

BOARD MEETING MINUTES

Board Meeting

November 19, 2025

The Board Meeting was called to order at 5:10PM. A quorum was established with seven members present

Members Present: Amber Baud, Donna Johnson, Michelle Mcewen, Brianna Moynihan-Sienkiewicz, Tim Same, Rachel Lorig, Jennifer Ward

Old Business

- Board Member Photos
 - o The Board briefly revisited the pending task of updating Board Member photographs.
 - o No further discussion or action occurred

New Business

- **Licensing**
 - o The Board received a summary of the recent state licensing visit
 - o The visit was reported to be highly positive
 - o Two compliance issues were identified and have since been corrected
 - School-aged children cannot have access to screwdrivers in open/unsupervised drawers because they are considered sharp objects.
 - Roots is required to remove any names from *NH Connection* if the person is no longer employed.
 - o A corrective statement has been submitted
 - o An email confirmation was received and R2R is now in full compliance
 - o No motions required
- **Christmas Bonus**
 - o Donna Johnson presented the proposal for End-Of-Year Staff Bonuses
 - o The bonuses will total: \$3,250.00

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- o Motion: Briana Moynihan-Sienkiewicz moved to approve bonuses in the amount of \$3,250
- o Second: Michelle McEwen
- o Vote: The motion passed unanimously
- **Rooted in Kindness Project**
 - o The Board discussed the launch of "Rooted in Kindness" initiative intended to counter recent unkind behaviors and reinforce a culture of kindness.
 - o The project includes a three-tier approach.
 - Part 1: Community Donations
 - Children/Families will prepare a "meal-in-a-bag" for donation along with a Clothing Drive and Toy Drive
 - ❖ Email went out to families with information and ideas of food items/meal options to donate
 - ❖ Website will be updated with this information and be accessible to the larger community
 - No feedback has been received yet regarding program.
 - Amber will send the information out to different organizations who want to donate or provide additional support
 - If there is enough interest in the community donations, we will be able to contact organizations who represent communities in need.
 - Donations will be accepted at the school
 - Part 2: Caught in the Act Cards
 - Children will be able to/and encouraged to hand out "Caught in the Act" [of Kindness] cards to peers who are observed performing acts of kindness with the goal of encouraging positive behavior through peer recognition.
 - The R2R staff is hoping this will initiate a ripple effect for more kindness/kind acts.

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- Part 3: Rooted in Kindness Cards for the Community

- Cards will direct recipients to the project's Facebook page to track community participation
- The goal of this part of the initiative is to show the students (and the community at large) the ripple effect that kindness can have.

- The team's goal is to launch the giving part of the program by the end of December 2025; however, implementation after the holiday is acceptable.

- **Enrollment**

- Enrollment numbers are remaining steady.
- Financially, the program is performing well and even with slight schedule changes, the Executive team does not feel that additional enrollment is necessary at this time. The Board was in agreement with this determination.

- **Parade Float**

- The Board reviewed the plans for participating in the upcoming parade in Rochester.
- The theme of the parade is Christmas in Candyland and will take place on December 7, 2025.
- The float will portray a living room scene transitioning into a Candyland-Themed world. Children will dress either as Candyland characters or have candy-themed costumes.

- **Studley's Festival of Trees**

- The school will also participate in Studley's Festival of Trees which is using the theme "Family Game Night"
- R2R will do a take on their float by also using the Candyland theme.
- Parents/students will be asked to give board games to put underneath the tree for donation.

- **Mudroom Updates**

- The Fire Department completed a walkthrough of the mudroom area. Required updates include:
 - Installation of an exterior sound alarm to signal that the door cannot be used if the alarm is sounding.

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- o In addition, in order to complete the project, the interior wall and heating must be completed.
- o A follow-up review by licensing will be require once updates are complete.
- **Taxes**
 - o The board revisited ongoing tax-related concerns
 - o Contact was made with a potential provider; however, the quoted rate of \$1800/month was deemed too costly
 - o Further research is needed.
- **Budget**
 - o Donna and Amber presented progress on their upcoming annual budget.
 - o Donna has met with an accountant to build a full-year financial projection, including accurate proposals for summer operations
 - o A draft budget will be reviewed in December.
 - o After Board review, the budget will be posted for public comment prior to formal approval.
 - o No motions were made.
- **Board Meeting Calendar**
 - o The Board discussed creating a comprehensive calendar including meeting dates, deadlines, and statutory requirements
 - o Work is ongoing.
- **Training Session - Better Boards 101**
 - o Presenter: Kate MacKinnon
 - o This training covered board roles, responsibilities and provided available resources to strengthen governance practices.

Adjournment: With no further business, the meeting was adjourned at 5:38pm.