Board of Trustees Meeting Minutes

Date: December 12, 2023

Held at The Birches Academy

Present: Chair: Christie Storniolo (CES), Vice-Chair: Christine Miele (CM); Treasurer: Michael Gendreau (MG); Becca Allan (BA), Pamela Sarantis (PS); Samantha Moulton (SM)
Regrets: Alyssa Ross (AR); Alexis Goldsack (AG)
Staff: Chris Smith (CDS), Jessica Wachsman (JW), Erin Balfe (EB), Aimye Haroutunian (AH),
Public: Danielle Richards

CM called meeting to order at 5:43pm

General

Approval of minutes from November 14 meeting. BA motions to approve, MG seconds, PS abstains. All others in favor. None opposed.

Correspondence

- none

Next meetings:

- Full Board
    - January 9, 5:30pm
- Finance
    - January 2, 5:30pm

Events**:**

- Winter Concerts - December 12 (K-3), December 19 (4-8)

Dean of School update

Enrollment

- 236 enrolled (full)
- Wait list at 264 - 45 on the 2024 K wait list

Events

- Mrs. Madden and Mrs. Baldonado had their first STEAM escape room for a student's birthday and it was a great success. Rental fee paid to The Birches for the event.

Personnel

- School nurse has started
- Still looking for Night Owls lead supervisor
- Middle school ELA - internal applicants and posting outside as well

Foundation/Friends update

- Started Partners in Education program - $3000 raised to date
- Reviewed financials - ahead of budget in December from prior years
- Financials review - raised $33,000 of $80,000 budget to date
- Scholastic book fair complete and successful - waiting for final numbers

Committee updates

Finance

- Review of July 2023 - November 2023 BVA financial report, BA motions to accept, MG seconds, all in favor, PS abstains, none opposed.

Governance

- Voted on Danielle Richards - BA motion to approve, PS seconds, all in favor, none opposed.
- We have a few other candidates further along in the process

Personnel

- CES and AR to meet for Dean of School review prep
- Michelle Cole and Jessica Wachsman attended a Charter School Association meeting which reviewed benefits and employee retention. Would like to review these in the future to make benefits better for employees

Outreach

Met with entire committee December 3

Ongoing Projects

- Agree on add-on to Bloomerang to take donations - “Kindful”
- Went to Salem CTE to look for Outreach Intern 11/29
- Update bios and pictures
- Review SEO optimization for website
- Sending out Sponsorship Packages
- Local Marketing: Little Scholars - add question to lottery application
- Specials Pages: Art, STEM, Music, Spanish, Gym
- Revamp 10-year logo - review taglines for January meeting

DOG Preparation

- Review takeaways from last year
- Going to team with end of the year musical celebration, not NH Gives

Long Term Projects

- Create monthly/weekly plan for social media posts
- Review Constant Contact templates for new newsletter
- FOB Logo
- Bi-Monthly Website Review
- Alumni Newsletter
- Website Analytics

Strategic Planning

- Need to reconvene as a Strategic Plan is now required to submit to the state
- CES and BA will meet to looking at the last plan

Curriculum

- Teachers are working to fill their A year and B year map so that we can look to bolster it; discussed during December 6 professional development day
- Working on building our own science curriculum and possible social studies after completion

Facilities

- Did meet, will discuss in non-public session

Policy Reviews

December:

- none

January:

- Data Governance and Security Policy
- Records Retention

Public comment

- none

PS motions to move into non-public session per RSA 91-A:3, II(a) at 6:54pm. MG seconds. All in favor.

MG motions to move out of non-public session and into public at 7:20pm. BA seconds. All in favor.

BA motions to allow the facilities committee to select a facility consultant, SM seconds, all in favor.

Vote to seal the minutes of the non-public session *under RSA 91-A:3, II(a):The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.* BA motions to approve, PS seconds. All others in favor. None opposed.

PS motions to adjourn. BA seconds. All agree. 7:26pm meeting adjourned.