

DISCLAIMER: The following minutes of the Norwich Free Academy Board of Trustees November 15, 2011 meeting are in draft form only and will be acted on at an upcoming meeting.

**The Norwich Free Academy
Board of Trustees Regular Meeting
Tuesday, November 15, 2011, 5:30 p.m.
Latham Science & Information Center**

MINUTES

PRESENT: Jeremy Booty, Glenn Carberry, Richard DesRoches, Keith Fontaine, Lee-Ann Gomes, Thomas Griffin, Thomas Hammond, Theodore Phillips, David Whitehead and Sarette Williams. Absent w/notification: Gail Piotrkowski. Also present: Superintendent/Head of School David Klein, CFO Richard Rand, Director of Student Services Lisa Wheeler, Director of Finance and Human Resources Cyndee Finger, Tirrell House Principal Ross Sward, Bradlaw House Principal Bryant Sheldon, Vocal Music Teacher Tonya Laymon and Recording Secretary Lynda Kulos.

1. **Call to Order**—Chairman Whitehead called the meeting to order at 5:30 p.m.
2. **Chairman/Secretary's Report—D. Whitehead**
 - A. **Approval of Minutes: October 18, 2011**

Motion by Mr. Phillips, seconded by Mr. Hammond, to accept the minutes of October 18, 2011. Motion passed unanimously.
3. **Consent Agenda—D. Whitehead**
 - A. **Field Trip Requests**
 - B. **Tuition Waiver Requests**

Motion by Mr. Phillips, seconded by Mr. Griffin, to approve the Consent Agenda. Motion passed unanimously.
4. **Information & Planning**
 - A. **Spotlight—R.Sward**
 1. **Tonya Laymon, Vocal Music Teacher**

Mr. Klein shared a complimentary letter of thanks from Mary Porter-Price of Ledyard commending Ms. Laymon and the Choral Choir for their participation in a funeral mass for an NFA student's mother. Mr. Sward introduced and provided background and a list of accomplishments for Ms. Laymon. Ms. Laymon and a small ensemble of students will be invited to perform at an upcoming Board meeting.
 - B. **Information & Planning—D. Klein**
 1. **Safe School Climate Plan—B. Sheldon/L. Wheeler**

Mr. Klein stated that this past summer bullying legislation, Public Act 11-232, Safe School Climate, was passed which requires all schools to have a plan in place by January 1, 2012. Mr. Sheldon and Mrs. Wheeler worked closely with Campus Safety Director Al Fecteau to develop a plan. Mr. Sheldon provided an overview of the Plan and stressed that it was a rough draft and asked for the Board's input before finalizing the plan. The Plan will be presented to the Board at a meeting in December for approval and submission to the State Department of Education. Both he and Mrs. Wheeler are the coordinators of the Plan with Mr. Fecteau and Assistant Campus Safety Director Kevin Rodino as the Safe School Climate Specialists.
 2. **Finance**
 - a. **Monthly Financial Report—C. Finger**

Ms. Finger asked if the new format of the Monthly Financial Report was acceptable to the Board. The Board's response was favorable. Ms. Finger updated the Board regarding one town that has not paid its invoice. The town is debating the validity of one student before making payment. There is one other

town that has not paid its regular or special education invoices. The Finance Office is continuing to pursue payment.

3. **Facilities—R. Rand**

Mr. Rand reported that NFA received a full Certificate of Occupancy for the Atrium Accessibility Project.

C. **Superintendent's Report—D. Klein**

• **2011-2012 Calendar Adjustment**

Mr. Klein reported on two student days and professional development days lost due to Hurricane Irene. Two professional development days were made up on September 1 and September 2. One student day was made up on October 11 and the other day being proposed for make up is February 21, 2012. Families will be notified after Thanksgiving.

• **Grade 9 Transition Committee**

NFA will be looking at how it evaluates the transition of 9th Grade students. Mrs. Grant will be working with co-facilitators Kristin Peckrul and Stephani Jones. The Committee is comprised of Heads of Department and Administrators. Periodic updates will be given to the Board as the Committee continues its work.

• **International Students Committee**

The Academic Success Committee met to discuss international students and whether it is something NFA wants to pursue. A committee and charge was formed. Research will be done and analyzed. There is a timeline for the Committee to complete its work on or about January 31. Updates will be given periodically. The outcome would be that the International Students Committee provide the Academic Success Committee with a report and its recommendation. The Board will be provided with same.

Ms. Gomes thanked Mr. Klein for sharing this information with the Board. She stated that it is the first time that the Board has seen the other side on what administration is looking at, what the timeframe is and who is involved.

4. **General Agenda Items—D. Whitehead**

A. **New Business**

- Mr. Phillips commended Slater Museum Director Vivian Zoe for the re-presentation of Slater Museum.
- **Motion** to approve the 2012 Board of Trustees meeting dates was made by Mr. Phillips, seconded by Mr. Griffin. Motion passed unanimously.
- Mr. Whitehead handed out a draft list of 2012 Board of Trustees Committees. No new committees were added to the list but stated that, after the first of the year, the Governance Committee will be come together to work with outside counsel to do a thorough review of NFA's governance structure, governance documents and bring to the full Board recommendations on potential amendments, potential governance process or policy steps that would be put into place so that NFA would be in adherence with any State regulations and any IRS regulations as it applies to a designated 501(c)(3). Mr. Whitehead and Mr. Klein have had discussions concerning a strategic planning process. A meeting of the full Board and the Administrative Team to take place in the early part of 2012 with the entire team taking a look at the future of NFA and where NFA needs to go. Mr. Whitehead would like the Board to review the draft Board Committees list and let him know before the next Board meeting, via e-mail, if there are any changes.

5. **Communication/Discussion—None**

6. **Other Business—None**

7. **Executive Session--None**

8. **Adjournment**

Motion by Mr. Phillips, seconded by Mr. Griffin, to adjourn the meeting at 6:10 p.m. Motion passed unanimously.

Respectfully submitted,

Lynda R. Kulos
Recording Secretary