encourage this community member to reach out to Shannon (the Board's Thetford Town Representative) or Bill with his/her concerns.

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

Bill invited Shannon to give an update on the new custodial-services plan.

Shannon explained that Thetford Elementary School has been down one custodian since the beginning of the year, and that TES historically hasn't had much facilities management. TES has been talking with TA about merging custodial services for cost savings and also so that

TES can receive help from TA with long-range planning on capital improvements. There was some contract work with the union that had to be resolved, and the plan had to be put out to bid. TA was the only bidder, and the State granted a waiver to allow the Thetford School Board to accept TA's bid for FY20. Meetings to discuss transition planning have already begun. For this school year, the Thetford School District may pay TA for some help on a per-diem basis because of the facilities issues that TES has been having.

*Hilary attempted to call in to the meeting at 7:15 p.m. in order to attend telephonically as a substitute for Jeff Solsaa (Strafford Town Representative) who could not attend, but she was unable to maintain a successful telephone connection.*

Bill added that Linda and John Brown (TA Director of Buildings and Grounds) were instrumental in working with Thetford to set up this plan. Under the new plan, two TES employees will move to TA's employ. TA will hire a facilities manager as a staff position to cover TES and also to work some at TA. John and Dean Kellogg (of TA Building Maintenance) will also spend a small amount of time at TES. All Buildings and Grounds employees will be able to share time at either school as needed for big events. As time goes on, there should be cost savings related to the ordering of equipment, supplies, etc. The new plan will benefit both schools.

Board members asked a couple of questions related to payment and liability. Shannon explained that TES will be paying TA for these contracted labor services. It will cost TES a little more up front, but both schools hope to realize savings down the road. It is a win-win for both schools. Bill echoed this, saying that there are economies of scale in having the two schools work together in this way.

Bill shared a calendar of upcoming events with the Board and encouraged trustees to attend these events. Highlights included the following:

- Hypertherm/FUJIFILM student presentations on January 15: A select group of TA students this semester spent time first at FUJIFILM and then at Hypertherm, going from department to department to learn about all aspects of work in these two industries, and earning academic credit in the process. The students' presentations at Hypertherm on Tuesday will be the culmination of their work this semester.

Therese asked whether this program will continue, and whether the students also will give presentations at TA. Bill said that the process for selecting next year's students for the program has already begun: The companies do a presentation for TA students, then they start accepting applications and conducting interviews of students, before finally selecting eight students for the program. Mark Pichette (Director of Counseling) and Marc Chabot (Dean of Academics) are in charge of overseeing the program for next year. Bill thought that Therese's suggestion of having the students give a presentation at TA was definitely worth considering.

- MLK Day speaker, Prof. Derrick White, on January 21 (part of TA's Bicentennial Speaker Series): Bill reported that Cameron Cudhea (TA parent and former President of the Board of Trustees) has done an outstanding job organizing the Speaker Series in honor of TA's Bicentennial. Bill said that he thinks this speaker for MLK Day will really push the

audience, in a good way. He strongly encouraged trustees to attend. There are several other interesting speakers scheduled for the coming months, including Senator Leahy.

- Founders' Day on February 8: Bill was excited to share that TA opened its doors for its first classes on Monday, February 8, 1819, *exactly* 200 years before this year's Founders' Day. Friday, February 8, will be TA's 200th anniversary and the 76th Founders' Day celebration. There will be many special events happening throughout the day, including the dedication and installation of a Vermont historical marker — acquired with the help of Steve Niederhauser (retired TA Social Studies Teacher) — at the original site of TA on Academy Road. The Founders' Night celebration for students will occur on the evening of February 8.
- Bicentennial Gala on February 9: Bill reported that this special event has been organized largely by Cameron and Patty McIlvaine (TA Director of Development and Communications), with help from Dartmouth event planners. Karl said that paper invitations will be going out soon, and invitations via email have already gone out. TA faculty, staff, and administrators have been invited as the school's guests.
- Second-Semester Parent Night on February 14: Bill will be sharing the results of the Parent Survey, for which Marc C. has done some useful graphical analyses.

Donna shared a question submitted by a member of the audience via Google Hangout, expressing concern about whether John and Dean will have enough time in their schedules to also do work at TES. Linda replied that the new plan has been heavily vetted by John, and he is not concerned. He will mostly be helping with long-range planning. The TES maintenance tickets will be added into TA's existing system. There also will be a larger, combined custodial staff under the new plan, which can be moved around between the schools as needed. Bill added that he will be talking with the faculty as a group tomorrow about the new custodial plan.

#### **4. Budget and Tuition Rate for 2019-2020**

Bob explained that the Board would be approving the 2019-2020 tuition rate tonight because of the State's January 15 deadline for this information. The Board would not be approving next year's budget right now. A number of documents with financial information were distributed to supplement those which the Board had received in advance. The proposed increase in tuition was 1% (as compared to 3% for FY19 and 3.5% for FY18). As has historically been the case, the budget's bottom line is sensitive to fluctuations in enrollment.

Therese inquired about the projected number of international students for FY20. Linda reported some recent changes in how TA recruits international students and the number of students needed for the program to break even. Linda also provided explanations in response to several other questions from trustees about specific line items in the budget.

*Kate arrived, telephonically, at 7:56 p.m.*

Donna shared a question submitted by a member of the audience via Google Hangout, pertaining to the School Nurse position. There was a brief discussion of whether there might

be opportunities for coordination with TES, much like with the new plan for custodial staff, if such an arrangement could benefit students at both schools.

Linda explained that a 1% increase would yield a base tuition rate of \$19,379.

Motion: Approve a tuition rate of \$19,379 for Fiscal Year 2020.

Moved: Donna Steinberg

Seconded: Therese Linehan

The motion passed unanimously.

The Board thanked Linda and Bob for all their work on the budget and tuition.

*Bill and Linda left the meeting at 8:14 p.m.*

## **5. Executive Session: Head of School Search**

At 8:15 p.m., the Board chose to go into executive session.

Motion: Move into executive session to discuss the Head of School search.

Moved: Jon Stableford

Seconded: Carrie Wells

The motion passed unanimously.

*Shannon left the meeting at 9:10 p.m.*

Out of executive session at 9:12 p.m. No action taken.

## **6. Committee and Task Force Reports**

### Advancement

Karl said that he was pleased to announce that 100% of the Board has committed to the "200 for 200" campaign. He thanked the Board for adding to the success of this endeavor.

### Board Management

Therese reminded the Board of a question raised last month about whether names of trustees should be recorded when there is a vote. The BMC checked Vermont Open Meeting Law, and the committee's recommendation is that names only be recorded if there is a roll call requested.

Trustees were asked whether they would be amenable to changing the date of the Board retreat to Sunday, March 3rd, in order to accommodate the plan for the retreat work and to allow Matt Slaughter (who is not available on the previously-scheduled date) to lead the retreat. The majority of trustees replied that they would be available on this new date. The regular February Board meeting will go ahead as scheduled on Tuesday, February 12.

### Personnel

Kate reported that meetings soon shall recommence with the faculty and staff negotiating teams.

Resources

Bob reminded the Board that the Resources Committee will be talking about investment policies and the endowment "big picture" at the next Board meeting.

**7. Town Reports**

Lyme

Karl reported that Lyme is currently in its budgeting process.

Strafford

Therese reported that the Strafford School Board has hired a consultant in response to concerns about declining enrollment at the Newton School in the middle-school grades.

Several trustees shared some thoughts about marketing.

Motion: Adjourn the meeting at 9:32 p.m.

Moved: Therese Linehan

Seconded: Donna Steinberg

The motion passed unanimously.

Respectfully submitted,

Lindsey Klecan (Clerk)