

Thetford Academy Monthly Board Meeting, June 4, 2020  
Via Zoom Meeting

MINUTES

In virtual attendance:

Trustees: Gio Bosco, Carrie Wells, Dana Grossman, Mary Dan Pomeroy, Melody Burkins, Lindsey Klecan, Kate Hesser, Harry Kinne, Karl Furstenberg, Ann Bumpus, John Ziegler, Donna Steinberg, Marisa Donovan, Shannon Darrah, Ben Williams, Robin Junker-Boyce

Employees of Thetford Academy: Carrie Brennan, Linda Lanteigne Magoon, Derek Burkins

Members of the Public: None

1. Welcome & President Report:
  - a. Gio welcomed everyone. Convened the meeting at 7:02 p.m.
  - b. Acknowledged the work Carrie B. has been doing this year in a new position in a pandemic. Thanked Carrie for her calm, effective leadership during this time, and for the work her team is doing.
2. Public Comment:
  - a. No public comment
3. Consent Agenda:
  - a. Meeting Minutes:
  - b. Policy F40 "Investment Policy"
    - i. Gio asked about procedural steps due to some edits. Moved this item to the regular agenda.
    - ii. Will discuss during BMC reports
  - c. Page 3 in Trustee section change Production to Communication on New Trustee
  - d. Ann suggested: Fix Donna Steinberg name, add Pomeroy to Mary Dan's name, add Chair to Sarah Root, fix Greg Mellinger name
  - e. Karl: Day of Giving is not June 1, instead should be noted June 10
  - f. Motion to approve Consent Agenda minus Policy F40 with edits discussed
    - i. Moved: Kate Hesser
    - ii. Second: Donna Steinberg
    - iii. Motion approved. Lindsey abstained
4. Head of School Report:
  - a. Teaching & Learning
    - i. Teacher Retirements
      1. Marc Chabot: TA Science Teacher & Robotics Coach

2. Jane Chambers: French & Spanish
      3. Ray Chapin: TA English & Drama Teacher
      4. Greg Mellinger: TA Instrumental Music Teacher & Band Leader
      5. Honoring them next Wednesday
    - ii. Other Retirements: Glen Page will be leaving too
  - b. Partnerships
    - i. Reviewed Scholarships & Awards given to TA grads
  - c. Enrollment
    - i. Student numbers are at 291 for next year. Includes returning students, expected departures, and confirmed new students
    - ii. Recruitment has gone well
    - iii. Still discussing and looking at retention
    - iv. More students enrolling next year is still possible
  - d. Community Engagement
    - i. Addressing Topics of Race & Racial Justice
    - ii. Faculty voices as messages to students. Live and open to public viewing
    - iii. Emailed links and resources to TA families
    - iv. Advisory session will focus on this topic
  - e. TA 2024 Strategic Plan
    - i. Working with a sub committee working on retreat for June 29.
    - ii. Will use Zoom as a platform
  - f. Events
    - i. Class Day June 12
    - ii. Graduation June 12: Speeches (pre-recorded), Car parade
    - iii. Graduation June 13: Diplomas
  - g. Questions:
    - i. Melody asked about the parade. Carrie explained the parade as the students are in the cars and people find a place on the route to celebrate them. Route is on the website. Remote TA: Celebrate Class of 2020 Joe Deffner has shared on list serves
    - ii. Karl asked about the scholarship page and the portion of endowment that is restricted. Carrie B. reported around \$650,000. Followed up with how students are notified. Carrie B. informed the Board about the information for writing "thank you" notes from students. Then questioned how TA sends a thank you too? Advancement can look into this as a committee.
5. New Business:
- a. Presentation of 1 trustee nomination:
    - i. Donna shared information as a brief summary of Sarah Root, who is the president of the Strafford School board.
    - ii. Gio created a poll for the Board members to vote on
    - iii. Ann Bumpus shared information about the history of positive collaboration with Sarah Root

## 6. Town Reports

### a. Thetford

- i. Shannon shared information about meetings. Dealing with plans for bathroom renovations. Will need to put back out to bid. Approval from town trustees to do a summer lunch program. Formalizing this at the next board meeting. Continue to monitor the impact of COVID-19 on the education fund. Still waiting for guidance on how to open in the fall.
- ii. Gio asked if there has been anything relevant to TA with the Rivendell vote. Shannon explained some of the history. She has not heard if there is any new discussion to any changes in structure. Encouraged the board to have a good relationship with Rivendell

### b. Strafford: No report given.

### c. Lyme

- i. School year is coming to an end in 10 days. Remote learning has gone well but everyone is tired. Looking forward to the end of year. No specific plans for reopening in the fall. Not clear what the best path is for Lyme.
- ii. Gio asked about impact with Lyme and Orford with the Rivendell vote. Karl has not heard anything. No students in Lyme attend Rivendell. He agreed with Shannon about the history.
- iii. Lindsey asked about the bridge work. Karl has heard that the work will not start until 2022. He has confidence that there will not be an interruption in the traffic between Lyme and Thetford. This could be put off due to COVID-19.
- iv. Carrie B. expressed her appreciation of the communication for remote learning with Lyme school and TA.

## 7. Committee Reports:

### a. Advancement

- i. Encouraged with 2 fundraising efforts at present
  1. A letter to major donors about their importance to TA. Received money already. Letter was sent out 1 week ago.
  2. Day of Giving on Wednesday June 10. Mailing: 1500 pieces went out to the community. This has generated money.
  3. Byrne Foundation has given as well.
  4. Karl acknowledged the staff, especially Patty Mcilvaine has worked hard on these projects.
  5. Karl encouraged the Board to participate in this effort as well. He explained it can be done on the website.
  6. Carrie B. explained her team is working hard to meet fiscal goals for the end of the fiscal year.

- b. Board Management:
  - i. Welcomed the new trustees. Pulling together orientation materials and will reach out to them soon.
  - ii. Lindsey is back and found some edits for the F40 Policy. Donna explained some of the small typos. Gio asked her to confirm to the group that changes would not change the meaning of the document. Karl asked about the investments being socially responsible clause of the document. Donna explained it could align with the strategic plan and mission of the school. This issue might be addressed through the process of who we decide to hire as an investment manager and the work done with them.
  - iii. Motion: To approve F40 Policy with edits noted in discussion (6 minor edits) and other revisions submitted to the Board earlier
    - 1. Moved: Donna Steinberg
    - 2. Second: Karl Furstenberg
    - 3. No further discussion
    - 4. Motion passed unanimously
  - iv. Dana sent corrections to dates for meetings to Gio
  - v. Donna asked for contact information to be looked at by members and send any corrections to her.
  - vi. Discussion of Honorary trustees. Need better understanding of this process and who is on this list. Carrie B. contributed to the discussion to postpone any vote until a later date and after some clarification research.
  - vii. Melody briefly discussed retreat information.
- c. Personnel:
  - i. Kate thanked Linda and Ben for preparing a 3rd counter offer to the faculty. Hoping to deliver this soon to the faculty.
  - ii. Tomorrow they will meet with staff to continue discussions about the new insurance plans.
  - iii. Personnel committee will shift to new members after this meeting. Dana and Harry will join this committee.
- d. Resources:
  - i. John reviewed a recent meeting about the F40 policy. Committee discussed proposals for firms on investment managers. 4 responses. Reviewed those responses. Still figuring out which ones to talk further with. Hoping to make a recommendation to the board in July with a brief meeting to be convened if necessary so they do not have to wait until August.
  - ii. Started talking about F43 policy about gifts and giving. Will work with the Advancement committee. First steps will happen soon.
  - iii. Working on setting up a date to meet with the liability insurance broker to make sure TA is properly insured. This is a regular annual meeting. It has been delayed due to COVID-19.

- iv. Gio asked if other board members were possibly interested in reviewing the responses to the investment manager discussion to reach out to him or John. Karl asked about the interviews of these people (firms vs. people who will manage). John explained the process further.
- 8. Action Item: Conferring of Diplomas
  - a. Motion: A state certified high school graduation diploma be conferred on the students recommended by the faculty at their meeting next week.
  - b. Moved: Shannon Darrah
  - c. Second: Ann Bumpus
  - d. Motion passed unanimously
  - e. Carrie B. shared the list of the class of 2020 on her screen. It is on the TA website. A list of future plans are still being compiled.
- 9. Other Business:
  - a. Kate Hesser, Ben Williams, Carrie Wells are leaving the board for the end of their terms.
  - b. Gio thanked each member for their contributions to the board.
- 10. Adjournment:
  - a. Motion to adjourn
  - b. Moved: Donna Steinberg
  - c. Second: Melody Burkins
  - d. Motion passed unanimously

Respectfully Submitted,

Carrie Wells (recording clerk)