

DRAFT MINUTES UNTIL APPROVED AND FINAL

**Norwich Free Academy
Board of Trustees Special Meeting
Thursday, November 20, 2018, 5:30 p.m.
Latham Science and Information Center**

MINUTES

TRUSTEES PRESENT: Diana Boisclair; Betsy Conway (5:45); Keith Fontaine; Thomas Hammond; DeVol Joyner; Dr. David Kalla; Denise Lindell; Todd Postler; Dr. Mark Tramontozzi; William Warzecha; and Sarette Williams

ABSENT WITH NOTIFICATION: Allyn Brown, III

ALSO PRESENT: Head of School David Klein, Director of Institutional Advancement Kathy McCarthy, and Recording Secretary Lynda Kulos

1. **Call to Order**—Chairwoman Sarette Williams called the meeting to order at 5:30 p.m.

2. Secretary's Report

a. **Approval of Minutes:** October 16, 2018, regular meeting

Motion by Ms. Lindell, seconded by Ms. Boisclair, to approve the minutes of the Trustees' October 16, 2018, regular meeting. **Motion passed unanimously**

3. Consent Agenda

Motion by Mr. Postler, seconded by Dr. Kalla, to approve the consent agenda as recommended by Mr. Klein, as follows:

a. Field Trip Requests

- Special Olympics Speedskaters, to International Skating Rink, Simsbury/Hartford, CT, 2/23-24, 2019, for participation in Winter Games
- Bank/Orchestra/Jazz/Percussion, to Hershey, PA, Music in the Parks Music Festival, 5 2-5, 2019

b. NFA Policy Manual-Structural Revision

c. 2019-20 Board of Trustees Meeting Schedule

Motion passed unanimously

4. Information & Planning

a. Spotlight—None

b. Reports and Updates

1. Finance

a. Monthly Finance Report

Ms. Finger was unable to attend the meeting. If the Trustees have any questions regarding the Financial Report for the period ending October 31, 2018, they can contact Ms. Finger.

2. Superintendent's Report

a. Update to NFAF Articles of Incorporation

Ms. McCarthy provided new wording for Section 2 of NFA Foundation, Inc.'s Amended and Restated Certificate of Incorporation for the Trustees' consideration.

Motion by Mr. Postler, seconded by Dr. Kalla, to approve the change to the NFA Foundation's Article of Incorporation. **Motion passed unanimously**

b. Class of 2018 Profile

Mr. Klein spoke briefly about the Class of 2018 Profile. It was suggested that in the future School-to-Work language be added to the Profile.

5. New Business—None

6. Communications/Discussion

Chairwoman Williams reported that a few of the Trustees attended this year's CABE Convention. It was reported by those Trustees that the Convention was well worth attending.

7. Other Business—None

8. Executive Session

a. Personnel Matter

Motion by Dr. Kalla, seconded by Dr. Tramontozzi, to go into executive session to discuss a personnel matter at 6:05 p.m. **Motion passed unanimously**

Motion by Mr. Postler, seconded by Mr. Warzecha, to come out of executive session at 8 p.m.

Motion passed unanimously

9. Adjournment

Motion by Mr. Warzecha, seconded by Mr. Postler, to adjourn the meeting at 8:05 p.m.

Motion passed unanimously

Respectfully submitted,

Lynda R. Kulos
Recording Secretary

Approved: