

**THETFORD ACADEMY BOARD OF TRUSTEES**  
Monthly Board Meeting — February 10, 2022  
Via Zoom  
**MINUTES**

Donna Steinberg (Board President) called the meeting to order at 6:55 p.m. In attendance (all virtually) were the following:

Trustees: Donna Steinberg, Harry Kinne, Paul Mutone, Cara Ray, Sheilagh Smith, Dana Grossman, Lindsey Klecan, Katie Saunders, Sarah Adams, Marisa Donovan, Robin Junker-Boyce, John Ziegler (joined at 7:07 p.m.)

Absent: Mary Dan Pomeroy, Gio Bosco, Shannon Darrah, Karl Furstenberg, Sam Perry

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

Members of the public: Leif LaWhite (Recording Clerk), Kyle Potter (representative of Tyler, Simms, and St. Sauveur, CPAs)

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

Donna welcomed everyone and apologized for the difficulties accessing the new Zoom link.

**2. Public Comment**

None.

**3. Consent Agenda**

- Meeting Minutes — January 6, 2022

Motion: To approve the Consent Agenda.

Moved: Paul

Seconded: Marisa

The motion passed unanimously.

Robin stepped out at 6:58 p.m.

**4. Auditors Presentation**

Kyle Potter from Tyler Simms and St. Sauveur, CPAs, presented the annual auditors' report (archived separately). He reported that the school's accounts appear clean and that its finances are in a good position overall.

There were a few questions from the board:

Donna asked how much additional debt the school would be able to bear if the decision is made to build a facility on the Barrett Property. Kyle replied that he wasn't able to answer that off the cuff but could look into it.

Dana asked what kinds of schools are in the peer group that TA is compared with. Kyle said they are day schools in Vermont, New Hampshire, Maine, and Massachusetts, most of which receive the majority of their funds from town tuition payments.

Marisa asked about audit process during the pandemic. Kyle replied that it was conducted entirely remotely, over Zoom, Microsoft Teams, email, and phone.

Robin rejoined the meeting at 7:24 p.m.

Kyle and Linda left the meeting at 7:27 p.m.

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

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

- The student Portfolio Process
- A recap of TA's pre-COVID use of the Dartmouth College Community Student Program (which has been suspended since the start of the pandemic)
- Student recruitment benchmarks for the 2022-23 school year
- Recent COVID case and surveillance testing data
- An overview of Community Day outcomes

Carrie also shared a brief update on two facilities issues: School was closed on February 1 because the school had no water. The pump in the primary well failed some time ago and parts are on order; the school has been operating since then using a backup well, but a urinal got stuck in the flush position, which emptied the cistern and no water suppliers were able to deliver potable water in time for school to open. In addition, one of the two boilers that serves Anderson Hall and Daniels Hall is cracked and inoperable and will need to be repaired or replaced when the heating season is over.

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

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

In Karl's absence, Donna gave a quick summary of recent developments. Architect Pi Smith spoke to the task force about design and financial issues. Next steps are to conduct surveys and "listening circles" with employees and students. Donna asked if any board members not on the task force had input to share. Several board members noted it's important to balance being visionary with not overreaching financially. The need for a proper cafeteria was also mentioned.

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

Katie gave a preview of the early results from the survey of board expertise — current and desired. She encouraged board members who haven't yet filled out the survey to do so.

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

Marisa reported that the number of donors giving this year to the annual fund is down. The committee is planning several ways of trying to boost the number, including seeking a matching grant, asking board members to reach out by mail or phone to so-called LYBUNT and SYBUNT donors (those who've given in the past but not this year), and reconnecting with alumni.

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

John recently had a productive meeting with Linda to discuss cash flow. Among the challenges are that reimbursements for special education services often arrive after the fiscal year in which they were

delivered has closed and that although some COVID-related expenses were supposedly covered by grants, the grants have not yet been received. The Resources Committee meets again on February 23, and John expects to be able to provide more details at the March board meeting.

John also shared a spreadsheet showing the favorable performance of the TA endowment since the holdings have been managed by Merrill Lynch.

Katie asked whether there had been any follow-up on the board's previous discussion about not investing in fossil-fuel-related concerns. John thanked her for the reminder to look into the question.

Carrie and Leif left the meeting at 8:39 p.m.

### **7. Executive Session**

At 8:40 p.m., the board members in attendance entered executive session to further discuss the audit. They emerged from executive session at 9:14 p.m.

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

None.

### **9. Adjournment**

Motion: To adjourn.

Moved: John

Seconded: Harry

The motion passed unanimously.

The meeting adjourned at 9:15 p.m.

Drafted by Leif LaWhite (Recording Clerk)

Respectfully submitted by Dana Grossman (Clerk)