**THETFORD ACADEMY BOARD OF TRUSTEES**

**Thursday, November 14, 2019**

**Thetford Academy Library**

**MINUTES**

Ann Bumpus (President) convened the meeting at 7:02 p.m. In attendance were the following:

Trustees: Donna Steinberg, Kate Hesser, Karl Furstenberg, Jon Ziegler, Ben Williams, Melody Burkins, Robin Junker-Boyce, Ann Bumpus.

Administration: Carrie Brennan (Head of School); Linda Lanteigne-Magoon (CFO)

Absent: Lindsey Kleecan, Gio Bosco, Carrie Wells, Jeff Solsa, Shannon Darrah

**1. Arts Department: Program Update & Tour**

Carrie introduced teachers, Jennifer Gernhard and Jon Luce, for the Arts Department Program Update and Tour.

**2. Public Comment Period**

* Karen Heinzman described the Black Hawk helicopter landing for Veteran’s Day. The pilot was alumnus, Phil Vetiege. Stacy Barton arranged the entire event.
* Motion (Donna Steinberg): Thank Stacy Barton for her extraordinary work to arrange the Black Hawk visit, which benefitted not only TA, but also TES, Open Fields, and Maple Leaf students.
* Second (John Ziegler)
* Motion Passed

**3. Approval of October Minutes**

Motion: Accept the minutes of October 17, 2019, one edit to include Kate Hesser as present.

Moved to approve with edit: Kate Hesser

Seconded: Donna Steinberg

Abstained: Melody Burkins, John Ziegler, Karl Furstenberg

The motion passed unanimously.

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

* **Teaching and Learning**

Arts Department Overview

* + Unified Arts Department includes choral, culinary, design tech, drama, fine art, instrumental
  + Common emphasis on creative process, revision, critique, reflection, exhibition
  + Upcoming:(Trustees encouraged to attend)
    - Antigone Performances, Nov 21-23
    - Empty Bowls fundraiser for Food Shelf at Craft Bazaar, Nov 23
    - Holiday Luncheon for TEN, Dec 11
    - Winter Concert, Dec 19
* **Partnerships**

TA Alumni Association

* + Provides $10-12K annually to TA departments; $3,500 in scholarships to TA grads
  + Funded TA Bicentennial Book
  + Generates concessions from concessions sales at XC meets; craft bazaar, membership dues, endowed funds
  + Host Alumni Day in June
  + Promote TA through TAAA Facebook page
  + Ann and Gio will be meeting with TAAA leadership.
* **Enrollment**
  + 30 percent of our students are from sending towns; important consideration when determining inclement weather closings
    - 3 bus routes in Thetford (shared with TES)
    - Also provide transportation to Hartland, Sharon, Strafford, Chelsea, Corinth
* **Community Engagement**

Media coverage

* + 3 front-page, above-the-fold stories in Valley News this fall (2 on Sundays)
    - Girls Soccer
    - Mountain bike trail
    - Veterans Day helicopter landing
* **TA Strategic Plan**

Revision process

* + Trustee committees are going to review and provide input on changes suggested by Carrie

**4. Committee and Task Force Reports**

* Resources (John Ziegler):
  + Reviewed Treasurer’s Report
    - Will be incorporating a “forecasting” mechanism into quarterly reports to forecast where we expect operations/results will be at FYE.
    - Health insurance is more expensive this year than was planned for in the FY19-20 budget
  + Endowment report
    - Will be looking for bids from potential investment advisors to present to Board for consideration; currently with Mascoma Bank
    - Will be reviewing and revising Board financial policies
  + Will present Tuition rate recommendation at December meeting. State requires by January 15.
  + Carrie working on budgeting timeline/process that is much earlier than prior years. Syncing up resources and personnel. Will revisit in December.
* Advancement(Karl Furstenberg):
  + Busy fall with several open houses at many schools; met lots of interest
  + Holding series of in-home open houses in sending towns, hosted by TA families, to be attended by Carrie, Advancement Committee members
  + Series of donor round tables - small in-home hosted receptions/meals
    - Spread the word about TA
    - Bring potential donors into the conversation about TA
    - Get to know potential donors and their priorities
* Board Management (Donna Steinberg):
  + Policy Updates:
    - Still working on Consent Agenda policy
    - Finance Policies in progress
  + Ballots for Treasurer - John Ziegler has agreed to serve. Board must be vote.
    - John was elected unanimously
  + Gio Bosco has agreed to step into President role (from VP) when Ann Bumpus completes her term. BMC is looking for VP candidates.
* Personnel (Ben Williams):
  + Three meetings with Faculty reps; most recently with Carrie, who will join the next two
  + Started working on 3-year contract; faculty have given us a grid proposal; gathering information to respond
  + Healthcare landscape is changing, which we discuss as far as how it will impact forecasting
  + Discussing teacher evaluation process; to revisit in next two meetings
  + First staff negotiating meeting is currently being scheduled with Becky Sarazin (new) and Frank Bonnett (for now)
  + Staff contract for 18/19 and 19/20 was signed tonight!

**6. Town Reports**

* Lyme:
  + Shifted to block schedule for middle school to enable project-based learning
  + Added robotics, nature-based learning, design tech programs
  + Lyme teachers and students took part in a panel with Scott Ellis
  + Enrollment continues to creep up - 200 students this year; evenly distributed across classes
  + Most of current eighth graders are going to Hanover, rather than Saint Johnsbury; not clear that TA enrollment will take a hit
* Thetford:
  + Chance Linsley is back at TES.

Motion to Adjourn the meeting at 8:41 p.m.: Melody Burkins

Second: Karl Furstenberg

The motion passed unanimously.

Respectfully submitted,

Kate Hesser (Recording Clerk)