

# THETFORD ACADEMY BOARD OF TRUSTEES

Monthly Board Meeting — December 9, 2021

Via Google Meet

## MINUTES

Donna Steinberg (Board President) called the meeting to order at 6:47 p.m. In attendance (all virtually) were the following:

Trustees: Donna Steinberg, Paul Mutone, Shannon Darrah, Katie Saunders, Karl Furstenberg, Gio Bosco, Sheilagh Smith, Cara Ray, Lindsey Klecan, Sam Perry, Harry Kinne, John Ziegler, Sarah Adams, Marisa Donovan, Robin Junker Boyce

Absent: Mary Dan Pomeroy, Dana Grossman

Employees: Carrie Brennan (Head of School), Linda Lanteigne Magoon (CFO)

Members of the public: Leif LaWhite (Recording Clerk)

### 1. Welcome & President's Report (Donna)

Donna opened the meeting with a brief mention of the Trustee-led project, Frozen Meals to Warm Hearts, which seeks to provide a homemade, frozen family meal for every Thetford Academy employee during the weeks before the winter break.

### 2. Public Comment

None.

### 3. Consent Agenda

A few small edits have been made to the proposed B8 Policy (Electronic Communications between Employees and Students) since it was shared with the board, so it was pulled from the Consent Agenda, leaving the following as part of the Consent Agenda:

- Policy Updates
  - Remove D40 (Use of Copyrighted Work)
  - Remove D41 (Sample Procedures of Using Copyright Work)
  - Remove D21 (Instructional Support Team)
- Meeting Minutes – November 18, 2021, regular board meeting

Motion: To accept the Consent Agenda, except for the adoption of the B8 Policy.

Moved: John

Seconded: Katie

The motion passed unanimously.

Katie then explained the minor edits (the removal of a few unnecessary words) to B8.

Motion: To accept the B8 Policy with minor changes as described by Katie.

Moved: Lindsey

Seconded: Katie

The motion passed, with Gio abstaining.

#### **4. Head of School Report (Carrie)**

Carrie presented a slideshow (archived separately). The topics she covered included:

- A snapshot of first-quarter academic results, compared to the previous two years
- A brief description of renovations to the school library
- Current processes by the Health Office for managing COVID
- Current COVID, vaccination, and testing data
- Ways the Thetford Police Department serves as a community partner
- Enrollment and recruitment trends
- COVID protocols for indoor performing arts and athletics events

#### **5. Committee & Task Force Reports**

##### **a. Barrett Property Task Force (Karl)**

The task force has held three meetings so far. The members have toured the property and its structures, the Outdoor Program's facilities, and the school's current dining facilities. They have formed three smaller working groups that will delve deeply into relevant issues and will bring ideas for how to best utilize the property back to the larger group.

The challenge is that there are a lot of good ideas, but they will need to be integrated into a coherent plan to present to the board. The task force's hope is to have a plan ready to present to the board in the late spring of 2022.

##### **b. Board Management Committee (Katie)**

BMC is continuing to review policies to determine which ones need to be updated or dropped. They recently discussed the Title IX Policy with Siobhan Lopez (Dean of Students). This month, they plan to discuss ways to optimize the BMC's own operations.

Donna added that recruitment of new Trustees starts soon, so all Trustees should be thinking about that process. It was noted that it would be helpful to have some guidance from the BMC as to the kinds of backgrounds that would complement existing expertise on the board.

##### **c. Advancement Committee (Marisa)**

The committee has been engaged in an overall assessment of advancement and admissions—what's going well, what needs more attention, what currently isn't happening, etc. Marisa also encouraged Trustees to make a pledge to the Annual Fund if they have not done so already.

##### **d. Resources Committee (John)**

The committee spent their last meeting discussing the 2022-2023 tuition rate, which needs to be set by the board and reported to the state by January 15. Carrie added that the Advancement and Resources Committees recently met jointly, along with herself, Linda, and Patty McIlvaine (Director of Advancement), to discuss big-picture issues. They also reviewed the Gift Stewardship policy.

## **6. Tuition Proposal for 2022-2023 (Resources Committee)**

John presented a spreadsheet (archived separately) detailing the proposed 2022-2023 budget under different scenarios for the rate of increase in tuition, ranging from 3% to 7%. The Resources Committee recommended a 5% tuition increase.

A discussion ensued about the pluses and minuses of the various proposed increases.

Carrie pointed out that, while the board's agenda for this meeting had been posted to the school website on schedule, there had been a delay in sharing it with the local listservs, and therefore some members of the public might not have seen the agenda in advance of the meeting. Based on this information, the board chose to delay their vote on the tuition rate until January.

The next meeting will therefore be held on January 6, 2022, a week earlier than previously scheduled. That timing will still allow the school to meet the deadline for reporting the tuition rate to the state.

## **7. Other Business / Future Board Meeting Agenda Items**

Carrie confirmed that January 6 is a good date for the next board meeting.

Motion: To adjourn.

Moved: John

Seconded: Gio

The motion passed unanimously.

The meeting adjourned at 8:14 p.m.

Drafted by Leif LaWhite (Recording Clerk)

Reviewed by Lindsey Klecan (Board Member)

Respectfully submitted by Dana Grossman (Clerk)