Board of Trustees Meeting Minutes

Date: September 12, 2023

Held at The Birches Academy

Present: Chair: Christie Storniolo (CES), Secretary: Alyssa Ross (AR); Vice-Chair: Christine Miele (CM); Treasurer: Michael Gendreau (MG); Becca Allan (BA), Alexis Goldsack (AG); Pamela Sarantis (PS);
Staff: Chris Smith (CDS), Jessica Wachsman (JW), Erin Balfe (EB)
Public: none

CES called meeting to order at 5:40pm

General

Approval of minutes from July 27 meeting. CM motions to approve, MG seconds. All others in favor. None opposed.

Correspondence

- Debbie Kruzel resigned from the Board on September 8. The Board thanks her for her term of service.

Next meetings:

- Full Board
  - October 10, 5:30pm
  - November 14, 5:30pm
  - December 12, 5:30pm
- Finance
  - October 3, 5:30pm
  - November 9, 5:30pm
  - December 5, 5:30pm

Upcoming Events:

- 9/21 Parents Back to School Night
- 9/28 School Pictures
- Socktober
- Spirit Week 10/30-11/03

Dean of School update

Enrollment

- 233 enrolled - 4 open spots
- Wait list at 234

Personnel

- TAs
    - New middle school TA: Jenna CaraDonna
    - Floating TA: Jennifer Carpine floating
    - Need 3rd TA
- Night Owls lead needed

Foundation/Friends update

2022-2023 $148,398 raised, net $81,849

Full school year tentative schedule has been shared, but highlights through October:

- Parents Back to School Night 9/21
- School Pictures 9/28
- Bags 2 School clothing drive
- Socktober
- Cash Calendar
- Bake Sale 10/19
- Spirit Week 10/30-11/03
- Halloween Event (date to be determined)

Committee updates

Curriculum

- Science
    - Started recruiting teachers to work on the science curriculum; board volunteers are welcome - BA to help
    - Looking to build v. buy one, have already started building a common language across grade levels

- Civics is now a state requirement that must be added by June 2024, starting to look at what needs to be added/adapted at each grade level

Finance

- Finance committee met and reviewed year end 22-23 budget; as of 6/30/23.
    - Budget overage was less than expected; shortfall was anticipated due to state funding and in some cases due to money allocated for the next fiscal year that had to be paid in prior year, reimbursements coming.
    - Motion to accept 2023-23 budget to actual. AG motions to accept. BA seconds. All others in favor. None opposed.
- Finance committee reviewed budget actuals; as of 8/31/23. Motion to accept budget to actual as of 8/31/23. BA motions to accept. CM seconds. All others in favor. None opposed.

Governance

- MG had a candidate who looks to be a good fit but right now he can't commit with work schedule; will leave lines of communication option/consider options
- MG is in early stage conversation with another candidate

Personnel

- CES and AR to meet for Dean of School review prep

Outreach

- New Website launched August 31
    - Small updates continue + continuing to check for any issues
    - Creating new pages for all specials
    - Will update Foundation/Friends page
- Newsletter
    - Have a proposed template
    - Need to review process to see if the template will be easy enough
- Named one of The Best of the 603 charter schools
    - Will get a certificate sent
    - Validating what we can promote without paying

Strategic Planning

- Need to reconvene; last met immediately before COVID then focus had to shift
- CES is relooking at the last plan and will talk to CDS
- State requires at least one parent to join this committee

Facilities - did not meet

Policy Reviews

September: Discipline policy, revised to include technology. CM motions to approve, MG seconds. All others in favor. None opposed.

October: TBD

No need for non-public.

AR motions to adjourn. AG seconds. All agree. 7:24 PM meeting adjourned.